

Media Guidelines

Version updated to 15th March 2023

The 25th World Congress of Dermatology is pleased to welcome the Media at Suntec Singapore Convention & Exhibition Centre.

1- General information

Journalists, reporters, writers, and editors from recognised print, online, or broadcast organisations are encouraged to apply for media accreditation via the online [Media Registration Form](#).

Media accreditation can only be applied for until 16th June 2023.

WCD2023 allows accreditation for:

- a maximum of 2 journalists, writers and/or reporters, of 1 photographer and 1 crew member per media outlet,
- a maximum of 1 freelance journalist, or online media/bloggers per media outlet, website or blog,
- a maximum of 3 people per broadcast media.

Please note that Media registration is free of charge.

The Media Badge will be issued following verification of the required documentation, as indicated in section 2, and must be collected from the Media Desk in the Registration Area by providing the following:

- a photo ID, such as a driving licence or passport,
- a media ID, such as a press card or business card.

When granting accreditation to a journalist, WCD2023 expects subsequent publication in the related media outlet, as an agreement in principle to be respected.

A fee of SGD 80.00 is charged for the issuance of a replacement badge.

The **Media Centre** is located in Room 304.

Opening hours:

- 3 July 2023: 10.00am - 5.30pm
- 4 July 2023: 8.00am - 6.00pm
- 5 July 2023: 8.00am - 6.00pm
- 6 July 2023: 8.00am - 6.00pm
- 7 July 2023: 8.00am - 6.00pm
- 8 July 2023: 8.00am - 2.00pm.

Only those who have registered as Media are permitted to use the Media Centre as a working space and to use all of the facilities.

Doctors and other participants who are not registered as Media are not permitted access to the Media Centre, unless they are participating in an interview with a registered Media; in that case, interviewees must always be accompanied by a registered Media and may not remain in the room for more than one hour.

Please note that the Media Centre may not be used for equipment storage.

The **Interview Room** is located in Room 305.

Opening hours:

- 4 July 2023: 9.00am - 5.00pm
- 5 July 2023: 9.00am - 5.00pm
- 6 July 2023: 9.00am - 5.00pm
- 7 July 2023: 9.00am - 5.00pm

This space must be booked ahead of time at the Media desk and is available on a first-come, first-served basis. It can be reserved for free for a maximum of one hour.

The equipment must be assembled and disassembled within the time frame specified.

Unless otherwise announced, all interviews will take place in the Interview Room.

After reviewing the programme, journalists must send their interview requests to wcd2023media@thetriumph.com.

The **Photocall Area** is located in *room TBD*.

Opening hours:

- 3 July 2023: 10.00am - 5.30pm
- 4 July 2023: 8.00am - 6.00pm
- 5 July 2023: 8.00am - 6.00pm
- 6 July 2023: 8.00am - 6.00pm
- 7 July 2023: 8.00am - 6.00pm
- 8 July 2023: 8.00am - 2.00pm.

The **Opening Press Conference** will take place in Room 303 on 3rd July at *time TBD*.

2- Registration requirements

Media registration is opened to all media:

- Journalists/reporters,
- Freelance journalists,
- Web journalists/bloggers,
- Broadcast media (TV, radio)
- Technical crews

To obtain credentials, all media must fill out the [Media Registration Form](#) and submit the following documents:

- *Journalists/Reporters and Freelance journalists:*
 - n° 2 bylined dermatological speciality covers.

If the sample is in a foreign language, please provide an English version with the byline clearly visible.

For those who are unable to provide the required evidence, a letter from the editor-in-chief on the letterhead of a journalistic organisation is required.

- *Web journalists/Bloggers:*

- n° 2 bylined articles from the last six months.

If the sample is in a foreign language, please provide an English version with the byline clearly visible.

Bloggers must write for independent websites that have been up and running for at least a year and contain original, up-to-date editorial content on dermatology or skin, hair, and nails.

Content cannot be sponsored by a single product, service or company, and blogs must have more than 5,000 unique visitors per month.

- *Broadcast media:*

- the names of news and/or information programmes.

