COMMUNICATION AND MEDIA ACCESS POLICY: SUMMER and WINTER MEETINGS

June 2026

This information outlines the arrangements for BTS events in 2026.

1. Media coverage at BTS Summer and Winter Meetings

1.1 The function of the Summer and Winter Meetings is primarily to allow respiratory health professionals, scientists, wider NHS staff and stakeholders to hear about and discuss the latest issues in respiratory health and medicine.

1.2 The Society is keen to promote key topics presented at the Meetings and will arrange its own schedule of communications activities. The Society's Communications Office can be reached on 074 9737 4098 or by email rosie.ocarroll@brit-thoracic.org.uk and can assist enquirers in connecting with BTS spokespeople and provide further information and resources. It will also contact stakeholder organisations in good time if the Society seeks comment from an organisation for a media release.

1.3 Both parties are not obliged to provide comments/supporting statements etc on the other's media releases. BTS will usually only provide comment if the topic aligns with its strategic objectives and if, in doing so, the Society can further its strategy and work plans.

2. Media access to Summer and Winter Meetings

2.1 The BTS Communications Office can be contacted prior to the meetings via 074 9737 4098 or by email at rosie.ocarroll@brit-thoracic.org.uk

2.2 Attendance at the BTS Meetings can be arranged by contacting the Communications Office to obtain approval to attend and the required access details. Accredited journalists'/media representatives must specify which day(s) of the Meetings they wish to attend and will be granted access only on the day(s) requested. Journalists will not be charged for attendance.

2.3 Journalists working for print, electronic and broadcast media outlets who would like to attend the BTS Summer and Winter Meetings must apply for media accreditation at least 72 hours prior to the Meeting by emailing the Communications Office.

2.4 In order to be accredited, journalists must provide evidence of their position, media outlet and examples of their work. This may include: a valid recognised press pass, other ID, and examples of three recent published articles or pieces of content they have produced. Journalists must apply by email to the Chief Executive or the Communications Office (rosie.ocarroll@brit-thoracic.org.uk).

2.5 Entry to the exhibition is not allowed at any time during the event. The exhibition is only for healthcare professionals in accordance with the Association of the British Pharmaceutical Industry (ABPI) regulations.

2.6 The Society reserves the right to arrange its own media briefings during the Summer and Winter Meetings. Relevant media will be invited to attend by email, and a separate briefing will be organised before or during the event with key spokespeople.

3. Pharmaceutical industry PR/ marketing companies/medical writers

3.1 Applications made by pharmaceutical industry PR/ marketing companies/medical writers will normally not be granted. If a pharmaceutical company wishes a medical writer to attend, they must seek approval in advance, via the Communications Office, explaining exactly what is planned.

4. Freelancers

4.1 Freelancers (including freelance journalists) who do not have a press pass should provide details supporting their application and their objective in attending the Meeting; if they have any links to learned journals or specialist societies, etc, in other words, the proposed outlets for their pieces.

5 Video, photography and social media policy at the Summer and Winter Meetings

5.1 Commercial photography and/or recording at the Summer and Winter Meetings requires previous agreement with BTS, the subjects of said photography and recording, and the venue in which the event takes place.

5.2 It is strictly forbidden to Film or take photos without prior approval. Filming at Charity stands will be allowed on a case-by-case basis, with prior approval from the Chief Executive and Head of Strategic Comms.

5.3 If exhibitors wish to undertake filming at the Summer or Winter Meeting, it may be possible to hire a room during the event where filming can take place, subject to space availability. Exhibitors will need consent from BTS and may be required to complete a media permit form if this is required by the event venue.

5.4 Accredited media representatives who wish to film, take photos and/or record during sessions/presentations or in the event's venue generally, in person or online events, must apply for permission to do so 72 hours in advance. Requests should be sent to sally.welham@brit-thoracic.org.uk or rosie.ocarroll@brit-thoracic.org.uk. The BTS Chief Executive and Communications team will approve these requests on a case-by-case basis. If permission is granted, **the BTS communications team reserves the right to intervene if filming or recording becomes disruptive.** No filming/photography is permitted in the exhibition areas.

5.5 Photography and recording of screenshots for symposia and presentations for non-commercial use is allowed unless otherwise stated. Whether non-commercial photography and recording of symposia and presentations is allowed will be indicated at the start of each such session. Photography and recording include content on digital recorders, cameras, mobile phones, tablets and other devices.

5.6 Often, presenters and/ or the organisations they represent will own, or part-own, the content they are presenting (such as data, slides, etc.). Authors retain copyright of the abstracts presented at the Summer and Winter Meetings, but are required to grant *Thorax* an exclusive licence to publish these in the Winter Meeting programme supplement to the journal (which is also published online in the two/three weeks before the Winter Meeting). You can read the Journal's copyright policies on the BMJ website.

6 Social Media

6.1 For delegates, use of social media is actively encouraged to share and debate issues and topics, whilst respecting appropriate aspects of this policy and the wishes of individual presenters. The Society has social media profiles on Facebook and LinkedIn.

6.2 We encourage responsible use of social media. In the unlikely event that any posts related to the Society, its activities and members fall outside of 'acceptable practice' (this may include personal abuse or sharing confidential material), the Society and/ or other relevant parties may take action.

6.3 Photos of the exhibition should not be taken or placed on social media.

7 Policy on media information issued by organisations other than BTS at the BTS Summer and Winter Meetings.

7.1 As a matter of courtesy, pharmaceutical companies, public sector and professional or charitable organisations are asked to send all media/ press materials which relate to symposia or research presented at the Summer and Winter Meetings to the Chief Executive/Communications Office of BTS (sally.welham@brit-thoracic.org.uk / rosie.ocarroll@brit-thoracic.org.uk) no later than one week prior to distribution.

7.2 The enquirer may ask for BTS feedback on the media releases. In this case, the Society can advise on the content being released and provide further information and spokespeople if appropriate. This advice will generally be provided by the Society's Chief Executive / Communications Office. If the content is being sent only for information, please make this clear in the initial contact.

8 Review

8.1 The Society will review this policy again in July 2027 to make sure it reflects and balances the needs of its members, the wider community interested in respiratory medicine and the media.

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