

World Economic Forum Annual Meeting 2012

General Information for Accredited Media

Davos-Klosters, Switzerland 25-29 January

Accreditation Policy

Media accreditation closed on 4 November 2011. **No accreditation will be granted on the spot in Davos.** For media enquiries regarding media accreditation for the Annual Meeting 2012, please contact Rim El Habibi at rim.elhabibi@weforum.org or by telephone at +41 (0)22 869 3639.

Registration and Important Locations

The **Registration & Media Village** is located on Kurgartenstrasse within the security perimeter of the Congress Centre; it is 200 metres from the Congress Centre. Click here for [Media Location Map](#)
 The **Media Registration Desk** is on the ground floor of the Registration & Media Village
 The **Media Centre (Print)** is on the ground floor of the Registration & Media Village
 The **Broadcasting Centre** is on the first floor of the Registration & Media Village
 The **Press Conference Room** is inside the Congress Centre

Please Note: Reporting press should always access the Congress Centre through the **Middle Entry**. The Main Entrance on Talstrasse is reserved for Participants. An electric car service will be available for the media between the Registration & Media Village and the Congress Centre.

Media Registration Desk – Opening Hours

Tuesday 24 January 2012	Wednesday 25 January 2012	Thursday 26 January 2012	Friday 27 January 2012	Saturday 28 January 2012	Sunday 29 January 2012
14.00 - 18.00	7.30 - 22.00	7.30 - 22.00	7.30 - 22.00	7.30 - 22.00	7.30 - 14.00

Please note that **no access to the Congress Centre is allowed on Tuesday 24 January**.

All security badges will be issued at the Media Registration Desk and must be worn at all times. Please note that badges are not transferable.

At registration, accredited reporting press will receive press kits containing the programme, the Participants Booklet and other relevant documents.

Access to Sessions

The reporting press has access to the following area and session rooms:

- The public area of the Congress Centre except for Promenade Level.
- **Congress Hall and Sanada Room.** Sessions taking place in these rooms are on the record and live streamed. No sign up needed, space is subject to availability. Video feed of these sessions is available via Eurovision.
- **Forum and Studio Rooms.** Sessions taking place in these rooms are on the record. These sessions are not filmed, hence video feed will not be available. Please note that due to the capacity of both rooms, number of seats will be limited. If you wish to attend sessions taking place in these rooms, please sign up at the Press Information Desk (located in the Media Centre on the ground floor of the Registration & Media Village) the day before by 18.00 (starting Wednesday 25 January).
- All sessions taking place on **Sunday 29 January** are on the record and open to the reporting press.

Important: Members of the reporting press are requested to refrain from asking questions during all sessions; questions should be saved for press conferences or interviews.

Sessions closed to the reporting press

Sessions which take place in other rooms (not the Congress Hall, Sanada, Forum, Studio) are off the record. They are reserved for Participants as they are working sessions. *Members of the reporting press are not allowed in these sessions.* Please note that nightcaps and reception/dinners are reserved for Participants only.

Press conferences

Press conferences take place in Place Conference Room located in the Basement. No sign up is needed. Press conferences are live streamed, and audio feed will be available in the room; video feed is available via Eurovision (+41 (0)22 717 2840 or bookings@eurovision.net).

Photographers

The photo agencies that have been granted access are: **The Associated Press, Agence France Presse, Thomson Reuters, Bloomberg and Keystone.** No other photographers will be accredited to cover the Meeting.

Press Photo Service

A small selection of the photos from the Annual Meeting 2012 will be made available on Flickr at <http://wef.ch/pix>. The World Economic Forum provides a free-of-charge online press photo service. Representatives of the media are invited to download photos from the Annual Meeting 2012 in high resolution directly from **Swiss-Image:** <http://weforum.swiss-image.ch>

Important: Members of the media who have been accredited as reporting press and are found taking photos or video filming any of the sessions (i.e. do not abide by these media guidelines) will lose their accreditation for this Meeting and other World Economic Forum events.

Print Media Centre

The Print Media Centre is on the ground floor of the Registration & Media Village. Opening hours are from 07.30 to 22.00 daily. The Print Media Centre is equipped with power plugs, modem connections, fax machines, photocopiers, 10 computers with Internet access, debit payphones, wireless connections and the electronic message service. It is also equipped with screens with live transmissions of plenary sessions. Please do not leave your belongings unattended in the Print Media Centre. The World Economic Forum is not responsible for any lost items.

Broadcasting Centre

The Broadcasting Centre is located on the first floor of the Registration & Media Village. **Opening hours are from 07.30 to 22.00 daily.**

The Annual Meeting 2012 host broadcasters are:

TPC, the broadcast facilities company of Swiss TV (www.tpcag.ch), is filming inside the Congress Centre **Eurovision** Operations (www.eurovision.net) is providing feed, live transmission and workspaces (TV and radio). There will be private, small workspaces for broadcasters. To book workspaces, please contact Eurovision at: Tel.: +41 (0)22 717 2840; Fax: +41 (0)22 747 4840; E-mail: bookings@eurovision.net.

A wireless network will be available in this area.

Access to the Congress Centre for Technical Crews

The World Economic Forum will issue temporary credentials to technical teams (cameraman/soundman) of accredited broadcasters only, thereby providing access to the Congress Centre on a 30-minute rotation basis.

To film inside the Congress Centre, all camera crews must sign up for a 30-minute TV rotation at least 24 hours in advance by contacting the World Economic Forum Media Team. Please contact Farah El Alfy by telephone at +41 (0)79 817 0246 as of Monday 23 January.

