**ASP Policy on Media Reporting at Annual Meetings**

The American Society of Primatologists (ASP) encourages news coverage of its annual meetings by accredited journalists representing media organizations, bloggers, and freelance journalists who work for print, radio, television, or online media outlets covering primatology-related topics, hereafter collectively called “members of the press.” Press badges are available for qualified members of the press pending approval, described in the process below.

Members of the press will be divided into two categories depending on level of access requested:

* Limited access: members of the press requesting limited access may attend a maximum of 1 day. The opening reception, closing banquet, and other official social events are not open to members of the press with limited access. Meeting registration is complimentary.
* Full access: for members of the press requesting full access to the meeting. All scientific podium and poster sessions as well as the opening reception, closing banquet, and other official social events are open to members of the press who request full access. Only ASP members can attend the Business Meeting. The press badge must be worn at all times during the meeting, including at the social events. Meeting registration must be paid in full. Please note that full access only applies to the in-person meeting.

Members of the press should submit the following to the Chair of the ASP Media and Public Engagement Committee ([media@asp.org](mailto:media@asp.org)) and the ASP President ([president@asp.org](mailto:president@asp.org)) for review at least 7 days ahead of the meeting (at this time it is not possible to register on-site):

* A copy of press credentials or another form of proof demonstrating that you are a member of the press, working on behalf of a specific media outlet
* A signed ASP Press Badge application form from the member of the press attending the meeting, available at the end of the document

**Acceptable press credentials for Members of the Press:**

* Letter stating that the member of the press is covering news for a recognized publication or a producer of a recognized broadcast program on official letterhead from that organization’s Editor.
* Membership card from the International Science Writers Association (ISWA) or
* Membership card from the National Association for Science Writers (NASW) or
* National/International government-issued press credentials.
* **Business cards are not accepted as credentials.**

Publishers of books and magazines, and representatives of sales, advertising or marketing departments of publications and broadcast outlets, are considered vendors and are not permitted to attend as members of the press.

Vetting:

Applicants will receive an email confirmation when all materials are submitted. Reviewing applications for members of the press will take up to 14 days. Members of the press should contact the Media and Public Engagement Chair ([media@asp.org](mailto:media@asp.org)) if a response is not received.

**Approved registered members of the press must always wear and have the ASP’s press badge visible while on-site at the annual meeting**, including the designated conference area and whenever knowingly interacting with ASP members on the property and off-site. Those granted press badges must agree to ASP policies in writing when they submit the ASP Press Badge application form. A copy of the badge approval form will be kept with the Chair of the Media and Public Engagement Committee. Press badges are non-transferable.

All scientific poster and oral sessions and special talks at the annual meeting are open to the press. **The opening reception and closing banquet are not open to members of the press with limited (i.e., one day) access.**

### **Violation of ASP Policies by Members of the Press:**

The safety of ASP attendees, members of the press, and conference personnel is the highest priority, and members of the press must follow instructions from ASP Executive Committee members (which includes board and all committee chairs), the ASP Meeting Coordinator, Virtual ASP Coordinator, and presentation session moderators when directed by them. Failure to do so may result in suspension or permanent revocation of ASP media badges.

ASP also reserves the right to revoke the press credentials of any member of the press who violates other ASP policies, including our [Code of Conduct Policy](https://asp.org/2021/04/20/code-of-conduct-policy/). Revocable behavior includes, but is not limited to, the following:

* Misrepresentation of your role or your activities to obtain a Press Badge.
* Not disclosing the correct credentialed outlet in the Press Badge application request
* Misusing media access on behalf of publications not disclosed in the Press Badge application request.
* Transferring your Press Badge to someone.
* Using the ASP logo on an outlet’s publication, website, or step-and-repeat banner
* Deliberately promoting the marketing objectives of an institution or company
* Attempting to sell advertising or subscriptions to any attendee or exhibitor.
* Unprofessional activities, i.e., any unlawful behavior or any behavior in violation of ASP’s Code of Conduct Policy for attendees at the annual meetings.

**Photography, Audio Recordings, and Videography:**

Members of the press may take photos or videos or make audio recordings with prior signed and written permission of those who will be identifiable in the photo, audio recording, or video. Photography, audiography, or videography of a poster or oral presentation or any speaker requires prior signed and written permission from the presenter. Photography, audiography, or videography in the exhibitors’ room is also permitted provided the exhibiting companies or people who will be in the photo, audio recording, or video give their prior permission in writing. Live broadcasts or online streaming of a presentation or session is not permitted.

###### **Press Embargo Policy:**

Research presented at ASP meetings is embargoed until the time that the poster or talk is presented. Information and data from any poster or oral presentation may not be announced, publicized, or distributed before then, including still or moving images of figures, slides, posters, or other related materials before the presentation. If presenters use the “do not tweet” badge during their presentation or indicate that presentation information may not be shared, members of the press must honor all requests to not discuss or write about their work in any way.

Please see ASP’s Intellectual Property and Social Media Policy for ASP meetings [here](https://asp.org/2023/05/30/intellectual-property-and-social-media-policy-for-asp-meetings/).

**Privacy:**

Information regarding media registrants is proprietary. ASP does not give, rent, or sell current or past information on ASP media registration lists to members of the press, including but not limited, to names and contact information.

Any issues not covered in this document are at the sole discretion of the ASP Board of Directors.

Upon receiving a registered press badge, members of the press are pledging their diligence to act responsible and adhere to [ASP’s mission, values, and guiding principles](https://asp.org/the-society/asp-mission-vision-and-guiding-principles/). ASP welcomes your interest in reporting and working with primatologists. The society thanks you for sharing primatological work with the public, given the value and importance of primatological research for conservation, animal welfare, and beyond. More information about ASP’s research with nonhuman primates can be found [here](https://asp.org/asp-research/research-faq/).

**ASP Press Badge Application Form**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The media organization you represent \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Assignment or Managing Editor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate the annual meeting you want to attend (location/year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you requesting limited access or full access to the meeting? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Would you like to interview someone in particular (e.g., ASP officer, presenter), and if so, whom? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the topic of the article on which you are working? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When do you expect the piece to be published? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My signature below indicates that I have read and will abide by the ASP Media Policy and the ASP Code of Conduct Policy. I understand that the ASP reserves the right to revoke my press badge and expel me from the meeting if I violate any aspect of either of these policies.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_