

## World Economic Forum on ASEAN 2017

Phnom Penh, Cambodia, 10-12 May

### Guidelines and General Information for Accredited Media

#### Code of conduct

World Economic Forum meetings are as open and transparent as possible in order to cultivate a collegial atmosphere among participants and journalists. You are requested by the Forum to respect that this is a private meeting and to abide by the following guidelines.

Any journalists who do not respect these guidelines, or are found to be aggressive or unreasonably intrusive, will have their accreditation withdrawn immediately. Furthermore, their entire team's accreditation will be withdrawn for this meeting and for other World Economic Forum events.

#### Accreditations

All journalists and media technical staff (cameramen, soundmen, photographers, etc.) who wish to cover the World Economic Forum on ASEAN must be accredited by the World Economic Forum. **Please note that online press accreditation closes on Friday 21 April 2017. No accreditation will be granted on site.**

#### Registration and important logistical details

The **meeting venue** is the [Sokha Phnom Penh Hotel & Residence](#), Phnom Penh, Cambodia

Media Registration Opening Hours			
Tuesday 9 May	Wednesday 10 May	Thursday 11 May	Friday 12 May
14.00 - 18.00	08.00 - 18.00	07.00 - 18.00	08.00 - 10.00

\*Please contact Alexandra May at [amay@weforum.org](mailto:amay@weforum.org) or at +41 (0)22 869 1256.

The media registration desk is located at the hotel lobby. A security badge with your photograph will be issued at the press registration desk. You are required to wear this badge at all times while at the meeting. **The badge will be valid from 10-12 May 2017.** Security badges are **non-transferable**.

The **Media Centre** will be located on the lower lobby of the Sokha Phnom Penh Hotel.

- Opening hours for the Media Centre are from 07.00 to 20.00 on 10-12 May.
- The Media Centre will be equipped with power plugs, photocopiers and Wi-Fi.
- Seating is on a first come, first served basis.
- A limited catering service will be available at the Media Centre.
- News releases, background documents, reports and other documents produced by the World Economic Forum will also be available in the Media Centre and online at <http://www.weforum.org/press>

**Meeting information** – Further information about the meeting is available at [wef.ch/ASEAN17](http://wef.ch/ASEAN17).

The **Media Briefing/Press Conference Room** will be located on the Lower Ground Level of the venue, next to the Media Centre. The schedule of media briefings and press conferences will be updated regularly and posted in the Media Centre.

**Interview requests** should be via the Forum's media team at the Media Centre.

Livestreaming of on-the-record sessions in **Plenary Hall**, **Arena** room will be webcast live at <http://wef.ch/live>.

The **official language** of the meeting is English. Selected sessions may include simultaneous interpretation into Khmer, Japanese and Chinese. Please refer to the session descriptions in the official programme.

## Access to sessions and public area

Room	Location	Open to the reporting press	Sign-up needed	Webcast Live
Plenary Hall	Ground Level	Yes	No	Yes
Arena Room	Ground Level	Yes	No	Yes
Briefing Centre & Press Conference	Lower Ground Level	Yes	No	Yes
Open Forum	The Institute of Technology Cambodia (ITC)	Yes	No	Yes

\*Seats are limited and on a first-come, first-served basis; please arrive early

**Plenary Hall** – Sessions taking place in the Plenary Hall are open to the media and are on the record. However, sessions marked “**televised session**” are co-produced with a media organization, and filming is therefore not allowed. Otherwise, the following rules apply:

- **Television crews, radio crews** and **photographers** should arrive 15 minutes before the start of a plenary session to allow time to set up. **Television crews** are requested to set up their cameras at the back of the Forum room. Please be sure to bring a large/long zoom. The distance between the platform and stage is 20 metres. There are no other set-up possibilities for cameras, as the aisles must be kept clear for security reasons.
- **International agency photographers** will be allowed a two-minute photo opportunity at the start of the plenary session. Afterwards, non-flash photos will be allowed from the side of the Forum room.
- Two **sound boxes** will be provided for radio and television. Sound feed boxes will be provided only in the original floor language.

All sessions taking place in the **Arena room (co-hosted televised sessions)** are open to the media and on the record. **Filming is not allowed**. The rooms will be open to the reporting press 10 minutes before the start of each session.

