



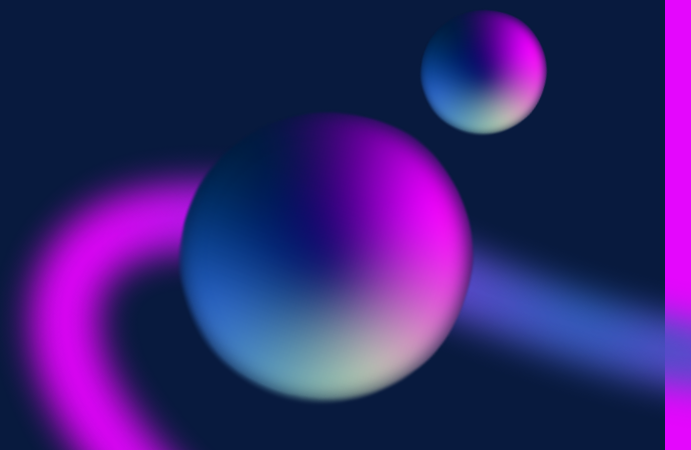
# PRESS HANDBOOK

TechMUN IV • Quantum Realities



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# The Role of Press

As a press member, we are responsible for capturing all the fun and formal parts of the conference. We will be working alongside each other to help promote the conference and capture the memories of all attendees.

- 01.** Attend all team meetings, complete tasks in a timely manner and attend the conference.
- 02.** Capture different moments, and events in the conference
- 03.** Upload all photos into the team's press drive
- 04.** Record footage for the closing ceremony video
- 05.** Work together as a team to brainstorm creative and fresh ideas
- 06.** Follow the general rules of the conference

# Guidelines

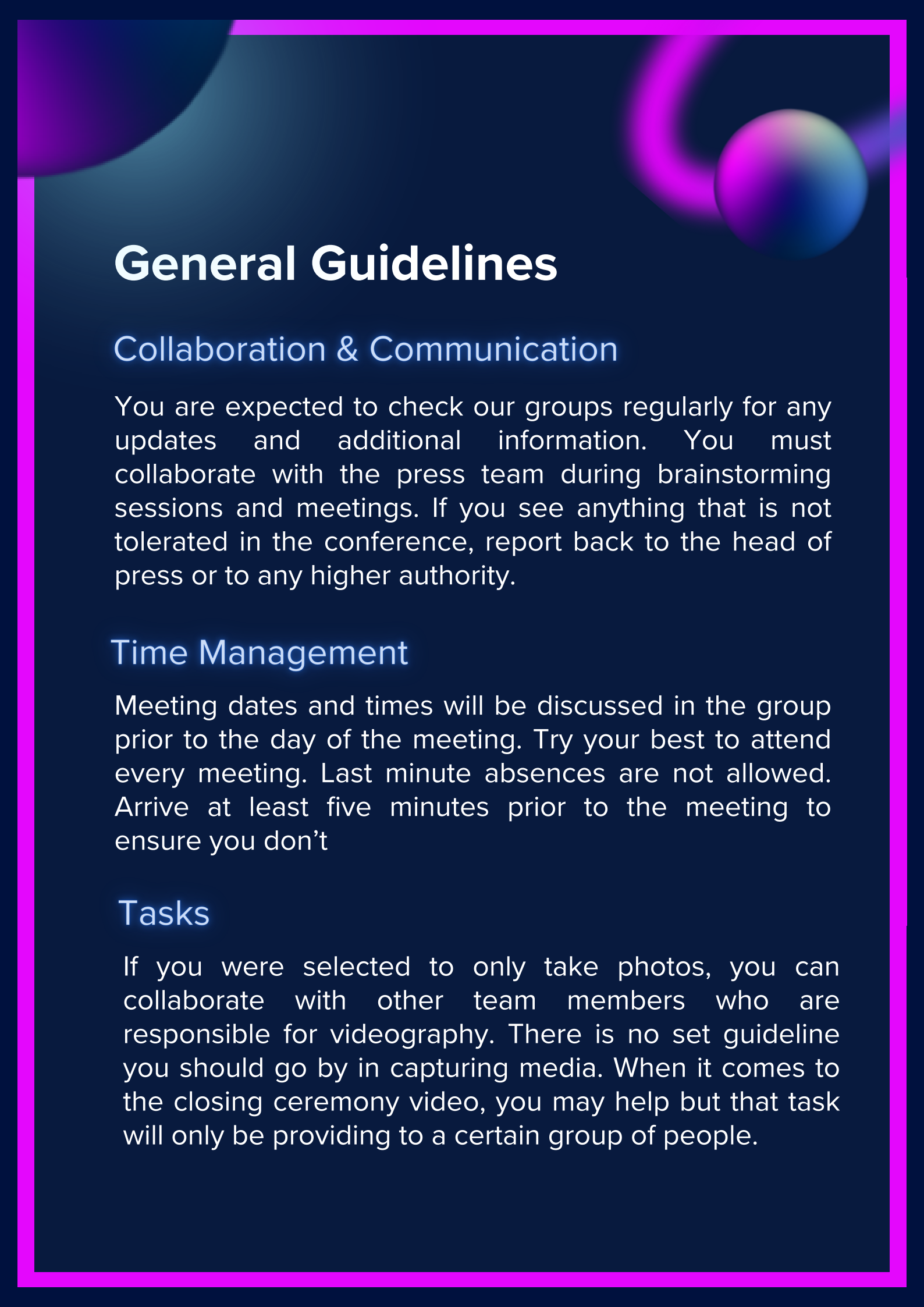
There are certain guidelines that is expected from everyone in this team to follow. Any breakage of the MUN rules or these guidelines will result in a verbal warning and a clip if needed.