They can only be accredited if a broadcaster has officially commissioned them through a letter of assignment. They must submit broadcasting material from the previous four months.

- *Technical crews:*

Photographers and crew members accompanying authorised media representatives must specify which media they are accompanying in the [Media Registration Form](#).

Applications submitted without supporting documents will not be accepted.

After filling in the form with all the required information, you will receive a confirmation email.

Please send all inquiries to wcd2023media@thetriumph.com.

3- Ineligible registrants

The WCD2023 does not issue Media badges to:

- publishers,
- advertising, marketing, public relations, or sales representatives,
- industry/exhibitor press officers or their public relations consultants,
- educational program developers (including writers and editors of continuing medical education content or its international equivalent)
- financial or business analysts
- trade media management personnel
- individuals who are not covering the meeting for a recognised news organisation.

Any company that produces Continuing Medical Education (CME) materials (or its international equivalent) or offers CME credit with or without charge will not be considered as a recognised news organisation, regardless of whether it produces editorial content as well.

In addition, media who produce or have produced a stand-alone medium (print, broadcast, or electronic) that uses the WCD2023 name or logo to imply endorsement by the WCD2023 are ineligible for media credentials.

4- Accessible areas

Registered media will have access to:

- Plenary sessions,
- Hot Topics,
- Controversies in Dermatology,
- Symposia,
- Expert Forums,
- Free Communications Sessions,
- Late-breaking Sessions,
- Resident Sessions,
- DSS/LADS Sessions,
- Poster area during regular business hours,
- Opening and Closing Ceremonies,
- Sponsored sessions: Lunchtime Sponsored Symposia, Satellite Symposia, and Meet the Expert, after the meeting participants have been seated and at the discretion of the host company.

Members of the media who have questions for presenters should arrange interviews with them rather than ask questions during the session.

Members of the media are observers of and not participants in educational sessions.

Registered Media are prohibited from developing CME content, or its international equivalent, based on information presented at the WCD2023.

5- Restricted areas

- Business/operational meetings of the International League of Dermatologic Societies' National and Affiliate Member Societies, including but not limited to, ILDS General Assembly, annual general meetings, Board of Directors' meetings, advisory boards, councils, committees, task forces, and any special meetings/forums requiring specific membership,
- Courses,
- Welcome Reception, Social Event, Presidents Dinner, Society and/or Sponsor receptions,
- Exhibition Hall.

6- Unauthorised activities

Any media registrant who violates the WCD2023 Media guidelines will immediately lose their credentials and may be excluded from future meetings. Specifically, registered Media will be considered to be in violation of the WCD2023 policies if they:

- promote, market, or represent a company for the purpose of obtaining publicity or subscriptions from any participant or exhibitor,
- secure a Media badge solely for the purpose of marketing a product or service,
- obtain a media badge with the explicit purpose of developing CME material, or the international equivalent, from WCD2023 scientific sessions or poster exhibitions,
- are caught misrepresenting themselves or their media organisation to obtain media credentials and cover the meeting,

- violate the regulations outlined in these Media Guidelines.

7- Photo, video, and audio recording

Registered Media **are allowed to:**

- Conduct video-recorded interviews only in the designated Interview Room or, in exceptional circumstances, with the accompaniment of a WCD2023 media department officer.
- Audio record interviews only with the written consent of the interviewee, to gather information for accuracy and not for retransmission or reproduction.

Registered Media **are prohibited from:**

- Photographing or videotaping in any scientific session, in the Exhibition Hall or in the e-poster area,
- Photographing scientific material in the exhibition hall, poster area, and scientific sessions, including the use of digital cameras and mobile phones.

The WCD2023 Media Department will provide the media with official pictures every day.

Any violation of these rules will result in expulsion from the session and from the 25th World Congress of Dermatology.

Sessions will be closely monitored for such occurrences.

8- Release time & attribution

The official release/embargo time for material presented in scientific sessions is the date and start time of the educational session in which that material is presented, unless otherwise specified. If an individual presents the same material or topic in two or more didactic sessions, the earlier session will be considered the official release time.

The official release time/embargo of posters, abstracts and late-breaking abstracts is **9am SGT on Tuesday, 4th July 2023**.

