

The Korea Forum Press Policy 2008

In September 2008 The International Institute for Strategic Studies (IISS) will hold in partnership with the recently-established Asan Institute for Policy Studies (AIPS) a special conference, the Korea Forum 2008, to commemorate the 50th anniversary of the IISS and the inauguration of the Asan Institute. The Korea Forum will be held at the Westin Chosun Hotel in Seoul from the evening of Friday 26 September through lunch on Sunday 28 September 2008. The theme of the Forum is 'Korea in the Emerging Asian Power Balance'.

In a year in which Korea has chosen new leadership and the US is selecting a new president, this international conference will have particular salience and high-level visibility. Our aim is to provide a high-level assessment of Korea's regional and global strategic role at a time when new governments will be in office. This IISS-AIPS international forum will bring together a select group of leaders of government, business, academia, and media from Korea and its global partners. We expect the Forum to discuss inter-Korea relations, Korea's relations with its Asian neighbours and the US, energy security, political risk for business, security on the Korean Peninsula and ideas for a regional security framework.

Guidelines for coverage of the Forum follow with instructions regarding registration and other logistical requirements are set out below.

Media Representatives

Due to limited capacity, the organisers do need to know in advance who will be attending the Korea Forum. Therefore, if you wish to attend, please ensure that you notify the organisers via the email addresses listed at the end of this press policy.

Welcome and Introductory Remarks: Friday 26 September

Media reporters are invited to join delegates for the reception, keynote address and dinner on Friday evening. For logistical reasons only pre-registered reporters will be invited to join the dinner.

Plenary Sessions: Saturday 27 September and Sunday 28 September

Media representatives will be able to take live feed in the Lotus Room during the plenary sessions. Unfortunately space will be at a premium in the plenary meeting room so it is unlikely that journalists will be able to audit the proceedings from that room.

Special Address: Sunday 28 September

Proceedings will commence with a Special Address in the Orchid Room. Media representatives may take live feed in the Lotus Room or join the delegates in the Orchid Room.

Media Arrangements

The Press Room is located in the Lotus Room of the Westin Hotel. The press room will have light refreshments for journalists during the Forum.

A real-time video link will show the Opening Address on the evening of Friday 26 September and the plenary and Q&A sessions on Saturday 27 September and the morning of Sunday 28 September. IISS-AIPS will not be running a transcription service and speeches will only be available should the speaker wish to provide it. Where transcripts are available (as prepared and/or as delivered) they will be sent to the press room as they are released.

There will be broadband connections for laptop computers in the press room. There will be no desktop computers so journalists must provide their own laptops.

While IISS-AIPS will not guarantee interviews with delegates, designated staff will try their best to facilitate requests. Journalists who are able to obtain interviews are free to report statements provided. Participants should not be quoted without their permission - particularly if they are under the impression that their remarks are private or off the record. IISS-AIPS have backdrops available for TV interviews and photo opportunities.

Reporting, Press Conferences

Reporting

As guests of IISS-AIPS, media agencies are strongly encouraged to specifically reference the 'IISS- AIPS Korea Forum 2008' in their reporting. Cooperation in this matter would be appreciated.

Press conferences

Details of official press conferences will be announced as far in advance as possible. It is anticipated that there will be both opening and closing press conferences.

Logistics

Venue

The Westin Chosun Hotel
87 Sogong-Dong, Jung-gu
Seoul 100-070, REPUBLIC OF KOREA

Tel +82 2 771 0500

Online Registration

This will take place online from **1 September 2008**, with a **cut-off date of 22 September**. Contact details for those wishing to participate are provided at the bottom of this page and registration details will be forwarded upon request from 1 September. It is necessary to register in order to receive an ID badge.

TV Crews

There is limited space at the rear of the Grand Ballroom for coverage of the opening remarks and in the Orchid Room for the Special Address. Space on these platforms must be booked in advance by contacting the Asan Institute at kfpress@asaninst.org, stating clearly which sessions you wish to cover. Every effort will be made to accommodate requests, although the organisers reserve the right to manage access if necessary. It would be much appreciated if TV stations could provide the names of any members of their crew who will require access to the Korea Forum, so that their ID tags can be prepared in advance. ID tags can be produced on site but this could cause delay before the crew can gain access to the meeting rooms.

Tripods and Shoulder Cameras

Space permitting, tripods may only be set up at the rear of the Grand Ballroom and Orchid Room for safety reasons, but any photographer/videographer wishing to set up a tripod should apply to do so in advance via the email addresses given below. Cameras may not be moved or broken down during the sessions.

Photo opportunities

During the proceedings photographers must keep to the rear and sides of the ballroom. However, we will endeavour to provide brief photo opportunities for the opening remarks and at the beginning of each plenary.

Rights and Intellectual Property

Coverage of The IISS-AIPS Korea Forum 2008 by the media must be carried out with the understanding that the IISS and the Asan Institute will be afforded the right to reproduce articles submitted as a result of attendance at the Forum both in its publications and on its website, and will also have the right to use images taken at the event, in generally but not exclusively the same formats, free of charge. The IISS, based in London, is both a limited company in UK law and a registered charity. It has offices in the US and in Singapore with charitable status in each jurisdiction. The Asan Institute, based in Seoul, is an independent, non-profit organization and recognized as such by the Ministry of Foreign Affairs and Trade.

The organisers reserve the right to change the Press Policy at any time. The current Press Policy will be online at www.iiss.org.

Please submit queries to forumpress@iiss.org, based in London or Washington DC or asanpr@asaninst.org, based in Seoul, whichever is more appropriate for your time zone.

We look forward to welcoming you to the IISS-AIPS Korea Forum 2008 this September.