- 01.** Respect the privacy of our attendees when taking photos of them
- 02.** Listen to security and chairs when they dont wish for their council to be interrupted
- 03.** Ask permission before entering councils and asking for specific media coverage
- 04.** Stay informed of your press schedule and the press team's meeting hours
- 05.** Manage files properly according to each council
- 06.** Bring all your needed equipment (Your camera, SD Cards, Laptop, Gadgets, etc...)
- 07.** Follow the dress code



# Equipment & Resources

- You may be provided with some equipment which is expected to be handled with most care. We will not be responsible for any damages caused to that equipment and you will be charged accordingly.
- You are still expected to bring all your required equipment as mentioned in the guidelines
- All your equipment must be fully charged and ready to use.
- Additionally, make sure your equipment functions properly and are not damaged
- If you wish to share one of your belonging, such as an extra SD card with another press member.
- Make sure to collect it before the conference comes to an end to avoid any confusion.
- Make sure your editing software are up to date and downloaded on your devices.



# General Guidelines

## Collaboration & Communication

You are expected to check our groups regularly for any updates and additional information. You must collaborate with the press team during brainstorming sessions and meetings. If you see anything that is not tolerated in the conference, report back to the head of press or to any higher authority.

## Time Management

Meeting dates and times will be discussed in the group prior to the day of the meeting. Try your best to attend every meeting. Last minute absences are not allowed. Arrive at least five minutes prior to the meeting to ensure you don't

## Tasks

If you were selected to only take photos, you can collaborate with other team members who are responsible for videography. There is no set guideline you should go by in capturing media. When it comes to the closing ceremony video, you may help but that task will only be providing to a certain group of people.

# Technical Guidelines

## Photographers

To help photographers manage their files and categorize them based on each council, we suggest you take a picture of the council door before entering to help maintain where all your photos come from.

Make sure that your photo's are not over exposed or underexposed.

All videographers are expected to be shooting in manual mode following some specific settings to achieve a unified look at the closing ceremony video:

- 8 Bit 4:2:0
- 25 Frame Rate (You may change your recording frame rate to something
- faster if you are shooting something in slow motion)
- Shutter speed double the frame rate (eg: if your frame rate is 25, keep your shutter at 1/50)
- Standard picture profile, no raw formats like S-LOG3 or S-Cinetone
- Adjusting ISO to make sure your M.M is at +0.0