



## **MEDIA CREDENTIALING**

Media credentials will be non-transferable. All media must pre-register with the Office of Public Affairs. Once onsite, pre-registered news media must be prepared to present accredited press credentials of an official news organization and a photo ID to pick up their press badge. Onsite media registration will not be granted.

Media credentials will be issued to authorized reporters representing national and international daily, weekly, or monthly publications, news agencies, cable and commercial television stations, radio stations, and on-line media. Credentials will also be issued to essential team members including photographers and video and audio technicians. Adelphi University welcomes media representatives from high school and college publications, television, and radio, and will require the same credentialing process as for all other media representatives. Freelancers and video production companies must be on assignment for a legitimate news organization and submit letters of assignment from that news organization on company letterhead. Accreditation for freelancers and video production companies will expire at the conclusion of each show.

Adelphi University's Office of Public Affairs will coordinate parking for satellite trucks who will be doing a live feed. Requests should be made as early as possible. All other vehicles will have access to on-site parking on a first-come, first-served basis.

Access to power, internet, mult-boxes, and special lighting will be limited. Specific requests and needs should be made as early as possible.

Adelphi University will be happy to work with media representatives to attempt to arrange one-on-one interviews with administrators, athletes, students, faculty, and other participants. No onsite one-on-one media interviews and press availability will be granted with Michael Phelps.

Media accreditation is reserved for working members of the media only. This includes editors, reporters, producers, camera crews, and still photographers. News media registrants must be working or on assignment for regularly distributed broadcast industry-related news publications, programs or related online news sites and must submit verification of editorial press occupation. Adelphi University reserves the right to amend this policy as necessary or to revoke the media credential of any individual or organization. Reasons may include, but are not limited to, misrepresentation, misconduct, or the disruption of any event.

Accreditation will not be granted to:

- Account representatives, sales executives, engineers, marketing managers, general managers, public relations reps, etc.
- Anyone whose principal purpose for attending the Adelphi event is, in our judgment, for reasons other than covering them as working news media.