

Press Conference Scheduling

Due Date: October 20, 2008

Press conferences, whether on-site or off-site, must be coordinated and scheduled through the ITC Marketing Committee. ITC established this policy in response to requests from media reporters and editors who wish to cover ITC as thoroughly as possible and to avoid scheduling conflicts

ITC will provide a press conference room for exhibitors at the Convention Center at no cost. Press conferences are scheduled on a first-come, first served basis and every attempt is made to accommodate your request. However, if you prefer to hold your press conference in any other location than the one provided, it is still necessary to inform us. A list of all press conferences is given to editors in a press package. To include your press conference in ITC's list, arrangements must be made prior to the above date.

The press conference room is part of an ITC press area, which also includes a fully equipped pressroom for editors. ITC provides these facilities to the electronics industry media to facilitate interviews, article preparation and communications. If you wish to serve food and beverage during your press conference, make arrangements directly with catering at the Convention Center AFTER your assigned time has been confirmed.

Available time slots for Exhibitor press conferences:

<u>Tuesday, October 28</u>	<u>Wednesday, October 29</u>	<u>Thursday, October 30</u>
7:00 am - 7:45 am	7:30 am - 8:15 am	7:30 am - 8:15 am
8:00 am - 8:45 am	8:30 am - 9:15 am	8:30 am - 9:15 am
10:45 am - 11:30 am		
Noon - 12:45 pm	Noon - 12:45 pm ITC Reserved	Noon - 12:45 pm

Select: _____ 1st choice _____ 2nd choice _____ 3rd choice

Contact Name _____ Email _____

Company Name _____ Booth # _____

Telephone # _____ Fax # _____

The company is responsible for expenses incurred for audio/visual equipment and catering services if the ITC Press Room is used.

If you have any questions concerning promotional or press conference activities, please call Amy Gold, ITC Marketing Chairman at 212-850-6670 or email: a.gold@advantest.com

We will have an off-site press conference on _____ day, _____ date, _____ time, _____ place.

Please list our company on the press conference schedule published for editors.

Fax the completed form to 202-331-0111 or mail to:

Courtesy Associates, Inc.
ITC Press Conference
2025 M Street NW
Suite 800
Washington, DC 20036

Committee Use:
Rec'd _____ Req.# _____
Press Conf. Time _____
Day _____ Date _____
Place _____