



Use of On-Site Press Conference Rooms at IAS 2013

Please submit applications by 12 April 2013

On-Site Facilities

The IAS 2013 Media Centre will be located on Ballroom 1, next to session room 4 on level three of the Kuala Lumpur Convention Centre. The Media Centre will have one press conference room. When not in use by conference organizers, the press conference room will be available for use by third parties (this refers to all parties other than the conference organizers and includes NGOs, government bodies, international organizations or agencies, foundations and/or industry representatives).

Until **12 April**, you may pre-schedule a press conference by directly contacting Francesca Da Ros in the IAS 2013 Communications Department at francesca.daros@iasociety.org and sending the attached Press Conference Booking Form.

This will allow you to confirm a date and time before the schedule is open to other groups. Beginning **15 April**, all other third parties will be invited to schedule a press conference using a Press Conference Booking Form accessible through the IAS 2013 website.

Although there is no fixed submission deadline for third party press conference applications, **we advise you to submit your application before 15 May**, as last minute requests may prove difficult to accommodate due to space limitations.

Kindly note that only press conferences linked to the IAS 2013 Programme will be taken into consideration and that, when possible, they should take place on the same day as the relevant presentation.

A maximum of two press conference requests for any one organization will be approved, please note that it is not possible to book two press conferences on the same day.

The press conference room will be open from Monday, 1 July to Wednesday, 3 July and it is possible to schedule press conferences in the following time slots:

Monday, 1 July and Tuesday, 2 July:

- 9:30 – 10:30
- 13:00 – 14:00
- 14.30 – 15.30

Wednesday, 3 July:

- 9:30 – 10:30

No press conference may be schedule in the media centre on Saturday, 29 July or Sunday, 30 June.

Press Conference rooms may be reserved for a 45 minute slot. We ask for your cooperation in vacating the room promptly, given the need to clean and set up for the next scheduled press conference. Refreshments may not be served in the press conference room.

Fees

The press conference rooms are provided free of charge to all third parties.

Requesting Use of a Press Conference Room

All requests for use of the on-site press conference rooms must be made using the Press Conference Scheduling Request Form, which is attached to this email. Please do not submit requests in the text of an email or letter. Instructions for submission of the form are provided on the form itself.

When completing the form, please provide as much detail as possible about the proposed press conference to assist us with scheduling and planning. Please note that we may be unable to fulfill late requests or last minute changes to AV needs, depending on the availability of equipment and staffing.

Scheduling of third party press conferences is subject to availability. However, the IAS 2013 communications staff will do our best to accommodate each group's first or second choice of dates/times. You will receive an email confirming your request in late May.

Short-term Access to the Press Conference Room

In general, access to the press conference room is reserved for conference-accredited journalists.

All speakers and support staff must be registered to attend the conference. Media accreditation WILL NOT be granted to speakers and support staff for the purposes of attending a press conference. Rather, short-term access to the press conference room will be provided to confirmed press conference speakers and a limited number of support staff, who are already accredited to attend the conference. Each press conference host will receive a total of 12 temporary press conferences passes. These are valid for the day of the press conference only and only for access to the media centre (not to the conference venue itself).

Media Outreach, Distribution of Press Releases

With respect to third party press conferences, all media outreach is the responsibility of the group hosting the event. The IAS 2013 Communications Team is not able to disclose a list of journalists accredited to attend the conference.

The Schedule of all IAS 2013 press conferences will be available on the IAS 2013 website, and printed copies will be available in the Media Centre.

Press releases and supporting written information may be distributed within the press conference room itself and extra copies may be left with staff at the Information Desk for placement on tables in the Media Centre provided for this purpose. *Please do not leaflet the News Room broadly or tape flyers or notices on the walls. Such materials will be removed and discarded.*

Please ensure that all left over materials, including press releases, reports or publications are removed once the press conference has concluded.

Photocopying of press releases and related materials to be distributed at third party press conferences is the responsibility of the host entity. Photocopying machines in the Media Centre are not available for such use.

Shipping Documents to the Media Centre

Due to the costs associated with accepting the delivery of shipments and moving these around the convention centre, we are unable to accept shipments of materials which will be distributed at your press conference.

If you have reports or publications that you plan to distribute at your press conference, we suggest you ship these to your hotel and bring them in person to the convention centre.

Contact Information

For additional information or queries, kindly email Francesca.daros@iasociety.org