



# The Islamic Society of North America

## Media Guidelines

- ISNA reserves the right to grant and refuse media credentials in its sole discretion.
- ISNA reserves the right to revoke media credentials.
- Media credentials will be picked up at the media check-in booth, beginning at 12:30 pm, Friday, August 31, 2018. No advance credentials will be issued.
- Media credentials may not be shared or transferred to other individuals or outlets.
- ISNA reserves the right to limit the number of credentials to any media outlet.
- Walk-in media credentials will be available on-site on a limited basis.
- ISNA media credentials must be visible at all times while at the Convention.
- Digital/tape recording and still photography are permitted
- All electronic devices must be silenced during all sessions, special events, Community Service Recognition Luncheon and while in the media room.
- Media credentials allow access to sessions, special events, the Community Service Recognition Luncheon (only within the designated area), and bazaar. Media are not permitted onstage or backstage at any time.
- Inappropriate behavior, abusive language, and threats of any kind will not be tolerated. Media credentials will be immediately revoked.
- Media credentials are reserved only for representatives of credible media outlets.

### Media Room

- The media room is open to credentialed media only.
- The door of the media room must remain unlocked and accessible to whoever needs to use the space. ISNA is not responsible for lost or damaged items left in the room.
- The media room is designed to be a place for credentialed members of the working media. Recipients of media credentials agree to refrain from advocacy-oriented activities in this area. Personal endorsements and/or promotional efforts will not be tolerated; media credentials will be revoked.

### Interviews

- Requests for interviews with ISNA representatives should be submitted to ISNA Communications Department at [fkhatri@isna.net](mailto:fkhatri@isna.net) or (317) 679 - 6350. Interviews with ISNA representatives are subject to their availability and on a first come first serve basis.
- ISNA is not responsible for arranging interviews with Convention speakers, guests, or attendees.

Name	Media Organization Name
Signature	Date