



XII^e SOMMET
DE LA FRANCOPHONIE
Ville de Québec · 2008



Briefing Note for Media Representatives

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1. ARRIVAL

Media representatives will have to cover their own transportation expenses for travel to Québec City, as well as their living expenses. Québec City is served by many air carriers. Information is available at:

www.aeroportdequebec.com/Html/en-ca/Airlines.shtml.

a. Visa

All individuals wishing to enter Canada must hold a valid passport. You are strongly advised to check with the Canadian embassy accredited for your country of origin on whether you need an entry visa. This should be done at least six weeks before your arrival in Canada. Useful information on this subject can be found at:

www.cic.gc.ca/english/information/offices/missions.asp.

b. Temporary imports and duty-free items

As visitors to Canada, media representatives may carry certain personal-use items in their luggage. No duties or taxes on these items shall be paid if they are declared upon arrival in and reported upon departure from Canada. Limited quantities of alcoholic beverages and tobacco products are also authorized for personal use during the stay.

However, importation into Canada of certain goods, such as illegal drugs, firearms, weapons, ammunition, fireworks, meat and dairy products, animals, plants and plant products, fresh fruits and vegetables, and certain food and pharmaceutical products is prohibited. No exceptions will be made. For more information, please see the websites of the Canada Border Services Agency:

www.cbsa-asfc.gc.ca/publications/pub/rc4161-eng.html

www.cbsa-asfc.gc.ca/publications/forms-formulaires/e311-eng.pdf

A letter of authority specifically for purposes of the Summit is available for any organization that wishes to temporarily import material. For more information, contact the Secrétariat d'organisation at: medias@francophoniequebec2008.gc.ca.

c. Temporary importation of technical equipment

Certain regulations apply for the temporary importing of production equipment such as cameras and set-up material. Media representatives who will be transporting technical equipment for producing news stories or broadcasts must check the temporary importation regulations to facilitate their entry into the country with their equipment. They are strongly advised to have an ATA/CPD permit to temporarily import equipment.

For more details, see the Canada Border Services Agency site at:

www.cbsa-asfc.gc.ca/publications/dm-md/d8/d8-1-1-eng.html

The website of the Centre des congrès de Québec also offers information on the shipping and customs clearance of equipment. Information on customs brokerage services can be found at:

www.convention.qc.ca/tiki-index.php?page=exhibitor_shipping

d. Health insurance

Visitors to Canada are responsible for all costs related to use of health services. It is therefore essential that all delegates have personal health insurance before arriving in Canada. Media representatives are urged to inquire with their travel agency or embassy to learn where this insurance can be obtained.

e. Transportation during the Summit

Transportation of media representatives will be provided by a bus service between Québec City's Jean-Lesage International Airport and accredited hotels. During the Summit a shuttle service will operate between accredited hotels, the media accreditation centre and the Centre des congrès de Québec (Press Centre), and also during special events.

Media representatives who require other means of transportation may choose from among rental vehicles, taxis, buses, and luxury and private passenger cars with driver. While Quebec laws temporarily recognize driver's licences issued by all countries, vehicle rental agencies require that foreigners be in possession of a valid international licence and be over 21 years of age. These agencies also require a credit card to guarantee the rental, even if payment will be made in cash. It is recommended that you hold collision and civil liability insurance when renting a vehicle.

f. Luggage

Media representatives travelling on government flights (private or charter) must affix the enclosed yellow labels to their luggage to facilitate identification. Media representatives are responsible for picking up their luggage when they arrive at the Québec City Jean Lesage International Airport and transferring it to the bus and the hotel.

To request information or to submit applications for accreditation, please contact:

Émilie Demers-Tremblay and Mélanie Santerre, Media Accreditation officers

Main Accreditation Centre

675 rue St-Amable

Québec City, Québec G1R 2G5 CANADA

Telephone: 1-418-649-8970

Fax: 1-418-649-8909

accreditation@francophoniequebec2008.qc.ca

2. ACCREDITATION

Journalists, camera operators and media technicians wishing to cover Summit activities must obtain “Media” accreditation. To do so they must complete the Media Accreditation Form at one of the following addresses:

www.francophoniequebec2008.qc.ca/en/pdf/form_accreditation_mediascanadiens-en.pdf or
www.francophoniequebec2008.qc.ca/en/pdf/form_accreditation_mediasinternationaux-en.pdf.

