



Third Party Press Conferences Booking Form

Instructions:

Please complete the form and send it to media@aids2014.org using the subject line "Request for Press Conference Room".

Although there is no fixed submission deadline for third party press conference applications, **we advise you to submit your application before 27 June**, as last minute requests may prove difficult to accommodate due to space limitations. A member of the AIDS 2014 Communications Team will contact you by early July to confirm your assigned date and time and make arrangements for access to the Media Centre by participants on the day of your event.

Kindly note that only press conferences linked to the AIDS 2014 Programme will be taken into consideration and that, when possible, they should take place on the same day as the relevant presentation.

Kindly ensure you read the accompanying information document on the use of this venue before completing this form.

To complete this form, please fill in the grey boxes below.

1. Sponsoring Organization(s):

2. Title of Press Conference:

3. Speakers: (please list names and titles)

	First Name	Last Name	Title
1.			
2.			
3.			
4.			
5.			
6.			

The larger press conference room seats six speakers (including moderator) and the smaller room seats four (including moderator). If additional speakers are anticipated, arrangements must be made in advance and additional costs for set up may apply.

The AIDS 2014 Media Centre will have two press conference rooms.

- The **largest press conference room (PCR1)** will approximately seat **80** journalists and will be equipped with camera platforms, microphones, sound system and presentation equipment.
- The **smaller press conference room (PCR2)** will approximately seat **40** journalists and will be equipped with microphones, sound system and presentation equipment.

The press conference rooms will be open from Monday, 21 July to Friday, 25 July and it is possible to schedule press conferences in the following time slots:

From Monday, 21 to Thursday, 24 July

From 10:00 to 17:00 (with the last press conference starting at 16:00)

Friday, 25 July:

From 10:00 to 12:00 (with the last press conference starting at 16:00)

No press conference may be schedule in the media centre on Saturday, 19 July or Sunday, 20 July.

Please indicate a first and second choice of dates and at least two times for each proposed date. Please note that each press conference must start at the top of the hour, and last for a maximum duration of 45 minutes. Please note that press conferences will be allocated to PCR1 or PCR 2 depending on availability.

First Choice (Please list at least two times on this date):

Date:	
Time(s):	

Second Choice (Please list at least two times on this date):

Date:	
Time(s):	

Contact Information

Contact Name and Title/Position
(please list one person at lead
organization):

<input type="checkbox"/> I am not the contact person			
First Name	Last Name	Title	Position

Mailing Address:

Zip
City / Country

Email:

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Phone number (Office):

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Phone number (Mobile):

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Fax number:

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For urgent questions or concerns about the press conference scheduling, please write to:
media@aids2014.org