



The Cartagena Summit on a Mine-Free World

A Shared Commitment • Cartagena / Colombia • 29 November - 4 December / 2009

Important Information for Media Professionals

1. Registration

- All journalists and technical staff must have registered online prior to arriving at the Convention Centre, and must present an email confirmation that the request was accepted.
- Each accredited person must bring the letter of confirmation to the Press Registration Desk at the Convention Centre and must be present to pick up the badge. Badges will not be given to third parties.
- Press registration will begin on Saturday 28 November at 10:00 and will remain open for the length of the Summit.

2. Identification

- All working press must be properly identified at all times inside the Convention Centre and while attending any of the events related to the Cartagena Summit outside the Convention Centre.
- Media members not wearing their badge will not be allowed to remain in the Convention Centre or in any of the other meetings outside the Convention Centre related to the Cartagena Summit.

3. Media Centre

- The media centre is equipped with: telephones, DDN/DDI services, fax/photocopy machines, wireless internet, ten computers, a sound-proof room for audio recording, work stations, closed-circuit television transmission of the conference and access to the simultaneous translation, a screen with Twitter (<http://twitter.com/paicma>) updates, and a 24-output box to record video and audio.
- Media professionals will have immediate access to La Bahia de Las Animas where TV journalists may record their stand-ups with the Colonial City as a background.
- The media centre is located next to the Pegasus Room (Salón Pegasos) where daily briefings, press conferences and other events of interest to the press will take place.
- Please do not leave your belongings unattended. The organisers of the Cartagena Summit are not responsible for lost or stolen items.
- Daily updates, speeches and press releases will be distributed regularly and will be available in the media centre.
- Note that electricity provided is 110V 60Hz. For any additional question regarding technical questions, please contact **Eduardo Rodriguez**.

4. Daily briefings and press conferences

- A daily briefing in English will be conducted by Kerry Brinkert, the Cartagena Summit's Executive Coordinator and Director of the Anti-Personnel Mine Ban Convention Implementation Support Unit.
- The first briefing will take place on Sunday 29 November. From Monday 30 November to Friday 4 December this briefing will take place at 09:00 each day and will include a brief Q&A.
- Immediately after the briefing in English, a briefing will be carried out in Spanish by Communications Coordinator, Laila Rodriguez.
- Should there be any press conferences scheduled, these will be posted and all information will be available at the media centre, on-line at (www.CartagenaSummit.gov.co), and through Twitter (<http://twitter.com/paicma>), please check regularly.

5. Recording and interviews during working sessions

Getsemaní Room (Opening ceremony and special events)

- A 24-output audio box for TV and radio will be available.
- All press will be restricted to the “access hallway” directly across from the main podium. Bring large/ long zooms as the hallway is towards the back of the room.
- Still and video photographers will have exclusive access to the front of the room in order to record reverse shots, close-up shots, crowd and wide shots. All press interested in being in the front of the room must be at the Convention Centre on 29 November no later than 17:00 and in place no later than 17:30 to allow for a security check.
- The press MUST stay in the restricted area until 18:30 when an official member of the Communications Unit will signal the exit. The exit will be done one by one and only towards the “access hallway.” Once there, the press can remain until the closing of the ceremony or may exit if they wish.

Barahona Room (Plenary Room)

- Plenary sessions are on the record and open to the media. Filming and recording are allowed according to the following guidelines below.
- A 24-output audio box for TV and radio will be available in the Barahona Room. Photographers and videographers will have access to a press platform (4 metres wide, 50 cm high) facing the podium. Other journalists may remain in the back of the room.
- Photographers / videographers are allowed to take images from the front of the room during the first 15 minutes of each session in order to record reverse shots, close ups, crowd and wide shots. Photographers / videographers interested in being in the front of the room must be in the Barahona Room 15 minutes prior to each session to set up equipment, that is at 09:45 for morning sessions and 14:45 for afternoon sessions (except Thursday 3 December, when the afternoon session will begin exceptionally at 16:00 and thus interested photographers / videographers should be in place at 15:30).
- Following the first 15 minutes of each session, a member of the Communications Unit will direct videographers from the front of the room to the “press platform,” where they may stay for the remainder of the session, if they so choose.
- Pictures may be taken at any time from the back of the room provided no flash is used. Large / long zooms are recommended as the platform is located in the back of the room. Cameras are not allowed to roam the room.
- Journalists may discreetly approach participants to request interviews when delegates are not speaking, or otherwise engaged in discussion. All interviews must be conducted outside the plenary room, in a nearby hallway and only if it does not disrupt the work of the plenary or any other meeting in progress.

