

## **PRESS ROOM FACT SHEET**

### **Hours of Press Room Operation:**

Sunday, Sept. 14, 3 - 5 p.m.

Monday, Tuesday, Wednesday, Sept. 15-17, 7:30 a.m. - 5:30 p.m.

Thursday, Sept. 18, 8 - 10 a.m.

**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, Sunday, Sept. 14, is recommended. Please do not disturb an ongoing press conference in order to drop off press kits. Companies are limited to having 10 press kits available at a time.

**Press conferences:** May be scheduled every hour on the hour from 8 a.m. - 3 p.m., Monday through Wednesday, Sept. 15-17. 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 Vicki Moeser at 1-703-518-1466.

**Notice of press conferences to media:** One news release listing all exhibitor press conferences will be sent out to the ASIS media list and the Atlanta AP daybook. 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:** 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](mailto: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.

**New Product CD-ROM:** All exhibitors submitting a news release for inclusion on the New Product CD-ROM will receive one (1) copy of the final CD-ROM. This can be picked up at the Press Room during operating hours.