



## **MEDIA GUIDELINES FOR THE ESKOM AFRICAN BUSINESS LEADERS FORUM 2005**

As a general rule, all sessions at the forum are 'on the record'.

Note: Due to space constraints in some of the smaller rooms, seating will be on a 'first come first served' basis.

### **Plenary Sessions**

All plenary sessions are on the record and open to the media.

- The room will be opened to the media 10 minutes before the start of each session.
- Television, radio and photographers should arrive 10 minutes prior to the start of a plenary session for their set-up.
- Representatives from television stations are requested to set up their cameras at the back of the Plenary Hall. Please be sure to bring a large/long zoom. The distance between the platform and stage is 20 metres. There are no other set-up possibilities for cameras, as the aisles must be kept clear for security reasons.
- Photographers will be given a 1 -2 minute photo opportunity at the start of the plenary session. Should flash photography become excessive while speakers are delivering their addresses, the moderator may request that it be postponed.
- 2 Sound boxes will be provided for radio and television. Sound feed boxes will provide only the original floor language.

### **Interactive Sessions and Update Sessions**

For update sessions and interactive sessions, seating will be on a first come first served basis, due to space constraints.

TV cameras and photographers should arrive at least 15 minutes before the start of the session.

## **Acknowledgement Policy**

Business in Africa requests that the conference be referred to as “the Eskom African Business Leaders Forum” in all reports related to its activities.

## **Locations**

- **Press Registration Desk**

The media are requested to proceed to the Information Desk in the Registration area (Pavilion foyer, level 5), where they will be registered and receive their name badges.

- **Media Room**

The media room is located in Boardroom 6 on Level 2 and will have three internet connectivity points. Faxes, photocopying, making of phone calls may be done from the Staff office (Boardroom 7) which is next to the media room. A staff member will be there for the duration of the conference to assist.

Should members of the media need to type out documents, they may use the Conference Document Centre (Boardroom 5) which will have PCs and printers.

- **TV Corners**

An area will be demarcated in the plenary venue. This will be situated in the front towards the side of the room. A floor plan will be provided.

## **Interview Requests**

The media are requested to channel all requests for interviews through the following media team individuals:

Sue Brewitt  
Mobile No: +27 82 491 0365  
Tel No: (011) 783 8926  
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### **Technical Information**

- **Electricity**  
Electrical current is 220/240 volts at 50 cycles per second. Adaptor plugs should be brought for laptops and mobile phones.
- **Telephones**

Enquiries: international	0903
Local	1023
Collect calls: international	0020
Local	0900