

ITW 2017 | May 14-17, 2017
Hyatt Regency Hotel and Swissôtel, Chicago, IL

PRESS GUIDELINES

Overview

ITW will distribute complimentary press passes on a limited and discretionary basis to accredited media including editors and reporters of recognized trade, newspaper, broadcast, blog, mainstream, business and Internet media. Journalists are encouraged to register early to be considered for admission. Media attendance and participation is at ITW's discretion. Please see the Media Accreditation Guidelines page for further detail.

Media will be required to wear ITW-issued press badges at all times to receive admittance to ITW sessions and keynote address, ITW news events, the ITW exhibition floor and ITW-media room where scheduled press conferences will take place. Admittance to social events sponsored by participating companies will be at the discretion of those organizations.

Media will be provided with light refreshments and wireless Internet connectivity in the press room during standard hours of operation. Media will be responsible for all additional expenses such as dining, housing, parking, admittance to offsite events and travel accommodations. Any press agency accepted to participate in ITW will be provided a complimentary pass for ITW programmed events, valued at \$500.00.

Applying for a Press Pass

Media and analysts may request a press pass to cover ITW by emailing ITW2017@imillerpr.com. To determine eligibility and required documentation please see the Media Accreditation Guidelines page.

Business Promotion

Media are **not** permitted to distribute copies of their publication or other promotional materials outside of the press room.. Soliciting or accepting orders on behalf of your organization, product or service inside the event area is strictly prohibited. Press badges will **not** be issued to individuals serving in business promotions or sales. Please see the Media Accreditation Guidelines page for further detail.

Misconduct or misrepresentation of the media organization may cause the organization to lose their accreditation and be barred from future events.

Issuing Press Releases at ITW

For companies who would like to issue press releases on behalf of your organization during the ITW conference, please refer to ITW as follows: on first reference refer to ITW as International Telecoms Week (ITW). Subsequent references may be shortened to ITW. Please use #ITWChicago for Tweets, Blogs and Online References.

Please refer to the About page on this website for use of appropriate "About ITW" wording.

Time permitting, ITW will make every effort to accommodate reporters on deadline for quotes from ITW representatives and conference speakers. Please submit media enquiries to ITW2017@imillerpr.com.

Audio, Video and Photography Regulations

Media are **not** permitted to take photographs during events. Media will be provided photographs by Capacity Magazine and will be given license rights to use those photos accordingly.

Coverage of ITW events should be limited to news articles about the session or event.

Please keep cellular phones on mute or vibrate during conference sessions. If you are required to take a phone call during the conference session, please take the call outside of the session room so as not to disturb other session attendees.

ITW References and Logo Use

Media must refer to ITW on first reference as International Telecoms Week. Second reference should be ITW2017/Chicago or ITW2017 sponsored by Capacity Magazine. Please refer to ITW guidelines on proper use of the organization's logo and description.

Media may download authorized images of speakers and the ITW logo provided for media use on this website. Please adhere to acceptable use guidelines for the ITW logo.

ITW Attire

Media attending ITW are expected to dress appropriately in business attire for sessions and interviews. Media who are dressed inappropriately may be requested to leave the conference.