

## **3rd World Conference on Disaster Risk Reduction: Media Guidelines for Study Tours**

Media representatives wishing to cover WCDRR study tours are requested to comply with the following guidelines:

### **1. Application**

If you wish to cover site visits, please apply by e-mail to

[shi\\_mutouhiroshi@city.sendai.jp](mailto:shi_mutouhiroshi@city.sendai.jp)

by 12 noon two days prior to the relevant tour. Please enter “Study Tour Media Coverage” in the subject line and provide the details listed below. We will respond to your e-mail.

- Company name
- Contact name
- Contact phone number
- Contact e-mail address
- Number of journalists/crew
- Whether or not you will bring large equipment (TV cameras, etc.)
- Course number of the tour you wish to cover (e.g. S01)
- Location you wish to cover (e.g. Arahama Elementary School)

Note: Coverage of certain locations may not be possible, depending on circumstances at the site. Your understanding is appreciated.

### **2. Photography, Filming, and Interviews**

- Some tour participants may not consent to be photographed or filmed. Please be sure to seek approval from the tour conductor before taking photographs or filming. The tour conductor will permit such activity after guiding non-consenting participants out of shot.
- If you would like to interview individuals, please respect their wishes.
- Please refrain from any activities that might impede or delay the tour.

### **3. Accompanying Tours as a Participant**

Journalists may participate in tours if they have registered for the main conference. If there are places available on the relevant tour, reception formalities can be completed at the travel desk on the second floor of the Reception Building adjacent to the main conference venue in the Sendai International Center. Please note, however, that in addition to the cautions listed in Paragraph 2 above, restrictions on taking large equipment apply. These are necessary to ensure that other tour participants are not inconvenienced. For further details, please refer to:

[http://www.bosai-sendai.jp/doc/about\\_presstourEN\\_150227.pdf](http://www.bosai-sendai.jp/doc/about_presstourEN_150227.pdf)