

THE 9TH ICAAP MEDIA GUIDE
a guide for journalists

The 9th International Congress on AIDS
in Asia and the Pacific
Nusa Dua, Bali , Indonesia, 9-13 August 2009

media guide

ONLINE MEDIA REGISTRATION

- Visit our website www.icaap9.org for more details.
- To register as a media representative, you must submit a copy of your official press card and/or a letter of assignment from your media organisation.
- All credentials need to be sent to the Secretariat by courier or mail, and will be thoroughly checked and verified by the Local Organising Committee
- There is no registration fee for journalists who wish to cover the Congress activities, however, you and/or your media organisation are responsible for all costs related to travel and accommodations.
- Freelance writers, bulletin/newsletter writers, and electronic mailing lists writers should refer to the information on our website on the credential requirements.
- The secretariat will notify you with a confirmation letter by email, when you have completed all your requirements.
- All accredited journalists may receive congress bags, press kits and a Media Pass at the Registration Area by presenting your confirmation letter/number.

ON-SITE MEDIA REGISTRATION

- For those who have not registered online, media registration and accreditation will also be provided on site the Bali International Convention Centre (BICC) at the Media Desk in the Registration Area.
- You must show your official press card or submit an assignment letter, and show a photo ID, to be able to register. The press card/assignment letter will be verified by the Local Organising Committee.
- Freelance writers, bulletin/newsletter writers, and electronic mailing lists writers should refer to the information on our website on the credential requirements.
- **We regret to inform you that if you do not bring these requirements at the registration desk, we will not be able to process your registration.**

- All accredited journalists may receive Congress bags, press kits and a Media Pass (badge) at the registration desk by presenting your confirmation letter/number.

ACCESS TO CONGRESS VENUE

- The Congress venue is located at the *Bali International Convention Centre (BICC)*, adjacent to the Westin Hotel in Nusa Dua.
- You must wear your Media Pass to get access to the BICC.
- All media representatives who have been accredited by the Congress secretariat will have free access to all sessions and exhibitions, including the Opening and Closing Ceremony.
- At certain times, access to some parts of the conference may be restricted because of space and security considerations.
- There will also be a small number of sessions that are deemed by delegates to be an extremely personal nature. These will be pointed out to you as soon as this information is available.
- It is the right of the session/activity/meeting chair to decide whether journalists are granted access to the session/activity/meeting.
- Conference secretariat offices are not accessible to journalists.
- Please respect these restrictions.

ACCESS TO THE OPENING CEREMONY

- The Opening Ceremony will take place on Sunday, 9 August 2009 at 19.00 at the *Garuda Wisnu Kencana* Cultural Park, which is located about 15 minutes to the congress venue.
- You must have registered and have obtained your Media Pass for entrance to the opening ceremony.
- Please allow plenty of time for registration, if you plan to attend the Opening Ceremony. For security reasons, all delegates would need to arrive at the Garuda Wisnu Kencana Cultural Park 2 ½ hours before the opening. There will be a thorough security check as you enter the park, which may cause a long line for delegates who wish to enter the park.

ACCESS TO THE MEDIA CENTRE

- The Media Centre is located in Denpasar Room at the BICC.
- Only those with the official Media Pass have access to the Media Centre.
- The Media Centre will serve the needs of an estimated 500 print, radio, broadcast and e-groups journalists covering the 9th ICAAP. Services provided to accredited journalists include: computer work stations, wi-fi Internet connection, printers, telephones, fax and photocopying machines (offering a limited number of photocopies).
- There will be a counter in the Media Centre to provide journalists with hard copies of official daily press releases, statements made by plenary speakers, and selected track sessions. Kindly note that while every effort is made to have these statements available to you in good time, delays are sometimes unavoidable.
- Most of these documents will also be available electronically through the online website (virtual media centre).
- Two video monitors will be placed at the Media Centre to show main events of the Congress live for journalists.
- For those bringing their own notebooks, please bring universal adapters to charge your computers, cell phones, and other electronic equipments. The electric current used in Indonesia is 220V.

