



### ***Third-Party Press Conferences***

There is one press conference room at IAS 2017. It is located just next door to the Media Centre on Level 3 of the Palais des Congrès. When not in use by conference organizers, the press conference room will be available for use by third parties registered for the conference.

All media outreach, staffing and logistics management is the responsibility of the group hosting the event. Third-party press conferences can take place from Sunday, 23 July, to Wednesday, 26 July. The press conference room has a seating capacity of approximately 50 and will be equipped with four microphones for seated speakers (space for a maximum of six speakers). Basic AV equipment is provided free of charge.

Once your press conference has ended, 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.

### ***Access passes to the press conference room***

Access to the press conference room is reserved for conference-accredited journalists. Short-term access passes to the press conference room will be provided to confirmed press conference speakers and support staff (up to 10), who are already accredited to attend the conference.

Each press conference host will receive up to 10 temporary press conference passes for those attending the event, which are valid only for a half-day covering the day and time of the press conference. All speakers and support staff must be registered to attend the conference. Media accreditation will not be granted to unregistered speakers and support staff for the purposes of attending a press conference.

### ***Media outreach***

With respect to third-party press conferences, ***all media outreach is the responsibility of the group hosting the press conference.*** The IAS 2017 Media Team is not able to disclose a list of journalists accredited to attend the conference.

The schedule of all IAS 2017 press conferences will be available on the website, and printed copies will be available in the Media Centre.

### ***Branding and signage***

A banner with the IAS 2017 logo will be used as a backdrop at all press conferences. This signage may not be removed by third parties using the press conference rooms. In order to ensure a neutral and unbiased workspace for journalists, additional signage and advertising is not permitted in the Media Centre.

### ***Distribution of press releases***

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 provided for this purpose in the Media Centre. Do not leaflet the Media Centre broadly or tape flyers or notices on the walls. Such materials will be removed and discarded.

### ***Contact information***

For additional information or queries, kindly email [media@ias2017.org](mailto:media@ias2017.org).