During the TV rotation, filming is allowed in public areas of the Middle Entry and Lower Level of the Congress Centre, as well as in designated TV studios. Only two TV crews are allowed in the Congress Centre at the same time. Filming is not allowed in sessions or press conferences.

Important: Any media who are found taking photos or video filming in any of the sessions or public areas in the Congress Centre (i.e. do not abide by these media guidelines) and are not escorted by a member of the Forum's Media Team, will lose their accreditation for this Meeting and other World Economic Forum events.

Pool Coverage of Plenary Sessions and Press Conferences

Pool coverage is provided by the two host broadcasters working on behalf of the World Economic Forum. TPC-Swiss TV will cover all principal plenary sessions and press conferences live, and the feeds will be made available by Eurovision Operations.

Eurovision will distribute the pool signal of the plenary sessions provided by TPC-Swiss TV from the Congress Centre to individual edit workspaces, record the signal on tape and prepare a library for shared edits, or will relay live upon request via the Eurovision network. Copies of the plenary sessions will be provided on request.

While the pool coverage of plenary sessions and press conferences is provided free of copyright charge by the World Economic Forum, a technical access fee will be charged by Eurovision.

The World Economic Forum will provide a video news release(s) (VNR) with footage of the highlights of the day. The time and frequency of the release will be announced on the spot. The VNR will be available via Eurovision News Exchange and Thomson Reuters distribution network.

For booking and rate card please contact:

Eurovision Operations
Tel.: +41 (0)22 717 2840
Fax: +41 (0)22 747 4840
bookings@eurovision.net
www.eurovision.net

Eurovision Producer in Charge
Francesca Scott
Tel.: +41 (0)22 717 2853
Mobile: +41 (0)79 244 6522
bookings@eurovision.net

Unequipped TV Studio

The World Economic Forum has four unequipped TV studios available for free booking. Studios 1,2 and 3 are located inside the Congress Centre. Studio 4 is at the Print Media Centre in the Registration & Media Village. The studios can be booked by 30-minute slots on a first-come, first-served basis. To book a slot, please go to Media Information Desk at the Print Media Centre, or contact Phet Wongwan by telephone at +41 (0)79 817 0275 as of Monday 23 January.

Telephone Services

Telephone line rentals will be available in the Broadcast Centre. To order phone lines (Analogue, ISDN with NT – Swisscom with the possibility of three extensions), please contact Alpiq:

Tel.: +41 (0)81 410 0418
Fax: +41 (0)81 410 0411
wef.ait.davos@alpiq.com

An English speaker has been hired by Alpiq. Please call during the following hours:

3-27 January 2012	Monday-Friday	08.30 - 12.00 and 13.30 - 17.00
21 January 2012	Saturday	08.30 - 12.00

Please note that mobile telephones cannot be ordered on the spot.

Dress Code

A business suit or smart casual wear is appropriate during the Annual Meeting.

Acknowledgement Policy

The World Economic Forum requests that its full name be mentioned in all reports related to its activities.

Print/Radio – Any article or interview derived from the World Economic Forum Annual Meeting 2012 should mention both the World Economic Forum and the World Economic Forum Annual Meeting 2012.

Television – Any programme or interview derived from the World Economic Forum Annual Meeting 2012 should mention the World Economic Forum or visibly display the Forum's logo. Should you need a World Economic Forum logo or backdrop, please contact Maxwell Hall by e-mail at maxwell.hall@weforum.org.

Photos – Any photos published from the World Economic Forum Annual Meeting 2012 should mention the World Economic Forum. For any additional technical questions, please contact Andy Mettler, swiss-image.ch, by e-mail at info@swiss-image.ch. For general inquiries, please contact Maxwell Hall by e-mail at maxwell.hall@weforum.org.

Online Publications – Any article or interview related to the World Economic Forum Annual Meeting 2012 should mention the World Economic Forum. Should you wish to create a link to the World Economic Forum's website, please contact website@weforum.org.

Hotels

Please note that due to the limited number of hotel rooms in Davos-Klosters, we urge accredited journalists to look for their own accommodation immediately (renting apartments is also a good option). You may reach the Davos Tourism Office (<http://www.davos.ch/>) directly for hotel information. The Forum will not be able to provide accommodations to accredited reporters.

Media Team Contacts

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Fon Mathuros: fmathuro@weforum.org; +41 (0)22 869 1403

For updated information on the World Economic Forum Annual Meeting 2012, please consult our website (<http://www.weforum.org/annualmeeting>).

Useful Links

- More information about the **Annual Meeting 2012** is available at <http://wef.ch/Davos2012>
- View the best pictures from the Annual Meeting on **Flickr** at <http://wef.ch/pix>
- Free media access to the Forum press photo archive **Swiss-Image** at <http://wef.ch/pics>
- Watch live webcasts of the sessions on **Livestream** at <http://wef.ch/live>
- Watch the sessions on demand on **YouTube** at <http://wef.ch/youtube> or <http://wef.ch/youku>
- Become a fan of the Forum on **Facebook** at <http://wef.ch/facebook>
- Follow the Forum on **Twitter** at <http://wef.ch/twitter> and <http://wef.ch/livetweet>
- Read the **Forum Blog** at <http://wef.ch/blog>
- Read Forum reports on **Scribd** at <http://wef.ch/scribd>
- Follow the meeting on the **iPhone** and **Android smartphone** at <http://wef.ch/apps>
- **Upcoming** Forum events at <http://wef.ch/events>
- Subscribe to Forum **News Releases** at <http://wef.ch/news>