To be accredited, media representatives must have a professional card or present a letter from a bona fide press agency manager confirming the assignment. Representatives of civil society, interest groups, government employees, observers and citizens cannot be accredited as media representatives. For more information, see the Media Accreditation Policy at:

www.francophoniequebec2008.qc.ca/en/pdf/politique_accreditation-en.pdf

Media accreditation will afford access to the Press Centre and press activities. However, certain events will be accessible only for restricted (pool) coverage.

The Media Accreditation Form must be returned to the Secrétariat **before September 25, 2008**. After that date, applications may be refused.

Secrétariat d'organisation du XII^e Sommet de la Francophonie
P.O. Box 430
Haute-Ville, Québec City, Québec G1R 4R5 CANADA
Fax: 1-418-649-8909
Email: accreditation@francophoniequebec2008.qc.ca

3. ACCOMMODATION

Rooms have been set aside for media representatives. To confirm their accommodation, media representatives must complete a Pre-Reservation Form, indicating their preferences on it, and attach it to the Media Accreditation Form. These forms are available on the Summit website. Media representatives who wish to be accommodated with the members of their press agency or their country's delegation must indicate the same to the Secrétariat using the Pre-Reservation Form, at:

www.francophoniequebec2008.qc.ca/en/pdf/form_hebergement_medias-en.pdf.

4. MEDIA SERVICES

a. **Press Centre**

The Press Centre will be open to media representatives and accredited delegates from October 16 to 19, 2008. It will contain workstations with telephone lines and Internet access.

Business hours of the Press Centre including services of host broadcaster

October 16: 8 a.m. to 10 p.m.

October 17: 6 a.m. to 12 a.m.

October 18: 12 a.m. to 12 a.m. (24 hours)

October 19: 12 a.m. to 8 p.m.

i. **Information counter and media liaison officers**

For all needs, media representatives must go to the information counter at the Press Centre or to the media liaison officers who will be at Québec City's Jean-Lesage International Airport as well as the Press Centre. These officers will also escort media representatives to the official sites. The media liaison officers will offer an effective interface between media representatives the delegations' heads of communications. They will be easily recognizable by the grey vest they will be wearing with a yellow stripe across it.

ii. **Official documentation area**

A documentation area, located close to the information counter at the Press Centre, will contain all the official documents of the XII^e Sommet de la Francophonie and the media kits of the participating countries and governments.

iii. Host broadcaster

As host broadcaster of the XII^e Sommet de la Francophonie, Dome Productions Inc. will provide full audio and video coverage of all official Summit events. Those events include airport arrivals, reception protocols, official opening ceremonies, public deliberations, press conferences at the Press Centre, and the closing press conference. Audio and video signals for these events will be accessible at the Press Centre.

Certain specific services will be available to the media upon request, including:

- Stand-up positions, sets and interview rooms;
- Non-linear NTSC TV edit suites;
- Radio edit suite and studio;
- Transmission and video copying services;
- Electronic news gathering (ENG) crew.

The full list of host broadcaster services and associated rates is available at www.francophoniequebec2008.qc.ca/en/pdf/grille_tarifaire_dh-en.pdf or from the host broadcaster in the Press Centre during the Summit. Allocation of services will be conditional upon their availability and on a first-come first-served basis. Media representatives must complete as soon as possible the questionnaire prepared by the host broadcaster for reserving the services desired during the Summit. This questionnaire is available at:

www.francophoniequebec2008.qc.ca/en/pdf/quest_reserv_dh-en.doc.

All rates are indicated in Canadian dollars. The host broadcaster's reservations centre accepts payment by VISA, MasterCard or American Express, bank deposits, and Canadian and U.S. dollars.

Technical Information

Electricity

The North American electrical system supplies 110 volts at a frequency of 60 hertz. Media representatives must ensure that the equipment they bring to the Summit is compatible with this electrical system. If not, they will have to acquire a 220-to-110-volt transformer. Since the electrical system's power connectors may differ from those on the equipment brought, **an adaptor that can work with North American plugs will be required.**

Internet service

Wired Internet service will be available at the Press Centre on an RJ45 connector, as well as wireless Wi-Fi. To use the wired Internet, media representatives must have the lead wire to connect their computer to the RJ45 tap. **This lead will not be supplied at the Press Centre.**

ISDN service

ISDN connections in Canada are U interface, two channels. The service provider will offer an NT1 adaptor at a price of \$31.55 plus applicable taxes, but media representatives may bring with them the adaptor in question.

