

# World Economic Forum on the Middle East 2009

## Media Guidelines for Accredited Reporting Press

Dead Sea, Jordan 15-17 May 2009

### “Implications of the Global Economic Crisis for the Middle East: Home-grown Strategies for Success”

Please note that, as this is a private meeting, we ask you to abide by the following guidelines. Members of the media who do not abide by these guidelines may lose their accreditation for this meeting and other World Economic Forum events.

#### Accreditation Policy and Press Registration

- All reporting press and technical staff (cameraman/soundman) who were requesting accreditation to cover the World Economic Forum on the Middle East should have submitted their accreditation request by 4 May. As of this date, no further accreditation can be granted. **No accreditation will be granted on site.**

#### Collecting Entry Passes for Accredited Media

The Media Team of the World Economic Forum will be providing entry passes to accredited media at the below mentioned locations. The Entry pass is essential in order to board Forum shuttle buses from Amman to the Dead Sea, the airport to the Dead Sea, to enter the security zone at the Dead Sea and the Convention Center. **No media will be allowed to board shuttle buses or have access to the King Hussein Bin Talal Convention Center (KHBTC) without having been granted an official entry pass.**

**Collection of the Entry pass must be done personally. We can not provide any entry pass or badge to a team member. Please bring your passport or ID card.**

IMPORTANT – For accredited media, in order to be issued with your personal entry pass, please bring your passport or ID card.

Amman Cham Palace	Queen Alia International Airport (QAIA) – Welcome Desk	Security Check-point (Dead Sea)
14 May – 06.30 to 15.30	14 May – 08.00 to 24.00	12 May – 12.00 to 24.00
15 May – 06.30 to 12.00	15 May – 00.00 to 24.00	13 to 15 May – 00.00 to 24.00
16 May – 06.30 to 08.30	16 May – 00.00 to 18.00	16 May – 00.00 to 24.00
17 May – 06.30 to 09.30	17 May - NONE	17 May – 00.00 to 14.00

**For further information on the Shuttle Bus Schedule please see the separate shuttle bus guidelines.**

The entry pass will provide accredited media to access the King Hussein Bin Talal Convention Center (KHBTC).

In order to access the Press Registration, to collect your meeting badge, please use the media entrance.

Pre-registration	Registration	Registration	Registration
14 May	15 May	16 May	17 May
14.00-18.00	08.00-18.00	08.00-18.00	08.00-14.00

- Meeting badges must be worn at all times during the meeting. Only one security badge will be issued per person and will be valid for three days, from 15 to 17 May. **These badges are not transferable.** Access to the Convention Center is as of 15 May.
- Only international photo agencies will be granted accreditation for the meeting as pool photographers. No other photographer will be accredited.
- **IMPORTANT:** Members of the media who have been accredited as reporting press and are found taking photos or video filming any of the sessions (i.e. do not abide by these media guidelines) will lose their accreditation for this meeting and other World Economic Forum events.

### **General Information and Logistics**

- **Visa** – To avoid queuing and delay, we encourage you to obtain your visa from your respective country before your arrival in Jordan.
- **Transport** – For those staying in Amman, there will be regular shuttle buses to transport you from Amman to the Dead Sea from Thursday 14 May to Sunday 17 May. For the shuttle bus schedule please see the separate document.
- **Hotel** – Please note that we do not have any hotel rooms available at the Dead Sea and we kindly ask that you arrange your own accommodation accordingly.
- **Dress Code** – Casual business
- Please note that the official language of the meeting is English. Simultaneous interpretation (English-Arabic or Arabic-English) will be provided in the Plenary Hall.

### **Venue of the World Economic Forum on the Middle East**

King Hussein Bin Talal Convention Center (KHBTC)

P.O. Box 850546

Amman 11185, Jordan

Tel.: +962 5 35 60 225

Fax: +962 5 35 61 333

The KHBTC is located at the Dead Sea, within walking distance from the hotels. For more information about the venue, please visit <http://www.dscj.jo>.

### **Access to Sessions**

- The public area of the Convention Center and full access to the first floor (Media floor)
- All sessions taking place in the main Plenary Hall located on the ground floor
- Sessions taking place in the Dead Sea Hall 1 & 2 – a list of the open sessions will be available upon registration
- All press conferences

### **Sessions closed to Reporting Press**

- Update sessions, studio sessions, jury sessions, interactive sessions, contact breaks and all meal sessions are reserved for participants only. These sessions are off the record and not open to reporting press.

**Please note that members of the reporting press are asked to refrain from asking questions in ALL sessions open to the reporting press. Questions must be saved for press conferences or interviews.**

**IMPORTANT** – Further information related to the meeting will be available on our meeting homepage (<http://www.weforum.org/middleeast2009>).

