

World Summit on Food Security



16-18 November 2009 | Rome Headquarters | Viale delle Terme di Caracalla, Roma, Italy

PRACTICAL INFORMATION FOR THE MEDIA

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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 Thursday 12 November.**

For online accreditation please go to: <http://lprapp13.fao.org:8051/SRS-Media/appl/Login.html>

Requirements:

- A completed online accreditation form
- A letter of assignment on official letterhead 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
- Valid ID document (passport or national ID card)
- Valid press card (if available)
- Passport-size photo, in digital format.

This documentation and the photo should be scanned and uploaded using the online application form. Accreditation will not be granted without their submission. Technical staff for TV and radio are required to follow the same accreditation procedures.

Detailed information regarding accreditation is available at:

<http://www.fao.org/wsfs/wsfs-media-summit/wsfs-accreditation-summit/en/>

Journalists who applied for accreditation by the 12 November deadline may pick up their passes starting at 14:00 hrs on Nov. 12 at the **Summit Registration Centre** outside FAO headquarters, located at **Via della Consolazione 4** in the Command Post of the Rome Traffic Police. ([See on Google Maps.](#))



Registration centre hours:

Thursday 12 Nov: 14:00 - 18:00 hrs.	Monday, 16 Nov: 07:00 - 18:00 hrs.
Friday, 13 Nov: 09:00 - 18:00 hrs.	Tuesday, 17 Nov: 08:30 - 18:00 hrs.
Saturday, 14 Nov: 09:00 - 18:00 hrs.	Wednesday, 18 Nov: 08:30 - 10:00 hrs.
Sunday, 15 Nov: 10:30 - 20:00 hrs.	

For questions, contact Sari Gilbert, Accreditations Officer:

Tel. (+39) 06 570 53761
Cell: (+39) 345 859 1001
e-mail: Summit-Press-Accreditation@fao.org

Registration centre telephone:
(+39) 06 570 55050

B. Entering FAO

During the summit, journalists and their crews must access the FAO compound outside of Building D on the Viale Aventino side, at the corner of Via Aventina.

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

A shuttle service will provide transportation from the Registration Centre to the media entrance at FAO.



C. Movement inside FAO

Security will be high during the Summit 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 summit will be the FAO Plenary Hall on the 3rd floor of building A. Due to spatial constraints and security considerations there will be tightly limited access to the Plenary. **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 but will be able to follow the summit 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 summit

The full **summit program** is available online at:

<http://www.fao.org/wsfs/wsfs-prog-summit/wsfs-provprog-summit/en/>

On **Monday 16 November at 9.00 a.m.**, the summit will be formally opened in the Plenary. That will be followed by the election of the summit chairperson. It is expected that the **summit declaration** will be adopted on the afternoon of the 16th. Heads of state and government, heads of delegations, and special guests will then begin their **Plenary addresses**. Their interventions will continue during the course of the summit.

Live pool feeds from the opening 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 opening ceremony** will be made available for media use. (See details below, section G).

Starting at 15:00 hrs on 16 November a series of **round-table discussions on key issues** will be held in the Red Room:

- #1: (Mon. 15:00 hrs) Minimizing the impact of the food, economic and financial crises on world food security
- #2: (Tues. 9:00 hrs) Implementation of the reform of global governance of food security
- #3: (Tues. 15:00 hrs) Climate change adaptation and mitigation: challenges for agriculture and food security
- #4 (Weds. 9:00 hrs) Measures to enhance global food security: rural development, smallholder farmers and trade considerations

An opening-day press conference with FAO Director-General Jacques Diouf and high-level summit participants is expected to occur the afternoon of the 16th (time and venue to be announced).