The ISDN protocol used by our provider is "National ISDN 1". The switch version is NI1. Other protocols are not supported: EURO-ISDN, AT & T-5 ESS, etc. Lastly, codecs are not supplied.

Audio and video signals

The host broadcaster's signals will be available on XLR3 connectors. Video signals will be available on BNC connectors in NTSC format. Media representatives must bring adaptors with them to work with the equipment they will be using.

Parking and access to Press Centre

For equipment to be transported by truck to the Press Centre, media representatives must organize the arrival of the truck with the Press Centre installations coordinator, Suzanne Théberge, by email at:

suzanne.theberge@francophoniequebec2008.qc.ca,

or by telephone at 1-418-649-5649.

Reminder about host broadcaster services

The host broadcaster will provide television and radio recording and editing services for media representatives who do not have the necessary personnel or equipment. The list of the host broadcaster's services is available at:

www.francophoniequebec2008.qc.ca/en/pdf/grille_tarifaire_dh-en.pdf.

Use of radio frequencies

In Canada, the coordination of the radio frequency spectrum and the associated broadcasting systems is handled by Industry Canada's Spectrum, Information Technologies and Telecommunications Division. See Industry Canada's notice on this subject at:

www.francophoniequebec2008.qc.ca/en/pdf/avis_participants-en.pdf.

To ensure the right to use their equipment and plan the use of frequencies during the XII^e Sommet de la Francophonie, media representatives using wireless equipment must fill out Industry Canada's Simplified Form for Technical Information at

www.francophoniequebec2008.qc.ca/en/pdf/form_info_technique-en.pdf and send it to the spectrum management officer. A copy of this form must be sent to

the host broadcaster to facilitate frequency coordination on the site of the XII^e Sommet de la Francophonie.

Alain Bouffard
Spectrum Management Officer
Industry Canada
1141 route de l'Église, 5th floor
Québec City, Québec G1V 3W5 CANADA
Telephone: 1-418-648-7474
General telephone: 1-514-496-1797
Fax: 1-418-648-2279
Email: spectre.region.quebec@ic.gc.ca
Copy to host broadcaster: domediffuseurhote@rogers.com

iv. Host and media photographers

To facilitate the staging of Summit activities while allowing media the benefit of quality pictures, the Secrétariat will use the services of a **host photographer who will have exclusive rights to take pictures for certain official events**. This photographer will take photos of official Summit events and participants and make them available to the media at no charge. All photos will be accessible through the event website.

N.B.: The host photographer will not take photos of bilateral meetings. That responsibility will fall to the delegations' official photographers or the media invited by the delegations.

The **media photographers (or camera operators)**:

- are journalists or technicians;
- have access to the Press Centre and all its services;
- participate in coverage of public and official Summit events on the principle of restricted coverage (by media pool);
- have free access to the Press Centre; for all other access to secure locations they will be escorted.

Therefore journalists and technicians must be accredited as media: this will afford them enhanced access to the event.

v. Restricted groups (pools)

Images of certain official events may be taken only by restricted groups. A pools policy and the list of restricted groups will be available at the Press Centre information counter.

Overpasses will be required to participate in the restricted groups authorized to record certain events. They will be valid only if accompanied by the accreditation card issued to

media representatives, who will always have to be escorted by a media liaison officer and a security officer.

The selection of restricted groups will be announced at the Press Centre. It is understood that the media representatives who receive restricted group cards must share their pictures or photos with their colleagues upon request.

vi. Press conference rooms

There are three press conference rooms in the Press Centre. Press conferences will be announced on the electronic bulletin board in the Press Centre, on the RSS feed and on the website at www.francophoniequebec2008.qc.ca.

b. Website and information feed

The website is one of the preferred communication tools. During the Summit, it will offer the following information:

- the schedule for each day;
- last-minute changes;
- press releases, speeches and official documents;
- free-of-charge high-definition photos taken by the host photographer;
- many videos of official events, some live.

Media representatives will be informed at all times of announcements and changes to the Summit schedule of activities via the RSS feed (for which registration is possible on the website, at www.francophoniequebec2008.qc.ca) and the electronic bulletin board in the Press Centre.