Signing ceremony

- On 3-4 December, high level representatives will sign a ceremonial copy of the Cartagena Declaration. Due to the small size of the signing room, no press will be allowed. The Communications Unit will make photos of the signing ceremony available every 30 minutes.

6. Side events

- Many lunch time (i.e., 13:00 to 15:00) and evening events are open to the media and on the record. However, due to space constraints, please contact **Laila Rodriguez** as indicated below, should you wish to record or photograph these sessions, so proper arrangements may be made. See pooling resources below.

7. Field visits and pooling of media resources

- On the morning of Friday 4 December a field visit to Bajo Grande will be made by high level delegates. In addition, at 13:00 on Friday 4 December, delegates are invited to visit the “Fundación REI” Rehabilitation Centre. Because we are unable to accommodate a large number of journalists, these visits will be open to a select press pool (pool video, pool audio, pool copy, pool stills).
- One media representative from each field (i.e., one photographer, one videographer, one Spanish-speaking reporter, one English-speaking reporter, and one audio source) will be picked to be the pool source. They in turn will share the information, video, audio, and stills with the remaining journalists.
- Journalists interested in being the pool source for a field visit should contact **Laila Rodriguez** as indicated below so proper arrangements may be made in advance. Due to the logistics involved and

in order to offer equal consideration to all media candidates, we will not be taking requests on the spot.

8. Media pool rules

- All pool video, photos, audio and copy is to be shared openly with all media representatives, without regard to their affiliation. Pool media are free to draw on first-hand accounts to formulate their own conclusions which will not be considered unfair pooling. Only media requesting pool material PRIOR to the field visits will be provided access to the pool.
- TV stations wanting to be considered for pool camera positions will abide by the following rules:
 1. If the video journalist and his or her usual accompanying reporter are selected, the video will be shot "iso" 90 percent of the time. In other words, focusing on the most important elements of the story that all participating media can use without cutaways of individual reporters.
 2. The videographer must produce a selection of wide shots that can be used for editing purposes.
 3. The videographer will try to gather as many Spanish sound bites as English sound bites so all media can benefit.
- Photographers wishing to be selected will be asked to provide five stills and to have equipment that allows for quick downloading and reproducing.
- Audio / radio outlets wishing to be selected to provide pool audio will:
 1. Produce English and Spanish sound bites that can be used by all media.
 2. Record sufficient natural sound so that it can be properly edited.
 3. Have equipment that allows quick downloading and reproducing.
- Two reporters, one English-speaking, and one Spanish-speaking, will be selected to produce copy for other journalists in each language. Those wanting to be considered will:
 1. After the visit or the event concludes, meet with the remaining journalists wanting the update and provide descriptions of what they saw, and heard, so that of the additional reporters are able to write copy based on the pool copy report.
 2. Provide quotes from those interviewed, or speakers at the event and are obligated to share all information collected with other media outlets. The pool reporter may draw on first-hand accounts to formulate her or his own conclusions which will not be considered unfair pooling.

9. Transportation

- One van will provide transportation from the conference centre to other events taking place in Cartagena, please contact **Eduardo Rodriguez** for more information.
- For all questions regarding parking (including satellite and/or microwave trucks), please contact **Eduardo Rodriguez**.

10. Contact information

1. **Laila Rodriguez:** l.rodriguez@gichd.org, or + 41 (0) 79 663 89 77 and also from 18 November on +57 311 585 1942
2. **Eduardo Rodriguez:** eduardo.rodriguez@gobiernoenlinea.gov.co, o +57 311 836 19 20
3. **Jorge Rojas:** jrojasv@gmail.com, or +57 301 242 7141
4. **Natalie Castro:** nathaliecastro@presidencia.gov.co, or + 57 312 386 3032