



2025 Annual General Meeting & Convention Media Information

MEDIA PROTOCOL

Media Accreditation: All media representatives seeking access to the NCLGA Annual General Meeting and Convention must apply for accreditation in advance. Accreditation forms (See attachment A) must be submitted by May 1, 2025. Approved media personnel will receive confirmation via email.

Media Access: Accredited media will have access to designated areas of the convention venue and specified event sessions. Media passes must be prominently displayed at all times while on-site.

Interview Requests: Requests for interviews with NCLGA officials, keynote speakers, or other participants should be submitted in advance to the NCLGA Executive Director. Every effort will be made to accommodate interview requests, subject to availability and scheduling constraints.

Photography and Filming: Photography and filming will be permitted during designated sessions and events, subject to the discretion of NCLGA organizers and the privacy preferences of attendees. Media personnel are expected to be respectful of participants' wishes regarding photography and filming.

Social Media Guidelines: Media representatives are encouraged to share updates and insights from the convention on social media platforms. However, live streaming or real-time broadcasting of sessions or presentations is strictly prohibited without prior authorization from the NCLGA Executive Director.

Media Relations Contact: For inquiries, interview requests, or assistance during the convention, media representatives should contact the NCLGA Executive Director, whose contact information will be provided upon accreditation.

Embargoed Information: Certain information or materials presented at the convention may be embargoed until specific times or dates. Media personnel are expected to adhere to any embargo guidelines provided by NCLGA organizers.

Respect for Privacy: Media representatives are expected to respect the privacy and confidentiality of convention attendees and refrain from intrusive or unauthorized reporting.

Updates and Announcements: Any updates or changes to the media protocol will be communicated promptly to accredited media representatives via email and posted on the NCLGA website.

By adhering to these guidelines, media representatives can help facilitate a productive and respectful environment at the NCLGA Annual General Meeting and Convention in Smithers, BC.



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APPENDIX A

MEDIA ACCREDITATION

Please complete the following information to apply for media accreditation for the North Central Local Government Association (NCLGA) Annual General Meeting and Convention in Prince Rupert, BC, from May 12 - 15, 2025.

Media Outlet Information:

1. Media Outlet Name:
2. Type of Media (e.g., Newspaper, TV, Radio, Online):
3. Website or Publication URL:
4. Contact Person Name:
5. Contact Person Position/Title:
6. Contact Person Email:
7. Contact Person Phone Number:
8. Mailing Address:

Media Representative Information:

9. Full Name:
10. Position/Title:
11. Email:
12. Phone Number:
13. Role During the Convention (e.g., Reporter, Photographer, Videographer):

Accreditation Requirements:

Please briefly outline your intended coverage of the NCLGA Annual General Meeting and Convention, including any specific sessions or events you plan to cover:

Do you agree to abide by the media protocol and guidelines set forth by NCLGA during the convention? [] Yes [] No

Will you require any special accommodations or assistance during the convention? If yes, please specify:

Declaration:

I hereby declare that the information provided in this accreditation form is true and accurate to the best of my knowledge. I understand that accreditation is subject to approval by NCLGA organizers, and I agree to comply with all media protocol and guidelines established for the convention.

Signature: _____ Date: _____

Please submit this completed form via email to admin@nclga.ca no later than May 1, 2025. Upon approval, you will receive confirmation of your media accreditation along with further instructions for accessing the convention venue and designated media areas.