



MINISTRY OF NATIONAL SECURITY

Corporate Communications Unit

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MEDIA ADVISORY

MEDIA ACCREDITATION TO ACCESS THE XII CONFERENCE OF DEFENSE MINISTERS OF THE AMERICAS (CDMA)

REVISED DEADLINE

04 October, 2016

The Ministry of National Security will be hosting the XII Conference of Defense Minister of the Americas from 10-12 October 2016 at the Hyatt Regency.

In anticipation of this Conference, the Ministry of National Security wishes to inform the Media on the requirements needed to access the XII CDMA Opening Ceremony and other media related events.

Accreditation

- Media accreditation is strictly available for members of the press (print, photo, radio, television, film, news agencies and online media) who represent legitimate media organizations.
- All accreditation requests must be emailed to the XII CDMA Secretariat at media-xiicdma@mns.gov.tt and followed up via telephone contact 784-9462.
- All special requests must be emailed to the XII CDMA Secretariat at the above captioned email address.

- All other queries or requests must be emailed to the XII CDMA Secretariat at the above captioned email address.
- THE DEADLINE FOR ALL ACCREDITATION APPLICATIONS AND OTHER REQUESTS HAS BEEN **EXTENDED TO FRIDAY 7TH OCTOBER 2016.** PLEASE BE GUIDED ACCORDINGLY AS THERE WILL BE NO FURTHER EXTENSIONS.
- ALL PERSONS REQUESTING CREDENTIALS WILL BE VETTED BY SECURITY PERSONNEL.
- LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACKNOWLEDGED.

Supporting Documentation

1. The completed Accreditation Form is to be scanned and signed, then emailed to the XII CDMA Accreditation website www.xiicdma.gov.tt The Accreditation Form must include both email contact information and telephone contact information.
2. A letter requesting XII CDMA Accreditation is to be sent for each individual media practitioner, on the official letterhead of the media organization, signed by the Publisher, Editor-in-Chief, or Assignment Editor (along with their contact information). The letter should be specific to the XII CDMA assignment and should make clear the employment status of the person being applied for (freelance, permanent, contract with dates etc.) Letters must be signed, scanned and attached to the email. The letter should be addressed to:

Media Relations Unit

XII CDMA Secretariat
 Ministry of National Security
 #165 Tragarete Road
 Port of Spain, Trinidad

The letter that is sent must accompany the media practitioner when he/ she arrives at the XII CDMA Secretariat for collection of credentials.

3. A recent full colour photograph, sized at 51 mm x 51 mm or 2" x 2".

Once the request is approved, a confirmation email will be sent to the email address provided by the media practitioner.

All media personnel need to come in person to collect their media pass at the Accreditation Office located at the Hyatt Regency. The Accreditation Office will be opened on Saturday 8 October 2016 from 3:00 p.m. and 6:00 p.m. Persons are advised to come as early as possible to collect their passes. Passes are not transferable and no one will be able to collect on behalf of an applicant under any circumstances.

Application Status

Every effort will be made to issue the accreditation as soon as possible subsequent to a request being made. If the media practitioner does not receive a confirmation email within 48 hours, please feel free to contact the XII CDMA Secretariat at the aforementioned email address.

Delays could occur:

- If the request does not have the required supporting documents
- If documents are not provided in working languages of the conference (English, Spanish, Portuguese and French)
- If there is a delay in the security check process

General Information

The purpose of these guidelines is to provide as much access as possible to the media inside a secure environment.

We acknowledge that while security of all participants is at the core of our guidelines, it is clear that media personnel play a key role in the conduct of this conference and therefore their activities must be facilitated to the greatest extent possible.

Each media house is permitted two persons (2) from each of the four (4) categories outlined on the Application Form only.

Media practitioners are reminded that the XII CDMA Conference is a high security level event and as such, restrictions will apply during your participation.

You are asked to adhere strictly to the access guidelines and to pay particular attention to the direction of the media liaisons assigned to you.

There will be a Media Secretariat at the Conference venue where you may make enquiries and where you will be asked to assemble in advance of all escorted media opportunities.

You will be advised upon collection of your accreditation of what access will be permitted and how engagement with Conference participants will be managed.

Accredited correspondents must abide by the directions provided by XII CDMA staff and are expected to conduct themselves in a professional manner while pursuing their duties during the Conference.

The XII CDMA Secretariat reserves the right to withdraw or suspend accreditation if correspondents violate the ground rules (which will be provided to them upon collection of their accreditation) within the confines of the Conference.

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Marcia Hope

Manager - Corporate Communications Unit