



## **Guidance Note to Delegates Display of Materials and Filming of Public Meetings**

### **Introduction**

In recent sessions, the Authority has received increased volume of requests for public display of materials and filming of public meetings of the Authority. This is a welcomed development but it requires proper guidance in order to facilitate the needs of applicants, guarantee free movement and safety of delegates but more importantly, ensures the convenient and proper conduct of meetings.

### **Public Display of Materials**

Displays of Public Materials such as pop-up banners, posters, briefs or advertorials, if requested, are welcomed. Conference Services will be responsible for the overall management of display materials.

Public Display Materials are:

- (a) To be displayed only outside of meeting rooms;
- (b) Along the corridor of the Conference Centre;
- (c) Well clear of the main entrances to Meeting Rooms, exists or fire hydrants.

Duration of display is the responsibility of the applicant; the Authority assumes no responsibilities for loss or damage that may arise in relation to such display.

### **Filming of Public Meetings**

Requests for filming of public Meetings of the Authority are to be conveyed to the Authority two weeks prior to the commencement of the Session. Late requests will be considered on a case by case basis.

### **Placement of Filming Equipment**

Placement of Filming Equipment, cameras and other visual and or sound recording devises shall be placed in such a manner that does not interfere or distract proceedings. The Secretary of the Assembly or Council, when deemed appropriate will make announcements or produce flyers informing delegates of the filming of public meetings.

Formal objections from member states or delegations will cause filming of Public Meetings of the Authority to discontinue. Public Meetings does not include Side-Events, in which case, the organizers of such events have discretion over the filming or recording of such event.

For further information, please contact Ms. Ena Harvey at: [echen@isa.org.jm](mailto:echen@isa.org.jm)