

# Association of College and University Auditors (ACUA)

## MEDIA AT CONFERENCES POLICY

ACUA welcomes the attendance of media representatives at its conferences. This policy outlines ACUA's expectation of acceptable behavior for media representatives at its conferences.

### **Conference Sessions**

1. Media representatives must promptly register their attendance at the ACUA registration desk upon arrival at the event. Press credentials will be provided to media representatives at that time. *Only* members of the press with ACUA's press credentials will be permitted to cover a meeting or interview with speakers/attendees.
2. Media representatives are admitted without charge to all ACUA Conference sessions. This does not include social, networking or meal functions. Tickets may be available for purchase at the ACUA registration desk for these events, however; media coverage of these events is strictly prohibited.
3. FILMING is *not* permitted during technical sessions and presentations. Photography is permitted with approval from all presenter(s), facilitator(s), and/or panelist(s).
4. It is the responsibility of media representatives to consult with the session speaker(s) prior to attribution or recording of remarks. Media representatives shall respect the wishes of speakers who wish their remarks to be "off the record."

### **Exhibitors**

1. Members of the media with ACUA press credentials are permitted to photograph or film on the exhibit hall floor without restriction, but only during the hours the exhibit hall is open. Exemptions from the prohibition for off-hours photography/filming are limited to the official vendor/exhibitors who film only in their own booth/display.
2. Filming for public broadcast or commercial distribution is *only* permitted by ACUA credentialed members of the media and *only* if written approval by the ACUA Board is obtained prior to publication.

### **Social, Networking or Meal Functions**

Media coverage of these events is *strictly prohibited*.

## **Statements, Press Conferences and Interviews**

1. *Only* the ACUA President or his/her delegate is empowered to make statements on behalf of the organization.
2. All requests for interviews and other information, and participation in press conferences, are required in writing and coordinated through the ACUA Executive Office.
3. The ACUA President shall review all requests and will designate the appropriate spokesperson(s) to respond.

**Violators of the ACUA *Media At Conferences* policy may be asked to leave the conference and provide all unauthorized media coverage materials to ACUA.**

***Inquiries and questions should be directed to the following:***

Tarah Remington Brown, Executive Director  
ACUA Executive Office  
4400 College Blvd, Suite 220  
Overland Park, KS 66211  
Phone: 913/222-8644  
E-mail: [ACUA@kellencompany.com](mailto:ACUA@kellencompany.com)

## **Definitions**

- **Filming** is intended to include the recording of image, sound or both on film or digital media using a movie camera.
- **Photographer** includes any individual actively engaged in capturing an image, sound or both by mechanical or digital means such as, but not limited to by 35 millimeter camera, digital camera, cell phone camera, disposable camera, video camera, tape recorder, etc. for any purpose.
- **Photography** is intended to include the capturing or recording of an image, sound or both by mechanical or digital means, such as, but not limited to by 35 millimeter camera, digital camera, cell phone camera, disposable camera, video camera, tape recorder or other recording device.
- **Publication** is used to refer to reproduction or dissemination for sale of distribution by mechanical or electronic means, including, but not limited to books, magazines, newsletters, newspapers, cards, posters, videos, CDs, or websites.