



AIDS 2010

XVIII INTERNATIONAL AIDS CONFERENCE
JULY | 18-23 | 2010 | VIENNA AUSTRIA

Rights Here, Right Now

Instructions for Third Party Use of On-site Press Conference Rooms at AIDS 2010

Requesting Use of a Press Conference Room

When not in use by conference organizers, three press conference rooms will be available for use by 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).

An initial round of press conference room assignments was made following an open submission process that closed on 31 May. The current schedule can now be viewed on the [AIDS 2010 Media Centre](#).

The online booking system will reopen on Thursday, 17 June. Until the online system reopens, new requests to use one of the available timeslots should be submitted via email to: media@aids2010.org. Include the name of the organizer, title of the press conference and names of speakers. A FIRST AND SECOND CHOICE OF TIMESLOT MUST BE INDICATED. Include an email address and phone number for a contact person and we will reply to confirm your request.

All changes to existing reservations must be made online as of 17 June.

Scheduling of third party press conferences is subject to availability. However, the AIDS 2010 communications staff will do our best to accommodate each group's first or second choice of dates/times among the remaining available slots. Please note that we will require up to 7 days to process your completed request, and that last-minute requests may prove difficult to accommodate due to space limitations.

Press conferences may be scheduled from 8:00 to 19:00 on Monday, 19 July to Thursday, 22 July (with the last press conferences starting at 18:00), and from 8:00 to 12:00 on Friday, 23 July (with the last ones starting at 11:00). The large press conference room is not available from 11:00 to 12:00 and from 15:00 to 16:00 on Monday through Friday.

Press conference rooms may be reserved for a 45-minute slot (starting on the hour). A maximum of two requests for press conferences will be approved for any one organization.

On-Site Facilities

The AIDS 2010 Media Centre will have three press conference rooms. The largest press conference room will seat 250 journalists, with 100 standing (400m²). It will be equipped with camera platforms, audio signal boxes, microphones, interpretation booths with IR headsets, sound system, and presentation equipment.

The other two press conference rooms will each allow for 80 seated and 20 standing journalists (100m²). Rooms will be equipped with a single camera platform, presentation equipment and screen, sound-system with microphones.

A banner with the AIDS 2010 logo will be designed and 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 work space for journalists, additional signage and advertising is not permitted in the Media Centre.

All official press briefings will take place in the large Press Conference Room (PCR 1).

An initial schedule of each day's press conferences will be provided on the conference website and in the media packet distributed to journalists at on-site check in. Updates will be posted at the Information Office in the Media Centre.

Only accredited members of the media and press conference speakers will be able to attend press conferences. We ask for your cooperation in vacating the room promptly, given the need to clean and set up for the next scheduled press conference. Refreshments may not be served in any of the press conference rooms.

Fees

The press conference rooms are provided free of charge to all third parties, however, additional services (such as additional AV equipment) are subject to fees.

Short-term Access to the Press Conference Room

In general, access to the Media Centre and all press conference rooms is reserved for conference-accredited journalists.

All speakers and support staff must be registered to attend the conference. Media accreditation WILL NOT be granted to speakers and support staff for the purposes of attending a press conference. Rather, short-term access to the press conference room will be provided to confirmed press conference speakers and a limited number of support staff, who are already registered to attend the conference. Each press conference host will receive a total of 12 temporary press conference passes. These half-day passes are valid for the day of the press conference only and only for access to the Media Centre (not to the conference venue itself).

Media Outreach, Distribution of Press Releases

With respect to third party press conferences, all media outreach is the responsibility of the group hosting the event. The AIDS 2010 Communications Team is not able to disclose a list of journalists accredited to attend the conference.

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 in the Media Centre provided for this purpose. *Please do not leaflet the News Room broadly or tape flyers or notices on the walls. Such materials will be removed and discarded.*

Please ensure that all left over materials, including press releases, reports or publications are removed 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 moving these around the convention centre, we are unable to accept shipments of materials which will be distributed at your press conference.

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

Contact Information

For additional information or queries, kindly email media@aids2010.org.