

# Information for PR Professionals

# Virtual Press Room

Institutions with authors presenting research at the ASTRO Annual Meeting may share materials with news professionals through our Virtual Press Room. This online resource center will be promoted in emails from ASTRO to reporters covering the Annual Meeting and included in our <u>press kit</u>.

#### What to Submit

We will accept press materials that relate to abstracts being presented at the 2023 ASTRO Annual Meeting. Common submissions include press releases, fact sheets and multimedia.

### Submission Checklist

- State that the research is being presented at the American Society for Radiation Oncology (ASTRO) Annual Meeting, spelling out ASTRO's full name on the first mention.
- □ Clearly identify the embargo date and time for any abstract referenced. Please confirm dates/times with study authors and/or on the <u>Annual Meeting Portal</u>.
- □ Accepted file formats include PDF documents and image files (e.g., JPG, PNG). Exceptions may be granted for video/interactive materials on request.
- □ Include media contact information for reporters on all materials.

#### How to Submit

Submit your materials via our <u>online form</u> on or before Sunday, September 24, 2023. We cannot accept submissions or re-submissions after that date.

Submissions will be reviewed by ASTRO's media relations team. Please allow at least two business days for review, and feel free to contact us at <a href="mailto:press@astro.org">press@astro.org</a> with questions.

We will launch the virtual press room on September 6 and update items on a weekly basis.

# **Embargo Policy**

All abstracts to be presented at the ASTRO Annual Meeting are embargoed until **5:00 p.m. Eastern time on Friday, September 29, 2023**. The embargo for all posters at the meeting will also lift at that time. For abstracts selected for oral presentation, information beyond what is included in the abstract, such as updated or additional results, is embargoed until the date and time of scientific presentation or presentation at an ASTRO news briefing, whichever occurs first. You can check session start times in the <u>Annual Meeting Portal</u> (all times Pacific).

The full text of the abstracts selected for oral and poster presentation will be available online in the Annual Meeting Portal and MyASTROApp at 5:00 p.m. Eastern time on Friday, September 29, 2023. Abstracts also will be published in the *International Journal of Radiation Oncology • Biology • Physics* (Red Journal). You can also find this embargo policy <u>online</u>.

## **Press Releases**

Curtain-raiser press releases for research presented at the ASTRO Annual Meeting are allowed and encouraged. **Please remember that** <u>all results are embargoed</u> until the abstract is presented at the **meeting.** Releases sent before the embargo lifts may include the abstract title, authors, presenter and presentation details and other information that is publicly available in the <u>Annual Meeting Portal</u>. The release can also discuss the study design and purpose, but it cannot include any data or results, nor interpretations/ implications derived from those data or results. We are <u>available</u> to review press releases to ensure they do not violate the embargo.

# **Press Conferences**

No outside press conferences are permitted during the official Annual Meeting hours of 7:00 a.m. – 6:15 p.m. Pacific time, Sunday, October 1, 2023 – Wednesday, October 4, 2023.

Organizations planning off-site media activities are encouraged to coordinate with <u>ASTRO's media</u> relations team to ensure they do not conflict with ASTRO-sponsored activities.

## Social Media

We encourage you to follow the meeting hashtag  $-\frac{\#ASTRO23}{}$  – and engage with us on social media.

ASTRO on social media:

- X (Twitter)
- Facebook
- LinkedIn
- Instagram
- YouTube

RT Answers, ASTRO's patient education program, on social media:

- X (Twitter)
- Facebook
- YouTube
- Instagram

We also maintain a list of common hashtags in radiation oncology conversations on our website.

## **Media Contact Lists**

As a courtesy to the media who cover us, we do not share our past or present media lists.

# **For More Information**

Please direct questions about press or social media to ASTRO's media relations team at press@astro.org.

Information about the official press program is available at <u>astro.org/annualmeetingpress</u>. General meeting information is available at <u>astro.org/annualmeeting</u>.