

# 2019 CO-SPONSORED SYMPOSIA: MEDIA REGISTRATION AND HOUSING INSTRUCTIONS

# For registration instructions, please choose one of the following:

- I am new to ASCO media registration
- I have attended an ASCO meeting or symposium in the past, but did NOT register for the 2018 Annual Meeting
- I attended the 2018 ASCO Annual Meeting

# **IMPORTANT NOTES**

To reserve housing, you must:

- 1. Have approved media credentials
- 2. Have approved on-site registration
- 3. Have received the registration confirmation email and waited until the following day to log on to Media HQ to reserve housing

Housing reservations cannot be changed/canceled through Media Headquarters. Instead, please follow the instructions outlined in the housing confirmation email you receive.

#### Questions?

Contact <a href="mediaregistration@asco.org">mediaregistration@asco.org</a> or call 571-483-1376

#### If you are new to ASCO media registration, please complete the following steps:



#### Apply for media credentials:

- 1. Go to <a href="http://mediahg.asco.org">http://mediahg.asco.org</a> and create a profile
- 2. Submit supporting documentation, including a letter of assignment, press card, two bylined health or science articles, and a copy of your publication
- 3. You will be notified via email once your profile has been reviewed and you are approved for media credentials
- 4. Once your media credentials have been approved, you can log back into Media Headquarters to register to come on site to the Symposium



# Register to attend the Symposium in person:

- 1. Once your media credentials have been approved, log in to Media Headquarters at <a href="http://mediahq.asco.org">http://mediahq.asco.org</a>
- 2. Click on the "Register to Attend a Meeting in Person" icon on the homepage
- 3. Click "Register" under "Actions" for the Symposium you would like to attend

#### Media Hotel Accommodations:

A limited number of hotel rooms have been reserved for journalists and will be awarded on a first-come, first-served basis. We encourage journalists to register as early as possible.

<u>Please note</u>: Your on-site media registration request *must* be approved by ASCO staff before you can make a housing reservation. Please allow for **a minimum of three business days** for ASCO staff to review your request for media credentials and on-site registration prior to making a housing reservation.

#### The media housing deadlines for ASCO's 2019 co-sponsored Symposia are as follows:

Gastrointestinal Cancers Symposium: December 12, 2018, 11:59 p.m. (ET)

Genitourinary Cancers Symposium: January 9, 2019, 11:59 p.m. (ET)

ASCO-SITC Clinical Immuno-Oncology Symposium: January 23, 2019, 11:59 p.m. (ET)

ASCO Quality Care Symposium: Coming soon!

Palliative and Supportive Care in Oncology Symposium: Coming soon!



#### Reserve a hotel:

- 1. Once your media registration request is approved, **wait 24 hours**, and then log in to http://mediahq.asco.org
- 2. Click on the "Reserve a Hotel and/or View Meeting Registrations" icon on the homepage
- 3. In the "Actions" column to the right of your Symposium registration, click "Reserve Housing"



#### Want to attend an embargoed presscast?

- 1. Login to your Media Headquarters profile
- 2. On the homepage, click the icon that says "Attend a Virtual Presscast"
- 3. Use the posted dial-in instructions to call in Note: You do not need to pre-register to attend the presscast.

For more information about on-site attendance requirements, please refer to the <u>media policies</u> governing the 2019 co-sponsored Symposia or ASCO's <u>online press center</u>.

# If you did not attend the 2018 ASCO Annual Meeting, please complete the following steps:



#### Apply for media credentials:

- 1. Go to <a href="http://mediahq.asco.org">http://mediahq.asco.org</a> and log in to your Media Headquarters account. If you do not remember your password, please use the "forgot password" link
- 2. Submit supporting documentation, including a letter of assignment, press card, two bylined health or science articles and a copy of your publication
- 3. You will be notified via email once your profile has been reviewed and you are approved for media credentials
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# If you attended the 2018 ASCO Annual Meeting (presscast or on site):

You have already been credentialed, so you are eligible to access embargoed information via Media Headquarters and to register to attend the symposium in person. There is no need for you to submit supporting documentation or apply for credentials.



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