

Press Registration & Policies

The American Academy of Otolaryngology–Head and Neck Surgery Foundation (AAO-HNSF) welcomes all media who are employed by an accredited news organization* to apply for press registration to cover the AAO-HNSF 2023 Annual Meeting & OTO Experience.

To register, please submit press credentials via the press registration online registration site. Acceptable credentials: business card, publication masthead, letter of assignment from an editor, or a formal press badge from an organization like the National Association of Science Writers.

Press registration at the AAO-HNSF 2023 Annual Meeting & OTO Experience is extended to:

1. Journalists, photojournalists, videographers, producers, and writers of the general, health, and medical press, with appropriate credentials, who are employed by accredited news organizations.*
2. Journalism educators and students who are covering the meeting as part of their training in science/medical journalism, by prior arrangement.

All others requesting a press pass will be reviewed on a case-by-case basis.

**AAO-HNSF considers an accredited news organization to be one that features original editorial news coverage that has editorial freedom from advertisers and/or sponsors, and in which advertisers and/or sponsors are clearly identified as such. To be eligible, applicants must write exclusively about the AAO-HNSF 2023 Annual Meeting & OTO Experience for the news organization that has provided the letter of assignment, unless otherwise noted.*

Press registration at the AAO-HNSF 2023 Annual Meetings & OTO Experience is NOT extended to:

1. Representatives of lobbying, special interest, or advocacy organizations
2. Representatives from single-sponsored, investment, corporate, and institutional newsletters
3. Administrative personnel
4. Representatives from companies that post videos of scientific sessions for medical education purpose of creating continuing medical education (CME) or other commercial content (e.g., webcasts, online or printed educational modules, etc.)
5. Companies or organizations producing publications, videos, and/or other electronic media intended for internal use, marketing, advertising, financial analysis, or public relations purposes
6. Exhibitors or the exhibitors' media/PR staff: a table will be made available outside of the newsroom for vendors/exhibitors to place their press materials. (Unless otherwise established)
7. Sales, advertising, marketing, or public relations professionals

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AAO-HNSF Press Guidelines and Policies

1. Information presented at the Annual Meeting is the responsibility of the presenting authors and is not intended to represent the views, policies, or positions of AAO-HNS/F. Any press representative who has been hired or invited to cover an event not listed in the Annual Meeting program should not report its proceedings as happening in association with or as having any relationship to AAO-HNS/F.
2. Education programming content is embargoed until the local **DATE AND TIME** of the individual session, either presented live or online.
3. Camera crews are prohibited from wandering unescorted through any part of the convention center and/or meeting space to obtain b-roll or to conduct interviews. All camera crews must report to the newsroom to obtain credentials prior to covering any event and must be escorted by an Academy staff member.
4. Registered press may audio record/videotape/photograph in-person content except when patient confidentiality might be compromised, or a presenter specifically requests that no audio recording/videotaping/photography of content by the media be permitted.
5. Registered press may attend scientific sessions, including, Expert Lectures, Scientific Oral Presentations, Scientific Posters, and Panel Presentations, as observers, not participants. Interaction with presenters and/or other attendees is permitted only before and after the session.
6. Registered press are required to wear their press credentials at all times while on-site at the meeting.
7. Registered press may not photograph or record any content presented online on the Annual Meeting platform for distribution or publication purposes without prior consent from the AAO-HNS. To seek permissions contact newsroom@entnet.org.

Violation of AAO-HNSF Press Policies

AAO-HNSF reserves the right to deny or revoke press credentials and/or bar, from this and future Annual Meetings, any registered media who violate these press policies, or who misuse media privileges to engage in activities other than journalistic pursuits. This includes, but is not limited to, the following:

- Transferring a press badge or press ID to an individual not registered as media
- Sharing press credentials and unique online login information with any other person or organization
- Engaging in Chat Room discussions and participating beyond the registered press observer role as defined above
- Photographing or recording within the online Annual Meeting platform
- Misrepresentation of role or activities to obtain press registration
- Misusing media access on behalf of publications not disclosed in the media registration request, or not writing for the credentialed outlet
- Accessing the newsroom without credentials for the purpose of providing company press releases to reporters
- Attempting to obtain advertising or subscriptions from any exhibitor or registrant
- Deliberately promoting the marketing objectives of a single company or institution
- Use of the AAO-HNS/F logo on an outlet's website, publication, or step-and-repeat banner without explicit written permission from AAO-HNS/F



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Registering

Those who have not pre-registered online may register on-site in the newsroom during scheduled hours. For those covering the meeting remotely, please contact newsroom@entnet.org for more details. **Press credentials will be required to receive access to the Annual Meeting program.** For onsite attendance, each registrant must pick up his or her own press badge and provide identification. AAO-HNS/F staff reserves the right to deny press passes, as well as access to the newsroom, to non-credentialed press.

On-site Newsroom and Hours of Operation

The newsroom functions as a media briefing room and workspace for registered, credentialed members of the press to arrange interviews, prepare copy, make telephone calls, or check email between education programming. It is managed and staffed by the AAO-HNS/F Communications team.

AAO-HNS/F Newsroom Hours of Operation (please note that all times are central time):

- Saturday, September 30: 1:00 pm – 5:00 pm
- Sunday, October 1: 7:00 am – 5:00 pm
- Monday, October 2: 7:00 am – 5:00 pm
- Tuesday, October 3: 7:00 am – 5:00 pm
- Wednesday, October 4: 7:00 am – Noon

For more information, please contact the media relations staff:

Roland Buaben
Senior Manager, Communications
1-703-535-3768
newsroom@entnet.org