

# MEDIA SECURITY GUIDANCE





## About Us

The Press Office, held in room MR 16 (Level 2 - North Lobby entrance of J Street), is the space where members of the media may take breaks, recharge equipment, and conduct their work. The press office is available November 17 - 18, 2023 from 8:00 a.m. - 5 p.m. and November 19, 2023 from 9 a.m. - 12 p.m. Please note that during General Sessions, CADEM will move press check in to the front where General Sessions are being held (Hall C/D, Level I, North Lobby entrance of J Street). CADEM will provide signage on where to check in.

### Press Check In Schedule:

Friday, November 17, 2023

8 a.m. - 5 p.m.

MR 16 (Level 2 - North Lobby entrance of J Street)

Saturday, November 17, 2023

8 a.m. - 8:30 a.m. - Media Sweep

Hall C/D, Level I, North Lobby entrance of J Street

9 a.m. - 12 p.m.

Hall C/D, Level I, North Lobby entrance of J Street

1 p.m. - 3:30 p.m.

Hall C/D, Level I, North Lobby entrance of J Street

3:30 p.m. - 5 p.m.

MR 16 (Level 2 - North Lobby entrance of J Street)

Sunday, November 18, 2023

8 a.m. - 8:30 a.m. - Media Sweep

Hall C/D, Level I, North Lobby entrance of J Street

9 a.m. - 12 p.m.

Hall C/D, Level I, North Lobby entrance of J Street



## **Checking into the Convention as Press on Friday (November 17):**

During your initial check-in, reporters will provide their name, media outlet information and a valid press card or an appropriate letter of assignment. If you are pre-registered, your name will be on the list at the check in. If not, please register at the press check in at room MR 16 (Level 2 - North Lobby entrance of J Street). We HIGHLY recommend you pre-register before arriving at the Convention.

If you have equipment, security will pull you aside to perform a sweep of your equipment and provide you with security clearance. If you've already checked in but plan to bring additional equipment throughout the Convention, please immediately check in your additional equipment in front of room MR 16 (Level 2 - North Lobby entrance of J Street). If you do not immediately check in your equipment, security will redirect you to the press check in to receive clearance for your equipment.

## **Checking into the Convention as Press on Saturday & Sunday (November 18 & 19):**

If you have NOT received your press credential, you MUST check in at the front of the General Session (Hall C/D, Level I, North Lobby entrance of J Street). You must provide a valid press card or an appropriate letter of assignment.

ALL media outlets attending the General Session with equipment MUST be at the SAFE Credit Union Convention Center in Hall C/D - Level 1 at 8 a.m. - 8:30 a.m. to check in and set their equipment on the press riser. Security will conduct a full media sweep of your equipment and provide you with a General Session security pass. If you do NOT have security clearance for your equipment, you will NOT be allowed in the General Session.

There will be NO ins and outs for media with equipment. If you leave the press riser, your equipment MUST be kept at the press riser which will be monitored by staff and security. Reporters who do NOT have equipment may check in at the front of the General Session after 9 a.m. General Session starts at 10 a.m. on both Saturday and Sunday.

Please refer to the press check in schedule above for more information.

Convention maps can be found here: <https://cdpconvention.org/maps/>

Download the Convention agenda: <https://cdpconvention.org/schedule/>

Please review the convention rules: <https://cdpconvention.org/convention-rules/>