

## World Economic Forum Annual Meeting 2012

### Logistical Information for Television and Radio Broadcasters

Davos-Klosters, Switzerland 25-29 January

The World Economic Forum is pleased to provide a broadcasting area for the World Economic Forum Annual Meeting 2012. This document includes logistical information, technical specifications and contact details. Please read this information carefully and contact the appropriate Forum staff member with any questions or concerns.

**Registration & Media Village** is located on Kurgartenstrasse within the security perimeter of the Congress Centre; it is 200 metres from the Congress Centre and only three minutes on foot. [Click to see Media Map.](#)

The **Media Registration Desk** is on the ground floor of the Registration & Media Village.

The **(Print) Media Centre** 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 on the basement level of 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.

#### Accreditation Policy

Press accreditation closed on Friday 4 November 2011. Accreditation is now closed. **No accreditation will be granted on the spot in Davos.**

#### Host Broadcasters

- TPC – the broadcast facilities company of Swiss TV ([www.tpcag.ch](http://www.tpcag.ch)) is filming inside the Congress Centre.
- Eurovision Operations ([www.eurovision.net](http://www.eurovision.net)) is providing feed, live transmission and workspaces (TV and radio).

#### Access to the Congress Centre for Technical Crews

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

- **In order 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(s) will be announced on the spot. The VNR will be available via Eurovision News Exchange and Thomson Reuters distribution network.

### Unequipped TV Studio

The World Economic Forum has three unequipped TV studios available. Studios 1, 2 and 3 are located inside the Congress Centre. Studio 4 is at the Print Media Centre in the Registration & Media Village. They 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: ([See contact details and rates](#))

Tel.: +41 (0)81 410 0418

Fax: +41 (0)81 410 0411

[wef.ait.davos@alpiq.com](mailto: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.

### Eurovision Special Events

Eurovision Special Events will establish broadcast production, transmissions and web-based facilities to assist broadcasters at the Annual Meeting in Davos.

There will be two transmissions centres in Davos:

1. **Congress Centre** inside the security zone (accreditation required)
2. **Holland House** outside the security zone (no accreditation required)

The following facilities will be offered:

#### Congress Centre

- **New Three-Camera Studio** fully equipped and crewed with a natural backdrop of Davos, for live or recorded programmes and interviews
- Standup positions for live programme inserts or local recording:
  - **INTERIOR Standup** inside the Congress Centre overlooking the grand staircase
  - **INTERIOR Standup** inside the Congress Centre, in the lobby adjacent to the main plenary hall
  - **EXTERIOR Standup** outside overlooking Davos environs
- Multi-format tape playback
- Final Cut Pro and DVCAM editing with editor (host coverage available in edit booth)
- Limited number of non-equipped workspaces cabled with host TV signal (available on request)
- Access to host TV signal on distribution amplifier for own recordings in common area of Media Centre
- Live relay of host TV signals (plenary or press conferences ) on the Eurovision Network
- Connectivity to the Eurovision Global Network
- ENG crews – accredited to access the Congress Centre (minimum hourly bookings)
- Dubbing or clips of sessions or press conference tape or USB sticks

#### Holland House

- Stand up position for live programme inserts
- Multi-format tape playouts
- Uplinking on the Eurovision Network

Eurovision facilities will be operational from Tuesday 24 January through noon Sunday 29 January 2012. All bookings are subject to availability.

**For booking and rate card please contact:**

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

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

**EBU Radio Operations**

The following facilities will be available:

- **Workspaces with access to the pool signal** (plenary sessions and press conferences); the number of workspaces is limited – advance booking is required
- **Studio service** – radio feed point with ISDN codec, permitting journalists to transmit pre-produced pieces or do live interviews with their studios; can be booked in advance or on site

All EBU radio facilities will be located in the Broadcast Centre and will be operational from Wednesday 25 January through Sunday 29 January. **Advanced booking is required.**

**For booking and rate card, please contact:**

EBU Radio News  
Tel.: +41 (0)22 717 2619  
E-mail: [Radio-ops@ebu.ch](mailto:Radio-ops@ebu.ch)

EBU Radio Producer in charge:  
Julia Lonicer  
[lonicer@ebu.ch](mailto:lonicer@ebu.ch)

**Acknowledgement Policy**

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

- **Radio** – Any article or interview derived from the World Economic Forum Annual Meeting should mention both the World Economic Forum and the World Economic Forum Annual Meeting.
- **Television** – Any programme or interview derived from the World Economic Forum Annual Meeting 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 at +41 (0)79 329 3500.
- **Online** – Any tweets should use the hashtag #WEF.

**Media Team Contact Information**

- **Vivian Yang**  
Tel.: +41 (0)79 571 8255  
E-mail: [vya@weforum.org](mailto:vya@weforum.org)
- **Maxwell Hall**  
Tel.: +41 (0)79 392 3500  
E-mail: [mhal@weforum.org](mailto:mhal@weforum.org)
- **Fon Mathuros**  
Tel.: +41 (0)79 201 0211  
E-mail: [fmathuro@weforum.org](mailto:fmathuro@weforum.org)

For additional media information, please refer to the [Media Guidelines](#).

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