



## **GLOBE Forum 2018 Media Guidelines**

General and Logistical Information for Accredited Members of the Reporting Press  
(Print Reporters, Photographers, TV and Radio Broadcasters)

### **Code of Conduct**

GLOBE Forum is as open and transparent as possible in order to cultivate a collegial atmosphere among participants and journalists. You are requested by GLOBE 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do not respect these guidelines, or are found to be aggressive or unreasonably intrusive, will have their accreditation withdrawn immediately. Furthermore, their entire team's accreditation will be withdrawn for this forum and for other GLOBE Series events.

### **Accreditation Policy**

Media accreditation application closes on **March 3, 2018**. Kindly note that **no accreditation will be granted on the spot at GLOBE Forum 2018**. All accreditation requests are subject to final confirmation by GLOBE Forum.

### **Registration and Important Locations for Accredited Media**

- The **Media Registration desk** is located at **Vancouver Convention Centre East** 999 Canada Place (below the Pan Pacific Hotel)
- Registration for all accredited media will start on Tuesday, March 13 at 12:00PM until 5:00PM and will continue until Friday, March 16 until 2:00PM. Should you need to pick up your badge after the media registration hours, please contact: [jeennifer.benoit@globeseries.com](mailto:jeennifer.benoit@globeseries.com)
- **The Media Room is located on the second floor of Vancouver Convention Centre East - Room MR 18.**
- **The Press Conference Room is located on the second floor of Vancouver Convention Centre East - Room MR 16.**
- Please refer to the **GLOBE Forum Map** for all key locations.
- Security badges will be issued at the Media Registration desk and must be worn at all times; please note that badges are not transferable.
- Camera crews must set up gear on the media riser 30 minutes before panel discussions.



## **Media Centre**

Hours are from 7:30AM to 6:00PM daily. The Media Centre is equipped with power plugs, photocopiers and wireless internet. Please do not leave your belongings unattended in the Media Centre; GLOBE Forum does not claim any responsibility for any lost items. For technical or any additional information, please contact Jehn Benoit at [Jehnifer.Benoit@globeseries.com](mailto:Jehnifer.Benoit@globeseries.com)

## **Event photos**

All pictures that are taken by our official photographer will be available as high-resolution jpeg on our Flickr page. Photos are free for media to download and use. <https://www.flickr.com/photos/globeseries/>

**IMPORTANT:** Any media who are found taking photos or filming any of the sessions or public areas at GLOBE Forum 2018 (i.e. do not abide by these media guidelines) will lose their accreditation for this conference and other GLOBE Series events.

## **Acknowledgement Policy**

GLOBE Forum 2018 requests that its full name be mentioned in all reports related to its activities.

If you need a logo or backdrop, please download them from the press page <https://www.globeseries.com/forum/press/> or contact Jehn Benoit at [Jehnifer.Benoit@globeseries.com](mailto:Jehnifer.Benoit@globeseries.com)

## **GLOBE Forum Social Media Channels**

**Twitter:** @globe\_series

**Instagram:** <https://www.instagram.com/globeseries/>

**Facebook:** <https://www.facebook.com/GLOBEseries/>

**LinkedIn:** <https://www.linkedin.com/company/6442072/>

**YouTube:** <https://www.youtube.com/user/Globenetcom>

**Blogs:** <https://www.globeseries.com/blog/>

**Hashtag - #GLOBEForum**