VIRTUAL ITW 2020 | June 14-17, 2020 ONLINE

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.

Media will be required to register in advance in order to receive admittance to digital ITW sessions and keynote address, ITW news events, live-streamed press conferences and ITW press room portal for scheduling meetings. ITW staff recommend that press use the scheduling tool provided within the ExpoPlatform and Amazon Chime.

The Expo platform will be open for scheduling on June 1, 2020. A chat feature will be enabled on the ITW press room site as a resource for the media to receive immediate assistance from ITW Press Room staff.

Requirements to be Issued a Press or Analyst Pass

As part of your agreement to attend ITW as a member of the press, <u>International Telecoms Week requires that anyone representing</u> a press organization at the event must cover the companies or the event through an article, blog, interview, or social media posts.

<u>We ask for press representatives to participate in the online press room activities</u> which include, but are not limited to, scheduling briefings on-site, attending virtual sessions and attending the live-streamed press conferences held on Monday and Tuesday. Press will receive advance notice of the press conference schedule.

For any questions pertaining to the requirements of involvement, please ask a press room staff member directly by emailing ITW2020@imillerpr.com.

How to Request a Press Pass

Media and analysts may request a press pass to attend ITW by emailing <u>ITW2020@imillerpr.com</u> or filling out the <u>online form</u>. To determine eligibility and required documentation please see the Media Accreditation Guidelines page. All media organizations are limited to three (3) credentials per news organization, inclusive of both writers and production crews.

Business Promotion

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

Requests for Interviews with ITW Representatives

Prior to ITW, ITW spokespersons will be available to speak with participating media over phone briefings. It is recommended to speak with ITW team members at least three-weeks prior to the event. Time permitting, ITW will make every effort to accommodate reporters on deadline for quotes from ITW representatives and conference speakers. Please submit media inquiries to ITW2020@imillerpr.com.

Audio, Video and Photography Regulations

For any questions pertaining to the permissions to record ITW 2020 sessions please email Press Room staff: <u>ITW2020@imillerpr.com</u>.

ITW References and Logo Use

Media must refer to ITW on first reference as International Telecoms Week. Second reference should be Virtual ITW2020 or ITW 2020 sponsored by Capacity Media. 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.

