



Official Inauguration of
The President-elect of the Republic of The Gambia,
Mr. Adama Barrow

MEDIA GUIDE

Contents

INTRODUCTION.....	3
GENERAL INFORMATION.....	3
REGISTRATION AND ACCREDITATION	3
Media Accreditation Procedure.....	3
Accreditation Badges.....	4
Travel Entry Visa.....	4
MEDIA CENTRE	4
Accreditation desk and security screening	4
Information and Press Desk.....	5
Press workstations	5
Radio Booth Facilities	5
HOST SERVICES: BROADCASTING & PHOTOGRAPHY.....	6
Host Broadcaster’s Coverage of Events	6
Media coverage opportunities	6
Host Photographer	6
INFORMATION TOOLS.....	6
MEDIA REGULATIONS	7
PRACTICAL INFORMATION	9
Accommodation.....	9
Transport.....	9
Security Measures	9
Country Code.....	9
Languages	9

Introduction

This media guide aims to provide media representatives with specific information about media-related procedures and resources available during the Official Inauguration of the President-elect of the Republic of The Gambia, Mr. Adama Barrow.

This document provides information for media agencies on registration procedures and accreditation protocol for coverage of the inauguration of President-elect Barrow. This includes the programme guide, practical information and links to available resources. Additional information for media such as brand guidelines and advertising during coverage of the Inauguration can be found on the official site: www.thegambiacoalition.com

General Information

For the very first time in its post-independence history, the West African Nation of The Gambia will on the 19th January 2017 witness a peaceful transfer of power to a democratically elected government.

The venue of the Inauguration is at the Independence Stadium, which is 15km away from the capital city Banjul. It has a capacity of over 24,000 spectators and with basic facilities.

Registration and Accreditation

All members of the press wishing to attend events related to the Inauguration of President-elect of the Republic of The Gambia Mr Adama Barrow must register no later than January 17th 2017 at the following online site to be allowed coverage access:
<http://www.thegambiacoalition.com/accreditation-form/>

Media representatives are only required to register their profile once. Applicants will then receive an email confirming accreditation. Press will be asked to present this accreditation confirmation email together with Government issued identification document in order to access the Media Centre at the ground of the event.

Therefore, any changes required must be submitted at least 5 days prior to the event. In order to be considered, each applicant must enter all fields in the registration form including the following:

Name & Surname;

Date of Birth;

Passport or Identity Card Number;

A copy of the Press Card or Commissioning letter from the Editor in Chief;

A recent (less than 6 months old) photo in .JPG, .PNG, .GIF or .BMP file format at a maximum file size of 5MB on a white background.

Accreditation approval is subject to security checks.

Any enquiries related to accreditation must be addressed to accreditation@thegambiacoalition.com or +220 266 1418.

Accreditation Badges

Accreditation badges will only be issued to individuals who have successfully completed the registration process and have been approved. Media/Press badges must be collected in person from the Media Centre upon presentation of proof of identity in the form of a Government issued document:

All participants will undergo a security check. Once provided, this access badge must be worn at all times in the Media Centre and the venue.

Visa

Reporters and other media practitioners wishing to travel to the Gambia are advised to consult their embassy in The Gambia and or Ministry of External Affairs/State Department for security and travel advisory.

When applying for a travel Visa to attend the inauguration, please contact Consulate or Embassy of The Gambia in your country.

Further information and relevant documentation may be obtained from the Ministry of Foreign Affairs official website: <http://www.mofa.gov.gm/>

Media Centre

The Media Centre will be situated on the ground floor of the Stadium away from the main guest of the occasion. The facilities and services available at the Media Centre are as follows:

- Basic internet connections
- Electricity
- Tables and chairs

Accreditation desk and security screening

The accreditation desk is situated at the entrance of the Media Centre. Members of the press can collect their accreditation badges from the 17th December to the day.

Information and Press Desk

The Information Desk will be providing useful information, services and assistance on the following:

General Information;
Agenda of the Day;
Registration for Media opportunities;
Booking of Media booths; and
Technical Support.

Press workstations

There will be a number of workstation to be equipped with universal power socket outlets (220V) together with wired data socket outlets. Technical support is also available. Media representatives may reserve workspaces by means of a label indicating their name and media organisation. The press office of the Inauguration cannot reserve workspaces.

Reserved spaces not occupied at the beginning of the proceedings of the event may be taken by others.

Radio Booth Facilities

There will be media booths equipped with universal power outlets, wired and wireless Internet access, LAN connection and a monitor/TV. The booths will be wired to receive live video and audio feeds from the event covered by the Host Broadcaster.

Booth can be booked directly by sending e-mail not later than the 16th January to:

accreditation@thegambiacoalition.com

Upon request to the host broadcaster, media representatives can be provided with premium Internet services.

A press conference room having 50 seats will be available and briefing will be communicated to media via email.

Opening hours

The Media Centre will open at 10am day before the event and close at 7pm. On the main day, the centre will be open 8pm and closes at 00:00 midnight.

Host services: Broadcasting

The host broadcaster will be providing coverage of the whole event and that after each activity; the images will be available for any media outlet that is interested in the footages. One can contact the host broadcaster's office at the media centre or download at www.thegambicoalition.com

Host Photographer

Host Photographer will be based at the Media Centre. Documentation of all the main events and a photo gallery containing print-quality pictures can be found on: www.thegambicoalition.com

Information Tools

Media representatives can make use of information available on the following channels:

www.thegambicoalition.com– Latest News, Press Releases, Articles, Events Programme, Media Facilities and Services, Multimedia and General Information.

www.thegambicoalition.com/livestream– Live broadcasting hold event English.

Social Media – Constant updates and information available on our Facebook page: <https://www.facebook.com/AdamaBarrowPresident> - #AdamaBarrow; Follow our Twitter account on <https://twitter.com/BarrowOfficial1> @BarrowOfficial1 and our Instagram account on:

Media regulations

A number of strict rules have been set for media representatives, which must be adhered to for the duration of the event. Media representatives will also be expected to follow guidelines provided by the Security Staff. Failure to comply with the regulations will result in the right to withdraw accreditation. The rules are as follows:

- The media badges should be worn visibly at all times throughout the event;
- Media representatives must follow any instructions given by the security staff.
- Media representatives have limited access to the venue. Certain locations, parts of the programme and press conferences may be restricted. The exact locations are available at the media information desk;
- Access to some media opportunities may be restricted due to limited space. If this is the case, press pools may be created where press can register at the media desk;
- Media Representatives must arrive on time in order to be granted access;
- Availability of workstations in the Media Centre is on a first come, first served basis;
- The Media Committee will not be held responsible for any lost or damaged property;
- Media will only be able to take photographs or film at the start of certain event. The personnel will inform the media when it would be appropriate to leave.
- It is forbidden to photograph or record, either by camera or mobile phone, confidential documents or items which belong to other participants;
- Media representatives are expected not to block entrances, corridors or restricted areas designated for delegates and dignitaries;
- Security personnel must not be filmed or photographed at any time;

Practical Information

Accommodation

Media Committee has no special arrangements for media representatives regarding hotel reservations. Please bear in mind that hotels may be fully booked well in advance.

Transport

Please note that no transport will be organised from hotels to the media center.

Security Measures

The Gambia Police Force will establish a security cordon around the Press Centre and will deny access to anyone without an accreditation badge and identity document.

Country Code

In order to make a call to Gambia, the country code is +220.

Languages

English is official languages. English is widely spoken.