

# Welcome to ITW 2018 | May 6-9, 2018

Hyatt Regency Hotel and Swissôtel, Chicago, IL

## Press Credentials and Guidelines

International Telecoms Week (ITW) offers media accreditation to members of the working press to cover the ITW trade show and associated events. Accreditation provides access to ITW technical sessions, keynote address, ITW special events, the trade show exhibition, the press room for interviews, and the opportunity to attend scheduled press conferences. Accreditations are granted at ITW's discretion and are authorized for the sole purpose of reporting news specific to the conference and its 6,000+ participants. Offsite social events are not covered under this agreement and admittance is subject to approval by social event organizers.

Media accreditation is limited to acting editors and reporters of publications relevant to the telecom industry, business trade and general media covering global telecommunications, Internet and high-technology trends and stories. Publishers, sales, advertising and public relations, marketing, technical support staff, consultants and exhibiting company personnel are not eligible for press credentials. If it is determined the accredited press member is acting in a sales capacity during the conference, the accreditation will be revoked and individuals will be removed from the event

The media member seeking approval for representation at ITW may, at ITW's discretion, be asked to provide proof of professional status including a publication masthead with the individual's name listed, press ID card, titled business card, or recent articles containing the individual's byline and affiliation.

Pre-registration is required. There will be no onsite registration for media allocated since media invites are limited to a maximum of 20 unique publications/newspapers/magazines. ITW has the right to deny entrance to journalists who fail to provide proper documentation in advance, including during the pre-registration process.

**The following criteria must be met for ITW press credentials to be assigned:**

### **Business Trade Media and Wire Services**

Reporters and editors of business and trade publications, magazines, wire services and other associated media must be able to provide a business card and current masthead from the organization that contains the individual's name listed on the masthead of the approved news organization. Contributing editors and reporters chosen to represent the news organization must present a document containing the masthead of the organization authorizing the individual to cover ITW on behalf of the news organization.

### **Association Publications**

Reporters and editors representing trade association publications as well as internationally recognized magazines, newspapers, and related editorial content, must be able to provide a business card from the association as well as a current organizational masthead containing the individual's name listed as editor.

### **Broadcast News Representatives**

Television and radio news reporters must provide a business card containing their name as well as the name of the approved organization. ITW may choose to limit the sessions, locations and areas for set-up. The ITW team will coordinate directly with the broadcast news representative in advance to outline the areas to which permission may be provided.

### **Freelance Writers**

Freelance writers must provide an example of a bylined article published within the previous six months from an industry-recognized news organization. Freelance writers who do not have proof of a recognized news organization will not receive a press pass.



## **Online Media**

ITW recognizes the significance of online media as a source of industry reporting. Reporters and editors from online publications, Internet-based newsletters and blogs, will be considered for admittance at the discretion of ITW. Please note, the individual being considered must have proof of a bylined article published by the news organization within the past three months. To qualify for accreditation, the online publication website must contain industry-related content and post original news content at least once per week. Additionally, the website must have more 1,000 unique visitors per month.

## **Not Eligible for Accreditation**

Individuals representing YouTube channels, Twitter pages, forums or personal blogs will not be considered for press privileges.

## **Advance Registration**

Advance registration of media is required due to limited space. To register for a press pass, please email [ITW2018PR@imillerpr.com](mailto:ITW2018PR@imillerpr.com).

**\*Onsite Registration will not be allowed for Press/Media\***

## **Accredited media are entitled to the following:**

- Access to the ITW press room.
- Access to all sessions including the keynote address and press conferences.
- Access to ITW social events.
- Access to the exhibition hall.
- Access to all conference materials.

## **Hours of operation for the press room:**

Monday, May 7	8 a.m. - 5 p.m.
Tuesday, May 8	8 a.m. - 5 p.m.
Wednesday, May 9	8 a.m. - 3 p.m.

*Please note, the press room will be closed for the ITW keynote address. Press Conferences will be scheduled Monday and Tuesday from 12 p.m. - 1 p.m. Printed materials and publications can only be made available in the press room and will not be provided to attendees elsewhere. If materials are promoted outside of the press room, ITW reserves the right to revoke accreditation.*

## **To request press credentials contact:**

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