### **Media Facilities at the King Hussein Bin Talal Convention Center (KHBTC)**

- **Location** – The Media Centre is located on the first floor of the Convention Center.
- **Facilities** – The Media Centre will be equipped with computers with Internet access, some Arabic keyboards, printers, a photocopying machine, modem connections and fax machines. Wireless Internet access will also be available in the Media Centre.
- **Documentation** – Press releases, background documents, reports and any other documents produced by the World Economic Forum will be available in the Media Centre.
- **Press Information Desk** – This desk will be located just outside the Media Centre. It will be manned by a member of the World Economic Forum's Communications Team, who will assist you with any requests.
- **Press Conferences** – All press conferences will be held in the Press Conference Room located next to the Media Centre on the first floor. Please check the daily updated schedules available in all central locations. Press conferences are arranged for the reporting press and are on the record.

## Logistical Information for Television and Radio Broadcasters

IMPORTANT – For camera crews wishing to film the public areas of the Convention Center, it is necessary to sign up to the TV rotation filming access system in advance. All arrangements must have been made with Anne-Marie Storch (mobile phone as of 13 May +962779942449) **at least 24 hours** prior to the designated time.

**Filming of plenary sessions is strictly forbidden.**

- Pool Coverage of plenary sessions and the sessions in the Dead Sea Hall 1 & 2 is provided by the host broadcaster **Eurovision** working on behalf of the World Economic Forum.
- **Jordanian Radio and Television (JRTV)**, a host broadcaster, will cover all principal plenary sessions live with feeds available via Eurovision (EBU).
- **Eurovision News Operations** ([www.eurovision.net](http://www.eurovision.net)) will distribute the pool signal of the plenary sessions provided by JRTV to individual unequipped workspaces; provide copies of the pool signal on tape for use in the Eurovision Shared Edit suites; or will relay the plenary live upon request via Eurovision networks.
- **Eurovision** will cover all principal plenary sessions live with feeds available.
- While the World Economic Forum provides the pool signals from plenaries free of charge, a **technical access fee for these services** will be charged.
- **Advanced booking** is required as demand will determine the extent of the facilities.
- Limited workspace is available on a first-come, first-served basis by advanced booking.

**JRTV and EBU** will be located on the first floor of the Convention Center. They will be operational from Thursday 14 May through to Sunday 17 May.

**Eurovision News Operations (EBU)** will provide the following facilities from the Media Centre at the venue:

- Beta SX/SP, DVCPRO and DVCAM tape payout (625 PAL or 525 NTSC)
- Editing in Beta SX/SP Stand-up positions for live programme inserts
- Unequipped workspaces with technical access to pool (limited in number)
- Uplinking to the Global Eurovision Network
- Distribution of pool signal to unequipped workspaces

Eurovision welcomes online bookings for this event at the following link:

<http://www.eurovision.net/net/book/specialevent.php>

For amendments or cancellations of existing bookings, please send an e-mail to [bookings@eurovision.net](mailto:bookings@eurovision.net).

To obtain additional information and the rate card for the above-mentioned facilities, please contact:

Youssef El Alfy

E-mail: [Elalfy@eurovision.net](mailto:Elalfy@eurovision.net)

Mobile: +20 12 213 3716

### Special Services

- **Electronic Message Service** – The Kiosk and Electronic Message Service will be stationed at the Media Centre. Members of the reporting press (orange badge) will have a barcode on their badge to access this service for contact with participants. Please do not abuse the system by making multiple requests. Requests for interviews should be made through the Media Centre and we will try to ensure access to leading figures through press conferences.

### Acknowledgement Policy

The World Economic Forum requests that its full name be mentioned in all reports related to its activities.

### Print/Radio/Photo/Online Publications

Any article, interview or photo derived from the World Economic Forum on the Middle East at the Dead Sea, Jordan, should mention the World Economic Forum. Should you wish to create a link to the World Economic Forum's website, please contact [website@weforum.org](mailto:website@weforum.org).

### Television

Any programme or interview derived from the World Economic Forum on the Middle East at the Dead Sea, Jordan, should mention the World Economic Forum or visibly display the Forum's logo. Should you need a World Economic Forum logo or backdrop, please contact Lucy Jay-Kennedy, Media Manager, at [lucy.jaykennedy@weforum.org](mailto:lucy.jaykennedy@weforum.org).

## **Tags**

Please use the official tag **Jordan09** for any blog story, picture or video posted online from the World Economic Forum on the Middle East. Twitter users kindly use the official hashtag **#Jordan09** for all your tweets. The short URL to the meeting's website is [www.tr.im/Jordan09](http://www.tr.im/Jordan09)

## **Media Team Contact Information**

Should you have any questions or need assistance during the meeting, the full World Economic Forum Communications Team will be stationed on the main floor of the Congress Center. Prior to the meeting, the following people can be reached by e-mail or telephone:

Lucy Jay-Kennedy, Media Manager, [lucy.jaykennedy@weforum.org](mailto:lucy.jaykennedy@weforum.org), telephone: +41 (0)22 869 1449, Mobile phone at the Dead Sea, Jordan (as of 10 May) + 962 779942444

Fon Mathuros, Director, Deputy Head of Media, [fmathuro@weforum.org](mailto:fmathuro@weforum.org), telephone: +41 (0)22 869 1403, Mobile phone at the Dead Sea, Jordan (as of 10 May) +962779942435