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## World Economic Forum on Africa

### Guidelines for Accredited Reporting Press

Cape Town, South Africa 10-12 June 2009

The World Economic Forum values full and open coverage of our meetings by the media and has opened this year's World Economic Forum on Africa to the press wherever spaces permits. However, all reporting press, photographers and camera crews should be discrete and not disrupt the meeting in any way. In case of failure to comply with the following guidelines, accreditation will be withdrawn.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. **Please note that online press accreditation closes on June 1, 2009.**
- **Press registration** for accredited media will open on **Wednesday 10 June at 08.00** at the Press Registration Desk, which is located on the ground floor of the Cape Town International Convention Centre (CTICC).
- **A badge** with your photo will be issued at the **Press Registration Desk** and must be worn at all times. The security badge will be valid for the three days of the meeting, from 10 to 12 June 2009. Please note that **badges are not transferable.**

#### Access to Sessions

**All Reporters will receive an orange badge** and will have access to:

- Public area of the Convention Centre
- All **interactive sessions, debates, workshop sessions**, (a list of all sessions open to the reporting press will be provided).
- **Plenary hall** – Priority seating will be given to participants.
- All **press conferences**
- **Debates** – please note that **special rules apply to all TV debates**. Photographers can only access the session and take pictures before the debate starts. Photographers will be asked to leave the room as soon as the TV debate starts.

*Members of the reporting press are requested to refrain from asking questions during all sessions. Questions should be saved for press conferences or interviews.*

- **Television, radio crews** and **photographers** should arrive 15 minutes prior to the start of a plenary session to 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 be provided only in the original floor language.

#### Interview Requests

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

#### Interactive and Update Sessions (limited space, sign up required)

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

Television crews 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.

## **Media Facilities at the Cape Town International Convention Centre (CTICC)**

- The Media Centre is located on the second floor of the CTICC
- The Media Centre will be equipped with **telephones, fax machines and modem sockets**. Internet access will be available.
- 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 releases, background documents, reports and any other documents produced by the World Economic Forum will be available in the Media Centre.
- The Press Information Desk will be located outside the Media Centre. It will be manned by our staff that will assist you with any requests.
- 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.

## **Working Meals**

All working meals (Networking Lunches, Nightcaps, the Soirée and Interactive Dinner Sessions) are reserved for participants only and are off the record.

## **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 meeting should mention both the World Economic Forum and the World Economic Forum on Africa.

### **Photos**

Any photo taken at the meeting 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 will be made available free of charge at our online press photo service at <http://www.pbase.com/forumweb/africa09>

### **Television**

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

### **Online Publications**

Any article or interview related to the meeting should mention the World Economic Forum. Should you wish to create a link to the World Economic Forum's website, please contact [ronny.harknell@weforum.org](mailto:ronny.harknell@weforum.org)

## **Technical Information**

### **Contacting Participants**

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

### **Host Broadcaster**

CNBC Africa is the host broadcaster of this event.

### **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.

## **Venue of the World Economic Forum on Africa**

The meeting will take place at the 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](mailto:info@ctconvention.co.za), website :  
<http://www.cticc.co.za>

## **Additional Information**

- More information about the World Economic Forum on Africa can be found at: [www.weforum.org/africa2009](http://www.weforum.org/africa2009)
- Subscribe to or download press releases at: [www.weforum.org/pressreleases](http://www.weforum.org/pressreleases)
- Download free of charge print-quality, high-resolution photographs of the World Economic Forum on Africa at: <http://www.pbase.com/forumweb/africa09>

## **Contact Information**

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***For all information on the World Economic Forum on Africa 2009,  
visit: <http://www.weforum.org/africa2009>***