



## MEDIA CREDENTIAL REGISTRATION FORM

All media covering *Languages for All?* must pre-register via email or fax using this form. There will be no walk-up on-site registrations.

Media credential requests must be submitted via email by 5pm, Thursday, September 26, 2013

Confirmations will be made via email only, so please be sure to leave an email address.

All credentials must be picked up at the designated media credentialing table in the reception area outside the Chesapeake Ballroom. Proper photo identification is required (see below for details).

Media contact for *Languages for All?*: Pamela R. Morse, [pmorse@umd.edu](mailto:pmorse@umd.edu)

E-mail THIS PAGE and your scanned documents to: [caslevents@casl.umd.edu](mailto:caslevents@casl.umd.edu)

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Affiliation \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_ Twitter \_\_\_\_\_

## **CREDENTIALING REQUIREMENTS (LISTED BY MEDIA TYPE)**

*Please attach scanned documents of the following:*

### **Newspapers, magazines, wire services and business or trade publications**

Business card with company logo and title from an established, recognized news organization AND either a current masthead that includes the holder's name and title OR two bylined articles published within the last six months. Please list assigning editor name, title/position, telephone, fax, email, mailing address, after-hours telephone.

### **Television/radio reporters, producers and crews**

Business card with official station/outlet logo and title OR web link to stories broadcast within the last six months. Please list assigning editor name, title/position, telephone, fax, email, mailing address, after hours telephone.

### **Online publications/online news services/bloggers**

Reporters and editors from online publications and online news services must provide two bylined articles (printed copy) with name/title appearing in an editorial capacity. The website URL must be provided and must contain relevant editorial content. Please list assigning editor name, title/position, telephone, fax, email, mailing address, after-hours telephone.

### **Freelance writers/reporters/authors**

All freelancers must be on assignment. Freelancers must present a current, original letter of assignment (see below) or copy of contract from publisher or news organization AND two samples of bylined articles published within the last six months. Those who are not currently under contract are not eligible for media credentials. Please list assigning editor name, title/position, telephone, fax, email, mailing address, after-hours telephone.

### **Photographers**

All photographers must be on assignment. Photographers must present a current, original letter of assignment (see below) or a copy of their contract with a publisher or news organization. Photographers not currently under contract are not eligible for media credentials. Please list assigning editor name, title/position, telephone, fax, email, mailing address, after-hours telephone.

### **University/college media**

University/college publication reporters must provide at least two bylined articles published within the last six months OR an original letter of assignment (see below). Credentials will be limited to two per university news organization. Please list editor/faculty advisor name, title/phone, telephone, fax, email, mailing address, after-hours telephone.

### **University journalism students**

Students must present an original letter of assignment (see below) from their journalism professor certifying they are covering the forum as part of an official class assignment. Please list editor/faculty advisor name, title/phone, telephone, fax, email, mailing address, after-hours telephone.

### **Letters of Assignment Requirements**

- Submitted on official letterhead (company or university name and logo, phone, address)
- Description of the news organization (as appropriate), including website address
- Authorizing signature by the publisher or editor, or news director or assignment editor
- Acceptable forms of photo identification for pickup of credential day of event
- Valid (current year) news media credential issued by a law enforcement agency
- State driver's license or passport
- Identification card (with photo) from current affiliation
- For students/university media: current photo ID from college/university

## LANGUAGES FOR ALL? MEDIA INFORMATION

### **Registration/Credentialing**

Working media who wish to cover this invite-only event must register by 5pm, Thursday, September 26, 2013. Walk-up, day of event registration is not permitted.

### **Media Check-In**

All credentialed media should check in at the media table outside the Chesapeake Ballroom any time after 8 am on Monday, September 30, 2013. All credentials must be picked up that day – there is no pre-pickup. Proper photo ID required – see media application for details. Media kits will be provided.

### **Panelist/Speaker Interviews**

Requests for day-of-event interviews should be made prior to the forum by contacting CASL staff. Interviews are subject to speaker approval and availability; it may not be possible to schedule interviews the day of the event, but we will make every effort.

### **Filming and Photography**

All requests for videotaping and photography must be submitted to staff prior to the event. Only media that is credentialed will be allowed inside the event. The opening remarks will not be videotaped, although panel sessions will be videotaped in house for media use later.

### **Admission and Seating**

All seating is first-come, first-serve. Media are encouraged to arrive early as seats are limited.

### **Green Room**

A media “green” room will be available in room 1312 for pre-arranged interviews in a quiet space and for other assignment-related purposes. If you will require use of the media green room for a specific interview, advise CASL staff in advance.

### **Media Parking/Remote Broadcasts/Satellite Trucks**

Event parking at the Marriot Inn and Conference Center’s garage is free of charge. Please contact CASL staff for information on live broadcasts/satellite vehicles.

### ***Languages for All? Contacts***

Pamela R. Morse 301-226-8899; day of event: 202-841-8275; [pmorse@umd.edu](mailto:pmorse@umd.edu)

Elsbeth Clay 301-226-8862; day of event: 717-468-8677; [eclay@casl.umd.edu](mailto:eclay@casl.umd.edu)