

Second International Conference on Nutrition
Rome, 19-21 November 2014

Media accreditation

Media accreditation procedures for the Conference

Media accreditation for the Conference is strictly reserved for members of the press – print, photo, TV, film, news agencies and online media – who represent a bona fide media organization. Online media must belong to a registered media organization and have a specific, verifiable non-web address and a telephone number. The online journal must have a substantial amount of original news content or commentary on international economic issues.

Online publications which are communications outreach or advocacy publications of non-governmental or non-profit organizations do not qualify for media accreditation to the Conference. In addition, individuals representing one-person organs or blogs do not qualify as bona fide media representatives.

Attention

Journalists (editors, photographers, TV crews) travelling with delegations are strongly urged to apply for media accreditation if they want to attend the plenary sessions when their Head of State or Government is speaking. The Media Relations office will arrange floating passes for the plenary at the appropriate times.

Requirements for accreditation

- A completed online accreditation form that includes personal and media outlet data.
- A **signed** letter of assignment on official letterhead paper from Publisher/Assignment Editor, Editor-in-chief or Bureau Chief, specifying the name and functional title of the journalist. Unsigned letters or e-mails will not be accepted
- Photocopy of a valid ID document, either a passport or national ID card.
- Photocopy of a valid press card.
- A recent passport-size photo.

The required documents and the photo are to be scanned and uploaded together with your online application form and accreditation will NOT be granted without their submission. You will also have to present your ID when you pick up your badge and you should be aware that because of security concerns, at any time during the Conference you may be asked to display that document.

For security reasons, journalists who are already accredited to FAO or other UN agencies will nevertheless have to follow the same procedures as other media representatives. We apologize for this inconvenience but security concerns must be paramount.

NOTE: Technical staff for TV and radio are required to follow the same accreditation procedures as journalists.

Other matters

- Double accreditation will not be possible either in the case of delegates (e.g. as press and delegate) or in the case of newspapers or online outlets affiliates with NGOs (as press and NGO). In other words, if you work for an NGO which has requested accreditation as an NGO, you will not be given press accreditation.
- Accreditation requests will be processed only when your application is complete. Please send ALL required documents together with the application and not piecemeal.

- Early application is strongly advised.
- Freelance journalists, including photographers, must provide clear evidence that they are on assignment from a specific news organization or publication. A valid assignment letter from that news organization, or publication, is required.

Picking up your badge

You will need your ID when picking up your media pass at the Press Registration Centre *Aranciera*.

**The Registration Centre *Aranciera* is located in Via di Valle delle Camene 9/11.
Opening hours will be as follows:**

Monday, 17 November	9:00 - 18:00 hours
Tuesday, 18 November	9:00 - 20:00 hours
Wednesday, 19 November	7:00 - 18:00 hours
Thursday, 20 November	7:00 - 18:00 hours
Friday, 21 November	8:30 - 10:00 hours

Accreditation contact

Press Office

tel. (+39) 06 57053625

ICN2-Accreditation@fao.org

Practical information for journalists

A. Accreditation

Journalists (as well as photographers and TV/video crews) representing mass media outlets who have not yet applied for advance accreditation are urged to do so as soon as possible. **The deadline is 10 November.**

B. Entering FAO

During the Conference, journalists and their crews must access the FAO compound outside of Gate 2 Via Guido Baccelli

Accredited journalists **must** have their Conference pass and photo ID used during the accreditation process on hand. Conference passes must be worn and visible at all times.

C. Movement inside FAO

Security will be high during the Conference and space at a premium. Media will largely need to work in the **Media Centre** on the ground floor of Building A. (More details in Section E).

Heads of State and Government will arrive at the main FAO entrance. A small working space will be located there to allow coverage of arrivals. Filming in the arrivals area will occur on a pool basis.

The main venue for the Conference will be the FAO Plenary Hall on the 3rd floor of building A. Due to space constraints and security requirements there will be tightly limited access to the Plenary Hall. **Access for cameramen and photographers will be on a pool basis. Non-video and non-photo media representatives will not have access to the Plenary Hall but will be able to follow the Conference proceedings on closed-circuit television monitors within the designated Media Centre as well as via an online webcasting service (<http://www.fao.org/webcast/>).**

More information about the video and photography pools will be available at a **Media Information Desk** and **Photographer Information Desk** located on the ground floor in the Media Centre.

D. Opening of the Conference

The full **Conference programme** is available [here](#).