9- Sponsor and exhibitor media

Unless otherwise agreed with the Organising Secretariat, each Exhibitor/Sponsor may invite up to 5 media representatives, including 3 journalists, reporters, bloggers, etc. (see section 2) and 2 members of the technical crew, who will be identified by a "Sponsor Media" badge personalised with the name, surname and company name of the Exhibitor/Sponsor.

Each Exhibitor/Sponsor must send the details of invited Sponsor Media to the WCD2023 Media Department at wcd2023media@thetriumph.com by 16th June 2023.

Sponsors and Exhibitors may invite additional media representatives in addition to the 5 listed, who must complete the standard [Media Registration Form](#) in order to receive a Media Badge.

The Sponsor Media badge is the only one that grants access to the Exhibition Hall, in addition to all other areas open to the Media badge (please refer to sections 4 and 5 for further details).

Filming of sponsored sessions is allowed, but video recording services are not included in the sponsorship package and must be provided by the official Congress Venue provider. It is

possible to have your own video team record the session, as long as they do not need to connect to the A/V equipment of the meeting room (they can only have live audio).

The footage must not be made available and/or disseminated on websites or at meetings, nor broadcast, before the end of the Congress.

The sponsor is solely responsible for any recording. The chair and speakers must give their explicit consent.

The sponsoring company must provide a self-declaration stating that the session chairs and speakers have given their consent to the recording of the session.

Exhibitors are responsible for enforcing the ban on their stands.

Each exhibitor is solely responsible for obtaining the consent of the individuals involved.

Unauthorised photographs/videos are not the responsibility of the Organising Secretariat.

However, exhibitors may not object to the Organising Secretariat filming the entire exhibition.

All editions of the WCD are usually documented in full or in part by a commissioned official photographer. As a result, photos and/or videos of exhibitors and/or their stands may be published in traditional and/or digital media without prior consent.

Exhibitors may distribute press releases or press kits to the media on their stands.

The WCD2023 Media Department is solely responsible for WCD2023's media activities and makes no product or service promotion.

10- Copyright information

The 25th World Congress of Dermatology is wholly owned by the ILDS and is not a public event. Any unauthorised use of programme content, which includes, but is not limited to, oral presentations, audio-visual materials used by speakers, poster abstracts, and programme papers, outlines and handouts, without the written consent of the WCD2023 is prohibited and will be grounds for termination of press credentials, a ban from future meetings and prosecution for infringement of applicable copyright law.

Handout materials are prepared and submitted for distribution by the presenters, who are solely responsible for their content.

Under no circumstances may the information presented at the WCD2023, with the exception of news releases, be republished in its original format in print, broadcast or electronic media.

The views expressed and the techniques presented by the speakers at WCD2023 sponsored educational meetings are not necessarily shared or endorsed by the WCD2023.

11- Interpretation & application of Media Guidelines

All issues and questions not specifically covered by these Media Guidelines are subject to the decisions of WCD2023.

WCD2023 reserves the right to amend or supplement these guidelines as necessary and to notify such changes to the registered press.

If WCD2023 has reason to suspect that these guidelines have been violated, it reserves the right to inspect all bags, packages, etc. for unauthorised items (e.g. recording devices or cameras), to confiscate such items and/or to expel and ban any member of the media for violating the guidelines.

We appreciate your interest in following WCD2023. We hope you have a rewarding and educational experience.

If you have any questions about these guidelines or WCD2023, please email wcd2023media@thetriumph.com or stop by the Media Centre during your visit.

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WCD2023 reserves the right, if necessary, to amend or supplement these guidelines and to notify the registered Media of such changes.

If WCD2023 has reason to suspect that these guidelines have been violated, WCD2023 reserves the right to inspect all bags, packages, etc. for unauthorised items (e.g., recording devices or cameras), confiscate such items, and/or expel and ban any member of the media who has violated the guidelines.

We appreciate your interest in attending the WCD2023. We wish you a rewarding and educational experience.

Should you have any questions about these guidelines or the Congress, please write to wcd2023media@thetriumph.com or drop by the Media Centre during your visit.