

## ARRANGEMENTS FOR MEDIA ATTENDING IWC68 PLENARY

### Access

Before travelling to the meeting please ensure you have completed the [accreditation process](#), and then [registered](#) to attend the meeting, which includes providing a passport-style photograph for your security pass.

**If you do not complete these steps in advance your entry into the meeting is likely to be delayed.**

Passes can be collected from the media registration desk from 1630 onwards on Sunday 16<sup>th</sup> October. Please call or text +44 7594 65 65 34 if the desk is not staffed when you arrive.

### COVID-19

For the safety of all, a system of daily rapid testing will be in place. Tests will be provided and access to the meeting area will be dependent on production of a negative test. Facemasks will also be provided for those who wish to use them.

As of 21/09/22 there are no Covid-19 entry restrictions into Slovenia – this information sheet will be updated if there is any change but before travelling, participants should also check the latest situation on the [Slovenian Government website](#).

Details of COVID-19 Measures in place at the venue can be found [here](#)

**All participants must ensure they have appropriate travel and medical insurance in place before travelling.**

### Plenary

The plenary begins at 1000 on Monday 17<sup>th</sup> October.

Media will be able to access the conference hall in order to set up equipment from 0900 on Monday 17<sup>th</sup> October.

Please note that each media organisation may be asked to limit numbers to three people if a large media attendance means space is limited.

There is a dedicated media workspace outside the conference hall. This is equipped with desk space, sockets/charging points and a live feed to the meeting room.

In the conference hall, accredited media are invited to use the raised platforms reserved for media (see below). Members of the media without cameras or technical requirements may also use non-assigned seats towards the rear of the tiered seating area at the back of the hall.

### Technical

A raised platform will be provided on each side of the conference hall to assist cameras in obtaining clear shots across the room. These include a power supply and a feed for anyone wishing to use the conference AV.

Parking will be reserved for any Outside Broadcast vehicles. Please inform the Secretariat in advance if you want to use this facility.

## **Conduct/Meeting Etiquette**

Cameras are permitted to move around the room during Monday's opening session from 1000-1030. Thereafter, cameras are asked to remain on the raised platforms.

IWC Media ID badges must be worn and clearly visible throughout the meeting venue at all times.

Flash photography is permitted during the Opening Plenary Session only.

Live broadcasting is permitted but must not disrupt the meeting. Therefore, no voice-over commentary is permitted

Interviews, filming and recording may be carried out in the areas adjacent to the meeting room (but not immediately outside the entry and exit doors), and in other public areas of the venue.

Media representatives are not permitted to make statements or ask questions during sessions.

Phone calls must not be made in the meeting room.

**At all times during the meeting, media are asked to ensure their activities do not create distraction or discomfort for delegates. Anyone disrupting the working environment in this way may be asked to leave.**

## **Meeting Format & Timings**

The agenda and all the relevant documents are available on the [meeting website](#).

Although media are not able to attend the initial sub-committee stage of the meeting, the reports of each sub-committee will be available on the website under the relevant item of the plenary agenda.

There are four scheduled sessions each day of plenary (noting that the opening session begins at 1000 on Monday 17<sup>th</sup>):

0900-1030

1100-1230

1400-1530

1600-1730

Agenda items are taken when they are ready which means the timetable is quite fluid. Each morning before the session starts, the Secretariat Communications Officer will be in the media area to explain which items are likely to be taken next and provide any background information. You can also e-mail any questions (see below).

## **Interviews**

Requests for interviews with member governments or observer organisations can be e-mailed to the Secretariat who will forward to the relevant delegations.

## **Contact**

The e-mail address for all media and communications enquiries is [kate.wilson@iwc.int](mailto:kate.wilson@iwc.int)

Urgent enquiries can also be texted +44 7594 65 65 34.