



# IATEFL media policy

The purpose of this policy is to ensure a controlled and respectful presence and use of media, including photographers, video, audio interviews, podcasts, livestreams and VLOGs at IATEFL events. This policy outlines guidelines for capturing and using such content to protect the privacy and security of participants, while also promoting a positive experience for all attendees. It applies to all participants including staff, volunteers, speakers, delegates, exhibitors, sponsors and any other attendees.

## 1. Prior Approval

- a) If you are planning to take and use media content at an IATEFL event for the purpose of using it online in a blog, vlog, livestream, podcast or other similar format, in order to promote or provide content for a company or organisation, you must obtain prior approval from the event organisers before doing so. You should provide relevant details about your intent, equipment, and areas they wish to access. Such people/organisations will be referred to in this policy as 'external media'.
- b) IATEFL reserves the right to deny access for such external media if it determines that it conflicts with the objectives, privacy concerns, or security requirements of the event.

## 2. Identification

- a) All authorised people of such external media must wear visible identification badges or lanyards, as provided by the event organisers, at all times during the conference.
- b) Unauthorised individuals found capturing media without proper identification will be asked to cease their activities or may be asked to leave the event premises.

## 3. Respect for privacy and consent for individual shots

- a) External media personnel must respect the privacy and personal space of conference attendees, speakers, and staff.
- b) Content is prohibited from being taken in private or sensitive areas such as toilets, changing rooms, or designated off-limit zones such as the IATEFL office or meeting rooms.

## 4. Consent and release

- a) As event organisers, IATEFL will clearly communicate to attendees that photography and recording may occur during the conference.

- b) Participants will be given the opportunity to say they wish to opt-out of media capture. It is the responsibility of external media personnel, or any other attendee wishing to take a photo or record content, to respect this.
- c) Approved external media personnel may capture photographs or media of large groups or crowds during the conference without obtaining individual consent. However, if media personnel wish to capture shots of specific individuals, they must obtain the explicit consent of those individuals before doing so. It is the responsibility of the media personnel to approach individuals and seek their consent for any close-up or focused shots.
- d) Photographers should refrain from taking pictures or capturing any media without the correct consent.

## 5. Professional Conduct

- a) External media personnel must conduct themselves professionally at all times during the event and abide by the [IATEFL code of conduct](#).
- b) They should not disrupt conference proceedings, interfere with speakers, or cause any inconvenience to attendees.
- c) They should not obstruct walkways, pathways, or create hazardous situations while capturing media.
- d) It is the responsibility of media personnel to have appropriate insurance coverage for themselves and their equipment while participating in the event. IATEFL accepts no responsibility for personal belongings or professional equipment at the conference or event venue.

## 6. Intellectual Property Rights

- a) All intellectual property rights to the captured media remain with the event organisers.
- b) External media personnel should seek permission from the organisers before using or publishing any event or conference-related media for commercial purposes.
- c) The event organisers have the right to review all photography and media captured by external media personnel before its publication and may exercise their discretion to determine the suitability and appropriateness of the photographs or media in line with the objectives and values of the conference or event.

## 7. Enforcement

- a) Event organisers and designated staff will monitor compliance with this policy.
- b) Violators of this policy may be asked to cease their activities, surrender media, or leave the event premises, depending on the severity of the violation.

Thank you for your cooperation in making our conference a respectful and enjoyable experience for all attendees.