



ONE EVENT ONE DESTINATION ONE FOCUS SECURITY

PRESS ROOM FACT SHEET

Hours of Press Room Operation:

Monday, October 11, 2010, 3:00-5:00 pm

Tuesday, Wednesday, and Thursday, October 12-15, 2010, 7:30 am-5:30 pm

Admittance to the Press Room: Only credentialed reporters wearing a press badge will be admitted; guests are not allowed. For press conferences, employees of the company holding the press conference may be admitted; personnel from other companies will not be granted access.

Press kits: Press kits can be dropped off with the receptionist any time during Press Room hours; however, Monday, October 11, is recommended. Please do not disturb an ongoing press conference in order to drop off press kits. Companies are asked to limit the display of press kits to 10 at any one time.

Press conferences: Exhibitors may schedule a press conference every hour on the hour from 8:00 am-3:00 pm, Tuesday through Thursday, October 12-14. A podium, microphone, LCD projector, screen, and chairs will be available, courtesy of ASIS. *Any additional audiovisual needs must be ordered through the audiovisual company for the Seminar and will be at the expense of the press conference sponsor.*

** Set-up for each press conference will begin 15 minutes prior to the scheduled time. Any exceptional requirements or questions should be referred to Leigh A. McGuire (leigh.mcguire@asisonline.org)+1.703.518.1465).*

Notice of press conferences to media: An updated listing of all press conferences will be posted in the Press Room. In addition, a daily schedule will be posted outside the Press Room.

ASIS does not assume responsibility for bringing media to individual press conferences. This is the responsibility of the company/organization holding the event. **All exhibitors holding a press conference must contact media directly to invite them to their press conference.**

Cameras and recording devices: Cameras and recording devices are not allowed in the Exhibit Hall or the Seminar session rooms without permission from ASIS PR. Camera passes may be requested in the Press Room, or in advance by contacting ASIS PR at pr@asisonline.org. **All passes must be picked up in the Press Room.**

The ASIS media list is *not* available to exhibitors beforehand, but may be picked up on-site. Exhibitors are strongly encouraged to promote their products, and to invite the media to their press event. All media conforming to ASIS' media policy will be provided a press pass.