PLHIV CONFIDENTIALITY

- Many delegates are people living with HIV, and for many of these people, their HIV status is unknown in their home countries. For this reason, we impose the following restrictions:
 - In all Congress sessions, you may film (video or photograph) the presenter(s) of the session. However, you are kindly requested not to film or photograph any people in the audience, including those who stand up to ask questions, unless you have obtained that person's permission to broadcast/publish this information BEFORE it is broadcast/published.
 - Session chairs may impose further restrictions regarding visual recording at their discretion.
- The PLHIV Lounge (longue for people living with HIV) is off-limits to journalists [and the general public], except those who are themselves living with HIV, in which case, the person entering the lounge does so as a PLHIV and not as a journalist.
- Should you wish to interview a person living with HIV, please contact the Information Desk at the Media Centre. We will liaise with various NGOs and the PLHIV Lounge to set up interviews for you.
- We trust that all journalists will respect the privacy of PLHIVs whatsoever.

PRE-CONGRESS ORIENTATION FOR JOURNALISTS

- A pre-congress orientation session for journalists will be held prior to the Congress, on Sunday, 9 August 2009 from 9.00 to 13.00 at the Nusa Dua Beach Hotel (close to the BICC).
- This is not an exercise in building journalism skills, but a knowledge-building exercise to understand better on scientific, policy and trend updates provided by HIV program implementers, policy makers and community leaders.
- Journalists who have received the media scholarships are required to attend this workshop.

PRESS CONFERENCES

- There will be official 9th ICAAP press conferences as well as those organised by other organisations. A schedule is already **available on** our website (click on **'Virtual Media Centre'**) and will also be posted at the Media Centre.
- Official 9th ICAAP press conferences will be held each morning, at the BICC Auditorium, following the plenary session. Resource persons will include plenary speakers, Congress Chairs and/or sponsoring organisations (e.g. UNAIDS and the National AIDS Commission).
- Press conferences in the afternoon will take place at the Media Centre.
- We have allocated 45 minutes for each press conference session, which includes Q/A.
- The organisers have the right to end your press conference, if you have exceeded the time allocated for your session.
- Journalists are kindly requested to follow the ethical guidelines as stated above, particularly when PLHIVs are in the press conferences

INTERVIEWS

- Should you wish to conduct exclusive interviews with any speaker, kindly register at the Media Centre. We will do our best to contact the person **at** the soonest possible moment.
- We have a special room designed for such interviews at the Media Centre.
- Please **note** that the time allocated for each interview is a maximum of 15 minutes only.

Contact number for interviews

Teddy A Setiadi, 62- 811-186769

Tri Irwanda , 62-812-2038393

Dewi Wulandari , 62-812-4809004

Email: teddyas@cbn.net.id

irwanda_tri@cbn.net.id

dewijarot@yahoo.com

OTHER MEDIA GUIDELINES

- We strongly suggest that you read the following media guidelines written by other organisations, which are very much in line with our philosophy, i.e.:
 - International Federation of Journalists. (2006).
HIV/AIDS Media Guide: IFJ media guide and research report on the media's reporting of HIV/AIDS.
www.ifj.org/assets/docs/117/252/83d8475-9cb28fc.pdf -
 - UNAIDS (2008).
The UNAIDS Terminology Guideline.
Data.unaids.org/publi/Manual_2008/JC336_unaids_terminology_guide
 - The Thomson Foundation EU-India Media Initiative on HIV/AIDS (2007).
HIV/AIDS Media Manual India 2007.
www.aidsandmedia.net/manual07.htm

THANK YOU FOR YOUR INTEREST IN THE 9TH INTERNATIONAL CONGRESS ON AIDS IN ASIA AND THE PACIFIC.

WE HOPE YOU WILL HAVE A FRUITFUL TIME AT THE 9TH ICAAP.