

**Media Agreement and Guidelines for Trinidad and Tobago Energy Conference 2020**

The Trinidad & Tobago Energy Conference is the premier energy sector event in the Caribbean region. We have an extremely strong line-up of speakers and participation from very senior industry representatives. In order to ensure that the event meets the very high expectations of our members and the other delegates, it is important that members of the media adhere to our media guidelines.

Please review these guidelines carefully, sign in the designated place and return this form to the Energy Chamber before entry to the conference. Your refusal to sign this form may lead to you being prevented from entering the Conference venue.

* On the day of the Conference you will be issued a media pass. This must be worn at all times in order to gain entry to the Conference areas and must be returned at the end of each day.
* There is a specially designated and easily identified seating area for media personnel; please cooperate with our ushers by using the assigned seating area for media.
* No electronic or other recording devices will be allowed on the podium and members of the electronic and print media will receive direct feeds from Stephan Mahabal, our IT&AV support team leader.
* If you wish to interview any particular speaker or delegate during the course of the conference, please contact us, via the Secretariat, and we will act as facilitators. Please note that speakers and delegates have the right to decline interviews or select which media houses they grant interviews to.
* After the Opening ceremony there will be an official opening of the Conference’s tradeshow by Dr. the Honourable Keith Rowley, Prime Minister of the Republic of Trinidad and Tobago. This will be followed by a tour of all the booths.
* We have a designated area set aside for all other media interviews for duration of the conference. This is at the Energy Chamber’s media wall located behind the Regency Ballroom. Please conduct interviews in this area.
* The Trinidad and Tobago Energy Conference is a prestigious international business event, the dress code for which is business attire.
* All features/articles generated from your attendance at/coverage of the Trinidad and Tobago Energy Conference should credit/reference the ‘**Trinidad and Tobago Energy Conference 2020, hosted by the Energy Chamber of Trinidad and Tobago’.**



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I have read the guidelines for journalists and I agree to abide by these guidelines in covering the Trinidad & Tobago Energy Conference 2020:

Name: ............................................................................................................................

Media House:...................................................................................................................

Email address of Reporter:………………………………………………………………………………………..

Mobile:…………………………………………………..

Signed:.............................................................................................................................

Date:..................................................................................................................................

* Please sign and leave this form at the Media registration desk.
* Michelle Ramrattan – Rahman is our media relations representative and if you need any further details, please contact her at 6-ENERGY ext 33 or 354 4182/299 9451.