[Online summit media events calendar](#)

E. Working arrangements for print & online media

Starting from 12:00 hours on Sunday 15 November a working area for journalists (**Media Centre**) will be open on the ground floor in the FAO Atrium and library in a limited capacity. The centre will be fully operational the morning of the 16th. **Work stations** will be open 24 hours a day, with limited services between midnight and 6 a.m., until 3 hours after the conclusion of the Summit on Wednesday 18 November. Workstation seats are available on a first-come, first-served basis.

All desks feature electrical outlets; only a limited number have computers with direct-cable Internet access **so the media are encouraged to bring laptops with them**. Wireless Internet connectivity will be available in the entire Media Centre area. To access the **Wi-Fi** network a password will be necessary – these can be obtained at the PROME help desk (see Section H, equipment and services). Please note that Internet access only allows for surfing the Web or emails – not for uploading larger files. Higher-bandwidth Internet access can be arranged at the PROME help desk. PROME services will be on a fee basis.

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. 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 summit. A **Media Information** Desk will be located in the media centre in order to provide journalists with assistance.

The text and audio of **speeches** by Summit participants will be uploaded on the conference website (<http://www.fao.org/wsfs/world-summit/en/>). 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.

Broadcasters can get footage via Intelsat: [click here to download the parameters for the Intelsat satellite feed](#).

FAO TV & video Liaison Officers:

Bou Downes
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Requests for workspaces, editing and satellite transmissions on the Global Eurovision Network:

bookings@eurovision.net
(+41) 22 717 2840

Web:

<http://www.eurovision.net/net/book/specialevent.php?eventno=2840>

FAO Radio Liaison Officers:

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For radio services

Julia Lonicer, EBU
(+41) 79 230 1508,
lonicer@ebu.ch

G. Working arrangements for photographers

Due to spatial constraints and security considerations access to the Plenary will be extremely limited. **Access to the Plenary 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: Paul Anthem
Tel: (+39) 06 5705 3428
Cell: (+39) 339 795 5012
paul.anthem@fao.org

H. Equipment & services rental

The events firm **PROME** has been contracted to supply the media with equipment rentals & support services, including: telephones and lines, ADSL lines (protocol VPN and/ or FTP), ISDN lines (NT simple/NT1 Plus), LAN/WiFi access, fax, desktop PCs, notebook, netbooks, and printers.

These can be booked in advance (credit card or bank transfer) by filling out the "book & info" form on the PROME website: <http://www.prome.it>

Services and equipment rental will also be possible directly in the Media Centre at the **PROME help desk**.

PROME contact: Stefano Barconi
Cell: 328 2645471
Tel: (+39) 06 9296 3099
servizidedicati@prome.it

I. Press conferences & media briefings

Press briefings will be held on an *ad hoc* basis in the **press conference room** (Iran Room) and other locations. 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.

- **An opening-day press conference** with FAO Director-General Jacques Diouf and high-level attendees is expected to occur **the afternoon of Mon. 16 November** (time and venue TBA)
- **A concluding press conference** with FAO's Director-General and high-level summit participants is expected to occur **the afternoon of Weds. 18 Nov.** (time and venue TBA).

For information on press conferences, contact: Alison Small, FAO Media Relations:
Tel: (+39) 06 570 56292
Cell: (+39) 348 870 52 21
alison.small@fao.org

J. Getting help & 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. A list of FAO media contacts is at the end of this document and online at: <http://www.fao.org/news/newsroom-contacts/en/>

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

K. Webcasting

It will be possible to follow the Summit proceedings on the FAO website using a service provided by RAI.net.

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.

M. Useful websites

Information for the media on the summit website, including accreditation
<http://www.fao.org/wsfs/wsfs-media-summit/wsfs-accrediation-summit/en/>

IISD Reporting Services coverage of the summit
<http://www.iisd.ca/>

Summit programme
<http://www.fao.org/wsfs/wsfs-prog-summit/wsfs-provprog-summit/en/>

FAOnews twitter feed
providing links to summit information
<http://www.twitter.com/faonews>

N. FAO media contacts

FAO Media Office: (+39) 06 570 53625

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