On **Wednesday 19 November at 9.00 a.m.**, the Conference will be opened in the Plenary Hall. It is expected that the **Conference outcome documents** will be adopted following the inaugural ceremony, at the opening session of the Conference. Heads of State and Government, special guests and other heads of delegations will then begin their **Plenary addresses**. Their interventions will continue during the course of the Conference.

Live pool feeds from the inaugural ceremony will be provided by the European Broadcasting Union (EBU) and RAI and will be accessible at work stations reserved for video and radio journalists in the Broadcast Centre (ground floor bldg. A, see section F below). This coverage is copyright-free.

Photographs of the inaugural ceremony will be made available for media use. (See details below, section G).

Starting at 14:30 hours on 19 November, three **roundtable discussions on key issues** will be held in the Green Room:

- #1&2: (Wed. 14:30 hours) Nutrition in the Post-2015 Development Agenda, and Improving Policy Choices and Policy Coherence
- #2: (Thu. 9:00 hours) Improving Policy Choices and Policy Coherence (Cont.)
- #3: (Thu. 14:30 hours) Governance and Accountability for Nutrition

E. Working arrangements for print and online media

Starting from 12:00 hours on Tuesday 18 November, a working area for journalists (Media Centre) will be open in FAO premises.

Work stations will also be equipped with audio and video boxes and infrared headsets that will transmit the audio of speeches made in the Plenary Hall. Additional headsets will be available upon request.

Large-screen monitors will be installed in the Media Centre and around FAO which will allow the media to follow deliberations of the Conference.

A Media Information Desk will be located in the Media Centre to provide journalists with assistance.

The text and audio of **speeches** by Conference participants will be uploaded on the Conference website. Copies of speeches will also be made available at the Media Information Desk.

F. Working arrangements for broadcast media

RAI is providing a **Broadcast Centre** for use by TV, video and radio journalists that will be located on the ground floor of building A and outside of building A. The Centre will be operated by EBU, which will provide live video and audio pool feeds, editing and uplink facilities.

The Centre will feature 30 **radio and TV work cubicles**, each equipped with basic furniture and a split-screen monitor. Cubicles are being assigned upon request on a first-come, first-served basis. Video and audio signals from various locations around FAO will be provided by RAI and EBU. The broadcast centre will be open 24 hours a day; however, its capacities after midnight Rome time will be reduced.

Several **stand-up positions** will be located at various locations inside and outside the FAO building.

Access to other areas of FAO for filming purposes will occur on a pool basis and needs to be arranged with FAO's broadcast media liaison officers at the information desks in the Media Centre. Access will be limited and will occur using a system of temporary floating passes.

FAO TV and video Liaison Officers

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G. Working arrangements for photographers

Due to space constraints and security requirements, access to the Plenary Hall will be extremely limited. **Access to the Plenary Hall for a small number of cameramen and photographers will occur on a pool basis using temporary floating passes.** Information about the photography pools and scheduling of pools and passes will be handled at a **Photographer's Information Desk** in the Media Centre.

High-resolution **handout photographs of the Conference** will be uploaded on a regular basis each day and made available for media use via Flickr at: <http://www.flickr.com/photos/faonews/>

Handout photos should be credited: ©FAO photo

Photography Liaison Officer:

Sherri Dougherty

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H. Press conferences and media briefings

Press briefings will be held on an *ad hoc* basis in the **press conference rooms**. These will be announced at the Media Information Desk.

Regrettably, space will be extremely limited and seats will be available on a first come, first-served basis. Journalists will always be able to follow the proceedings of all press conferences via CC TV and the FAO webcasting service.

A concluding press conference with the Directors-General of FAO and WHO is expected to occur after the closure of the Conference on 21 November at 12:30 hours.

For information on press conferences, contact:

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News Coordinator

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K. Getting help and arranging interviews

FAO **media relations officers** will be standing by to assist as needed in the UEMOA Room on the ground floor of Building A adjacent to the Media Centre.

FAO media relations officers:

See full list at end of this document or visit www.fao.org/news/newsroom-contacts/en/

An **information desk for journalists** located inside the Media Centre will make available Conference documents as well as the Daily Journal of the Conference, press releases and publications, the texts of speeches, and other information. A separate desk will handle requests and provide assistance to photographers.

I. Webcasting

It will be possible to follow the Conference proceedings on the FAO website. **The webcast site location:** <http://www.fao.org/webcast/>

L. Catering

Normal FAO cafeterias and bars will **not** be open to the media. Coffee machines will be located in the Media Centre, and a separate catering area will be established for the media.

Media contacts

FAO media office (Rome, Italy)

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Regional and liaison offices

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