

World Economic Forum on Africa 2006

Guidelines for Reporting Press

Cape Town, 31 May - 2 June

The World Economic Forum values full and open coverage of our meetings by the media – and has opened the World Economic Forum on Africa 2006 to the press wherever space constraints allow. However, all reporting press, photographers and camera crews should be discrete and not disrupt the meeting in any way. In case of misbehaviour or failure to comply with the following simple rules, accreditation will be withdrawn.

Accreditation

- All journalists and media technical staff (reporters, cameramen, photographers, soundmen, technical set-up staff and electricians) wishing to cover the Meeting must be accredited by the World Economic Forum. **The deadline for press accreditation is Friday 5 May 2006.**
- All journalists and media technical staff must **sign up and apply for registration online** at www.weforummedia.org (Should you encounter problems signing up please contact Matthias Lufkens at matthias.luefkens@weforum.org).
- **A badge** with your photo will be issued at the **Press Registration Desk** and must be worn at all times during the Meeting. The security badge will be valid for the three days of the Meeting, from 31 May to 2 June 2006. Please note that **badges are not transferable.**

Media Guidelines

As a general rule, most sessions at the Meeting are 'on the record'. Where this is not the case, the moderator will announce it at the beginning of the session. If you have any doubt, please check with the moderator after the session or with the World Economic Forum media staff.

Note: Due to space constraints in some of the smaller rooms, please allow paying participants to take their places before joining the session. Members of the reporting press are also asked to refrain from asking questions during ALL the sessions listed below. Questions should be saved for press conferences or interviews.

Plenary Sessions

All plenary sessions are **on the record** and **open** to the press.

- The plenary hall will be opened to the press ten minutes before the start of each session but priority seating will be given to participants.
- **Television and radio crews** and **photographers** should arrive ten minutes prior to the start of a plenary session for their set-up.
- **Television crews** are requested to set up their cameras at the back of the Plenary Hall. Please be sure to bring a large/long zoom. The distance between the platform and stage is 20 metres. There are no other set-up possibilities for cameras, as the aisles must be kept clear for security reasons.
- **Photographers** will be allowed a two-minute photo opportunity at the start of the plenary session. Afterwards, non-flash photos will be allowed from the **side** of the Plenary Hall.
- Two sound boxes will be provided for radio and television. Sound feed boxes will provide only the original floor language.

Interactive Sessions and Update Sessions

For update sessions and interactive sessions, priority access is given to paying participants. Due to space constraints, once all participants are seated, reporting press may take up the remaining places.

TV cameramen and photographers should arrive at least 15 minutes before the start of the session – due to space constraints only a few cameramen will be allowed access on a first-come, first-served basis.

Workshops

Generally, workshops are closed for reporting press due to the size of the rooms used. However, for selected sessions and on request, places will be made available for reporting press. Sign-up for these sessions must be made in advance at the Press Registration Desk.

Working Meals

All working meals are reserved for participants and are off the record.

Photographers and TV cameramen will be allowed a 1-2 minute photo opportunity before each session but must refrain from taking pictures once the session starts.

Acknowledgement Policy

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

- **Print/Radio**

Any article or interview derived from the World Economic Forum on Africa 2006 should mention both the World Economic Forum and the World Economic Forum on Africa.

- **Photos**

Any photo taken at the World Economic Forum on Africa 2006 should mention both the World Economic Forum and the World Economic Forum on Africa. Print quality, high-resolution photos from the World Economic Forum on Africa 2006 will be made available free of charge at our online press photo service at www.pbase.com/forumweb

- **Television**

Any programme or interview derived from the World Economic Forum on Africa 2006 should mention the World Economic Forum or visibly display the Forum's logo.

- **Online Publications**

Any article or interview related to the World Economic Forum on Africa 2006 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

Locations

The Meeting takes place at the Cape Town International Convention Centre (CTICC).

Cape Town International Convention Centre (CTICC)

Convention Square, 1 Lower Long Street

Cape Town, 8001 - South Africa

Tel.: +27 (0)21 410 5000

Fax: +27 (0)21 410 5001

info@ctconvention.co.za

www.cticc.co.za

Press Registration Desk

Press registration for accredited media will open on **Wednesday 31 May at 08.30** at the Press Registration Desk, which is located at the entrance of the Conference Centre. Upon registration, journalists will receive their personal security badge, the final programme with the times and venues of sessions, the final list of participants as well as other relevant information.

Media Centre

The Media Centre for the Meeting on the second floor will be open during the following hours:

Wednesday 31 May: 11.00 - 21.00
Thursday 1 June: 07.30 - 21.00
Friday 2 June: 07.30 - 16.00

Documents produced by the World Economic Forum will be available in the Media Centre, including press releases, summaries of most sessions, copies of speeches, background documents and reports.

As a courtesy of the World Economic Forum, a limited catering service will be available throughout the Meeting at the Media Centre for the members of the media.

Press Conference Room

All press conferences will be held in the Press Conference Room on the second floor next to the Media Centre. A full schedule of press conferences will be released during the Meeting. The schedule will be updated regularly and will be posted at the Media Centre, the Press Registration Desk and the Press Conference Room.

TV Corners

Close to the Plenary Hall, two TV corners will be set up with World Economic Forum backdrops for the use of all media covering the Meeting.

Interview Requests

Requests for interviews should be made through the Media Centre and we will try to ensure access to leading figures through press conferences.

Technical Information

Contacting Participants

You can contact all participants through the Kiosk system and with your bar coded badge. Please use the system sparingly.

Media Centre

The Media Centre will be equipped with **telephones, fax machines and modem sockets**. Internet access will be available.

Host Broadcaster

The World Economic Forum's Official Host Broadcaster, SABC, will provide video and audio feeds in the Plenary Hall. For further details, kindly contact: Setlogola Noah Thoke, SABC News: Special Projects
Tel.: (+27 11) 714 6207; fax: (+27 11) 714 6750; mob.: (+27) 82 259 2024; e-mail: thokens@sabc.co.za

Accommodation

The nearest hotels are the following:

Arabella Sheraton Grand Hotel *****

Convention Square, Lower Long Street
Cape Town, 8001 - South Africa
Tel.: +27 (0)21 412 9999
Fax: +27 (0)21 412 9001

The Cullinan Hotel ****

1 Cullinan Street
Cape Town, 8001 - South Africa
Tel.: +27 (0)21 418 6920
Fax: +27 (0)21 418 3559

Holiday Inn Cape Town Waterfront ***

1 Lower Buitengracht Street
Cape Town, 8001 - South Africa
Tel.: +27 (0)21 409 4000
Fax: +27 (0)21 409 4777

Additional Information

- Everything about the [World Economic Forum on Africa 2006](http://www.weforum.org/africa) can be found here: www.weforum.org/africa
- Subscribe to or download [Press Releases](http://www.weforum.org/pressreleases) here: www.weforum.org/pressreleases
- Download free of charge print-quality, high-resolution [Photographs](http://www.pbase.com/forumweb/africa2005) of the Africa Economic Summit 2005 here: www.pbase.com/forumweb/africa2005

Contact Information

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