



iMiller
Public
Relations

ITW2015 Press Room FAQ's

For the first time, ITW will host a press room at ITW2015 Chicago May 10-13. iMPR is in charge of the Press Room, which is located at the Swissôtel, Swiss Tower, Bronze Level, Currents Room.

What are the hours of the Press Room? Registered ITW attendees can drop off information for the press outside of the press room during operating hours. Only those with scheduled interviews will have access to the press room.

Sunday, May 10	10:00 AM to 5:00 PM
Monday, May 11	8:00 AM to 8:00 PM
Tuesday, May 12	8:00 AM to 8:00 PM
Wednesday, May 13	10:00 AM to 3:00 PM

Can I submit a press release for distribution prior to the ITW2015 conference? Yes. You can submit your press release electronically in pdf format to ITW2015@imillerpr.com until 11:59 PM, May 5th. Press releases submitted by May 5th will be printed by iMillerPR and made available to the media during the conference. After May 5th, you can drop off materials outside of the press room during normal hours of operation.

How do I schedule a press interview? If you would like to schedule an interview with the press, please submit your request using the form located on this website. Please note that interview times are blocked out for ITW2015 conference sessions to provide the assembled journalists an opportunity to report on the events.

I would like to schedule a press conference. Where are they being held, and what do I need to do? Press conferences are limited to ITW sponsors and founders and will be held in the Press Room in 15-minute increments during morning hours. If you would like to schedule a press conference, please submit your request on the form located on this website.

I would like to provide information to *Capacity Magazine* for inclusion in *Capacity Daily*. Can I send the information directly to the magazine? No. iMiller Public Relations staff will handle all submissions for *Capacity Daily* stories. Please submit your information in PDF format to ITW2015@imillerpr.com.

Do I need to be registered as attending ITW to interview with a journalist? Yes, only individuals with ITW2015 registration badges are admitted to the Press Room.

For any additional questions you may have, please contact iMiller Public Relations at ITW2015@imillerpr.com. Please insert: *Questions for the ITW2015 Press Room* in the subject line of the email. An iMPR team member will respond promptly to your request.