Guidelines for the Reporting Press

◆ PRESS CENTER

The Press Center is located on the 5th floor of the International Convention Center of Kyoto (ICC Kyoto). Internet access through LAN cords as well as fax and photocopy machine will be provided. One-on-one interviews can be arranged by the Press Office during the days of October 7-9. Requests must be made in advance. A closing press conference featuring key speakers will be held on Tuesday, Oct. 9, 2007, at the International Convention Center of Kyoto (ICC Kyoto).

◆ REGULATIONS FOR WRITTEN PRESS

Written press will receive full access to all plenary sessions. Press members are, however, required to observe the Chatham House Rule in concurrent sessions. The Chatham House Rule reads as follows:

"... PARTICIPANTS ARE FREE TO USE THE INFORMATION RECEIVED, BUT NEITHER THE IDENTITY NOR THE AFFILIATION OF THE SPEAKER(S), NOR THAT OF ANY OTHER PARTICIPANT, MAY BE REVEALED".

Meals sessions are not opened to the reporting press, but they are invited to the light Buffet Lunch (on Sunday Oct. 7, 11:45-13:00) and the Special Buffet Dinner (on Monday Oct. 8, 18:00-20:00 - on an off-the-record basis regarding any information obtained during the dinner.)

◆ REGULATIONS FOR TV CREW, CAMERAS & FILMING

Camera crews will be allowed to film on the occasions below. Filmimg of other events which have not been agreed upon in advance by the Secretariat during the days of Oct. 7 - 9, is prohibited.

Sessions:

1. **Sunday, Oct. 7**
   - 10:30 am - 11:30 am Opening Plenary Session
   - 13:30 pm – 15:45 pm Plenary Sessions

2. **Monday, Oct. 8**
   - 8:30 am – 9:30 am Plenary Session
   - 16:30 pm – 17:30 pm Plenary Sessions in Parallel

3. **Tuesday, Oct. 9**
   - 8:00 am -12:00 pm Plenary Sessions and Closing Plenary Session
   - 13:30 pm – 14:00 pm Closing Press Conference

*Note*: One camera crew or reporter by organization will be allowed in the designated areas.

◆ PRESS ACCREDITATION

All reporting press and technical staff (camera crew/soundman) who wish to cover the Fourth Annual Meeting must be accredited by the STS forum. To register, please go to the Press Room in our website: [http://www.stsforum.org/](http://www.stsforum.org/). Choose the “Media Accreditation Request” box, type in the required information and submit. To finalize your registration, it is required to send an ID photo to [press@stsforum.org](mailto:press@stsforum.org) by e-mail until October 5th, 2007. Please follow the instruction on the website. A confirmation e-mail will be sent to confirm accreditation, and a printout will be required at registration.
**SECURITY REGISTRATION**

Badges will be issued at the Press Registration Desk upon presentation of a press card and printout of press accreditation e-mail at the following time and places:

**Saturday, Oct. 6**  
Time: 10:00 am – 18:00 pm  
Place: Grand Prince Hotel Kyoto (Ground Floor)

**Sunday, Oct. 7**  
Time: 8:30 am – 19:30 pm  
Place: Entrance Lobby – ICC Kyoto

**Monday, Oct. 8**  
Time: 7:15 am – 18:00 pm  
Place: Entrance Lobby – ICC Kyoto

**Tuesday, Oct. 9**  
Time: 7:15 am – 13:00 pm  
Place: Entrance Lobby – ICC Kyoto

For further information, please contact:  
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