



Press Pass Request Form

REGISTRATION POLICIES AND PROCEDURES

The Drug Information Association's (DIA) events are attended by a number of international and domestic journalists who represent a variety of well-respected media outlets. DIA welcomes qualified representatives of news organizations to attend specific conferences for the purpose of reporting and publishing/airing articles/stories.

Press passes will be given for specific conferences to all who are determined, by DIA and/or its public relations firm, to be qualified members of the press. The DIA and/or its public relations firm reserves the right to screen all requests and refuse the registration of those who it does not consider as qualified. In order to obtain a press pass, applicants must be affiliated with an established media outlet and possess an editorial/reporting title. Publishers, sales representatives, and other non-editorial staff will not be granted a press pass. Publications and marketing materials may not be distributed at DIA conferences without the express and written permission of DIA. Upon arrival, all media must present a copy of their press credential confirmation letter received from DIA and official press credentials at the DIA event check-in location.

To obtain your press credential confirmation letter, please fill out this form and fax it to Joe Krasowski of DIA at 215-293-5984 or e-mail it to Joe.Krasowski@diahome.org at least one week prior to the event. If you have any questions, please call Joe Krasowski at 215-293-5812.

Course Code for DIA Event: _____

(Five-digit number listed near event title at www.diahome.org)

Title of DIA Event: _____

Date of DIA Event: _____

Press Attendee's Name: _____

Press Attendee's Job Title: _____

Media Outlet: _____

Media Mailing Address: _____

City/State/Zip: _____

Telephone Number: _____

Email: _____

Confirmed Registration: Written confirmation is forwarded via email within five (5) business days upon receipt. Email Joe.Krasowski@diahome.org if you have not received confirmation within seven (7) business days from submittal of registration.

Deadline: Registration should be received at least two weeks before the conference. Registrations received after the deadline and on-site registrations will be accepted upon space availability. For space availability, contact Joe.Krasowski@diahome.org.

Meeting Cancellation: DIA reserves the right to cancel any conference at its sole discretion, whereupon all registration fees will be refunded. DIA will not be responsible for airfare penalties or other costs incurred due to a cancellation.

Agenda/Speakers: Subject to change without notice. Check www.diahome.org for updates.

Resources: Conference agendas will be provided to news representatives. At the respective speaker's discretion, printed speaker handouts (not including reference CD-ROMs) will be available to the press at no extra cost. They may be quoted, but not reproduced in whole or in part without explicit written permission from DIA. They are provided as a helpful resource to news reporters and may not be redistributed or sold.

Recording: Recording at sessions is allowed for the purpose of taking notes. Written permission from DIA is needed in advance if the intention is to broadcast any taped session, in full or in part. Videotaping is prohibited.

Information about Your Media Outlet: For our reference and to better understand the nature of your media outlet, please check all that are applicable.

My media outlet:

___ Is affiliated with an association or larger group:

(Name of association or group)

___ Runs calendar and/or event listings for conferences.

___ Would be interested in pre-event previews of events and conferences (Q&As with industry experts on hot topics, overviews of conference content/agenda, brief descriptions etc.).

___ Offers paid advertising opportunities.

___ Has e-mail lists, e-newsletters, or other electronic communications.

___ Reprints white papers, speeches and/or authored articles.

___ Includes links to other organizations relevant to its audience on its web site.

Please help DIA maintain a thorough archive of press coverage by providing DIA with a clipping, e-copy or URL of articles developed from information presented at conferences.

Mail clippings to:

Joe Krasowski

Drug Information Association

800 Enterprise Road, Suite 200

Horsham, PA, USA 19044

Fax: 215-293-5984

Email: Joe.Krasowski@diahome.org

By signing my name below, I agree to the following terms:

I am a member of the media and actively cover issues related to this program.

I intend to use the information I collect at this program in/as part of my future reporting in/for _____ (name of media outlet), which I anticipate, will be published/air/made publicly available in/on _____ (date or date range).

I have read and agree to the policies and procedures above.

I am authorized to, and also, grant, DIA permission to reprint portions of and/or the full content of any articles that I write/publish/disseminate with information I gather at this program, in any of DIA's publications or communications including *DIA Today*, on DIA's web site (www.diahome.org), in DIA newsletters and e-mailings, etc. I understand that DIA will include a

“Reprinted with Permission of...” credit in/with any of such reprints but will not owe my respective media outlet or me any financial remuneration for such reprints.

I am **NOT** authorized to grant, DIA permission to reprint portions of and/or the full content of any articles that I write/publish/disseminate with information I gather at this program, but I direct DIA to contact the following individual to obtain such permission/authorization:

Name: _____

Title: _____

Media Outlet: _____

Telephone: _____

E-mail: _____

Signature: _____

Date Signed: _____