

# 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:***

Stephanie Newman, Executive Director  
ACUA Executive Office  
4400 College Blvd., Ste. 220  
Overland Park, KS 66211  
Phone: 913/222-8663  
Fax: 913/222-8606  
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.

## **Association of College and University Auditors**

### **PHOTOGRAPH AND FILM ACCEPTABLE USE POLICY**

Everyone should respect the wishes and privacy of exhibitors and attendees who do not wish to be photographed or filmed. ACUA requires all those that attend to adhere to following the Photograph and Film Acceptable Use Policy.

#### ***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 (including conference attendees) 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.

#### ***Conference Sessions***

FILMING is *not* permitted during technical sessions and presentations; however, photography is permitted with approval from all presenter(s), facilitator(s), and/or panelist(s).

Conference attendees acknowledge that photographs will be taken during the conference and may be published in the *College and University Auditor* or on the ACUA website when they register for ACUA conferences as part of the registration process.

Conference speakers are asked whether they agree to their session being recorded in their Speaker Agreement forms and told their session may be distributed via audio or video via the ACUA website or other means to individuals seeking continuing education that were not able to attend the conference. Photographers should check with ACUA's management firm prior to the conference to identify speakers who did not agree to their session being recorded.

#### ***Exhibitors***

Photographers should not photograph or film a booth without securing the cooperation of the management of the booth being photographed. All preferences expressed by an individual booth manager should be respected.

Photography or video is not permitted on the exhibit hall floor outside of exhibition hours. Exemptions from the prohibition for off-hours photography/filming are limited to the official vendor/exhibitors who film only in their own booth/display.

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

*Only* conference attendees and/or ACUA's designated event photographer are permitted to engage in photography during social, networking or meal functions. Conference attendees and/or ACUA's designated event photographer should not photograph or film any other attendee without obtaining permission of the individual(s) being photographed. All preferences expressed by individual attendee(s) regarding the photograph and its use shall be respected.

### ***Acceptable Use of Photographs and Film***

1. Publication of photographs and film of the Association's conference and exhibits are *prohibited* unless approved in writing by the ACUA Board prior to publication.
2. Photographs of attendees at social, networking or meal functions are taken *only* after obtaining approval of the individual(s) being photographed. All preferences expressed by individual attendee(s) regarding the use of such photographs shall be respected.

**Violators of the ACUA *Photograph and Film Acceptable Use* policy may be asked to leave the conference and provide all unauthorized photographic and filming materials to ACUA.**

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