- **Filming is not allowed in the sessions marked “televised sessions”**, as copyright belongs to the network co-hosting the session.
- **Sound boxes** will be provided for radio. Sound feed boxes will be provided only in the original floor language.
- Priority seating will be given to participants.

Sessions in Plenary Hall and Arena will be webcast live in English at <http://wef.ch/live>. For broadcast footage, please contact Ms. Dai Di at [ddai@weforum.org](mailto:ddai@weforum.org). Further information related to the meeting will be available on our meeting homepage: <http://wef.ch/asean17>

**Members of the reporting press are asked to refrain from asking questions in ALL sessions open to them. Questions must be saved for press conferences or interviews.**

## Technical services

**TVK** is host broadcasters of the World Economic Forum on ASEAN 2017. They will be filming principal plenary sessions in Plenary Hall and sessions taking place in the Arena room.

For broadcast footage, please contact Ms. Dai Di at [ddai@weforum.org](mailto:ddai@weforum.org).

## Frequently asked questions

- Should you need a visa to report from Cambodia, please proceed with your visa application as soon as possible. Meanwhile, please get in touch with Alexandra May at [amay@weforum.org](mailto:amay@weforum.org) immediately. The World Economic Forum will directly email you the visa support letter.
- Kindly note that we do not arrange flight or hotel accommodation; please arrange your own.
- Casual business attire is appropriate throughout the meeting.

## Acknowledgement policy

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

- **Print/radio** – Any article or interview derived from the 2017 World Economic Forum on ASEAN should mention either the World Economic Forum or the 2017 World Economic Forum on ASEAN.
- **Television** – Any programme or interview derived from the World Economic Forum on ASEAN should mention the World Economic Forum or visibly display the Forum's logo. If you need a World Economic Forum logo or backdrop, please contact Alexandra May by email at [amay@weforum.org](mailto:amay@weforum.org).
- **Photos** – Any photos published from the 2017 World Economic Forum on ASEAN should mention the World Economic Forum.
- **Online publications** – Any article or interview related to the World Economic Forum on ASEAN 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](mailto:website@weforum.org).
- **Social media** – We invite you to follow the World Economic Forum on Twitter [@Davos](#) as well as our live tweet account [@WEF](#), where we tweet key quotes from plenary sessions and where most of the Twitter chatter will happen. You are welcome to add #ASEAN17 should you tweet anything related to the ASEAN meeting.

## Media team contacts

- **For accreditation, reporting press, visa related questions**, please contact: Alexandra May at [amay@weforum.org](mailto:amay@weforum.org), Tel.:+41 22 869 3697
- **For Cambodia media**, please contact: ChanDara Ly at [lychandara007@gmail.com](mailto:lychandara007@gmail.com), Tel; +85 51 296 9848
- **For special coverage or interviews**, please contact: Di Dai at [di.dai@weforum.org](mailto:di.dai@weforum.org), Tel.:+41 22 869 1405
- **For host broadcasters and other questions**, please contact: Di Dai at [di.dai@weforum.org](mailto:di.dai@weforum.org), Tel.:+41 22 869 1405

## Digital and Social Media Useful links

- Follow the World Economic Forum on ASEAN at <http://wef.ch/asean17>
- Find [here](#) for the **Meeting Overview and Programme at a Glance**
- View the best Forum **Flickr** photos at <http://wef.ch/pix>
- Watch live **webcasts** of sessions at <http://wef.ch/live>
- Become a fan of the Forum on **Facebook** at <https://www.facebook.com/wefasia/>
- Follow the Forum on **Twitter** at <http://wef.ch/twitter> and <http://wef.ch/livetweet>  
Follow us on Google+ at <http://wef.ch/gplus>
- Read our **blogs in English** at <http://wef.ch/agenda>
- View upcoming Forum **events** at <http://wef.ch/events>
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## About the World Economic Forum

The World Economic Forum, committed to improving the state of the world, is the international organization for Public-Private Cooperation.

The Forum engages the foremost political, business and other leaders of society to shape global, regional and industry agendas. ([www.weforum.org](http://www.weforum.org)).