



IAS 2019

10TH IAS CONFERENCE ON HIV SCIENCE
Mexico City, Mexico 21-24 July 2019

Terms & conditions IAS 2019 Third-Party Press Conferences

Submission deadline

The submission deadline for third-party press conference applications is 23:59 CEST on Sunday, 16 June. We advise you to submit your application well before this deadline as last-minute requests may prove difficult to accommodate due to space limitations.

Scheduling confirmation

Please complete one online form for each press conference you are requesting to schedule. You will receive an email confirming your request in early July. Scheduling of third-party press conferences is subject to availability. However, the IAS 2019 Media team will do its best to accommodate each group's first or second choice of dates/times.

A maximum of two press conferences per organization may be granted. Please note that it is not possible to book two press conferences on the same day. The press conference room may be reserved for a 45-minute slot (starting on the hour).

Fees

The press conference room is provided free of charge to all third parties. This refers to all parties other than the conference organizers and includes NGOs, government bodies, international organizations or agencies, foundations and/or industry representatives.

Press conference room

There is one press conference room at IAS 2019. It is located on the Casas Level of Centro Citibanamex, in Casa Montetjo 3 adjacent to the Media Centre.

When not in use by conference organizers, press conference rooms will be available for use by third parties registered for the conference. All media outreach, staffing, IT support and logistics management is the responsibility of the group hosting the event.

Third-party press conferences can take place from Monday, 22 July to Wednesday, 24 July.

The press conference room, Casa Montetjo 3, has a seating capacity of approximately 48. The room will be equipped with four microphones for seated speakers (space for a maximum of eight speakers). Basic AV equipment is provided free of charge. Please note, IAS staff are not responsible for providing AV assistance, filming, or other support services during third-party press conferences.

Once your press conference has ended, we ask for your cooperation in vacating the rooms promptly, given the need to clean and set up for the next scheduled press conference. Refreshments may not be served in the press conference rooms.

Access passes to the press conference room

Access to the press conference room is reserved for conference-accredited journalists and communications support staff.

Short-term access passes to the press conference room will be provided to confirmed press conference speakers and support staff (up to 10), who are already accredited to attend the conference.

Each press conference host will receive up to 10 temporary press conference passes for those attending the event; these are valid only for a half-day covering the day and time of the press conference.

All speakers and support staff must be registered to attend the conference. Media accreditation will not be granted to unregistered speakers and support staff for the purposes of attending a press conference.

Media outreach

With respect to third-party press conferences, ***all media outreach is the responsibility of the group hosting the press conference.*** The IAS 2019 Media team is not able to disclose a list of journalists accredited to attend the conference.

The schedule of all IAS 2019 press conferences will be available on the website, and printed copies will be available on-site in the media centre.

Branding and signage

A banner with the IAS 2019 logo will be used as a backdrop at all press conferences. This signage may not be removed by third parties using the press conference rooms. In order to ensure a neutral and unbiased workspace for journalists, additional signage and advertising is not permitted in the media centre.

Distribution of press releases

Press releases and supporting written information may be distributed within the press conference room itself, and extra copies may be left with staff at the information desk for placement on tables provided for this purpose in the media centre. Do not leave leaflets in the media centre or tape flyers or notices on the walls. Such materials will be removed and discarded.

It is the responsibility of the press conference organizer to remove all leftover materials, including press releases, reports or publications, once the press conference has concluded.

Photocopying of press releases and related materials to be distributed at third-party press conferences is the responsibility of the host entity. Photocopying machines in the media centre are not available for such use.

Shipping documents to the media centre

Due to the costs associated with accepting the delivery of shipments and transporting them within the conference centre, we are unable to accept shipments of materials for distribution at third-party press conferences.

If you have reports or publications that you plan to distribute at your press conference, we suggest shipping these to your hotel and bringing them in person to the conference centre.

Contact information

For additional information or queries, kindly email media@iasociety.org.