

**APEX MUN**

*19<sup>TH</sup> & 20<sup>TH</sup> October, 2024*

# **PRESS GUIDE**

**(For reporters)**

## **LETTER FROM THE EXECUTIVE BOARD**

Esteemed Members of the International Press,

I take great pleasure in extending a warm welcome to you for the third edition of APEX MUN. I extend this invitation to a committee distinguished by its unique ability to exert a profound influence upon the global perspective concerning a myriad of situations across the world. It is a comparatively uncomplicated task to vocalize one's opinions regarding international matters, but the imperative duty incumbent upon the International Press is the meticulous and refined reporting of these occurrences.

This year, the International Press endeavors to perpetuate the venerable tradition of professional journalism that has been established within the framework of APEX MUN. Delegates shall bear the responsibility of scrutinizing the various committees, dissecting contentious or otherwise significant events, and crafting informative articles. They shall further endeavor to encapsulate moments of import and convey them in the form of caricatures, all to the advantage of public discourse. As the sole entity vested with the oversight of all activities, IP delegates are charged with observing the developments and setbacks that arise in their pursuit of viable solutions to the most pressing global issues. This grants them the liberty to either support or critique actions pertaining to any subject under discussion.

I implore you to acquaint yourselves thoroughly with the agendas of your respective committees. It is imperative to remember that both members of a delegation ought to possess a comprehensive understanding and readiness to cover the entire spectrum of stories, which may extend beyond the confines of the committee chambers. We anticipate that our delegates are prepared for a conference characterized by rapidity and interactivity, as they navigate through a multitude of speeches and concepts emanating from a diverse array of discussions, ultimately crafting their distinctive perspectives on international affairs.

Should you harbor any inquiries whatsoever, I stand ready to provide assistance.

The Executive Board of the International Press, along with the APEX MUN Secretariat, eagerly anticipates your presence at the forthcoming conference.

Regards,

Manvi Purohit

( HEAD OF IP)

Yashu Mathur

(HEAD OF PHOTOGRAPHY)

# **JOURNALISM**

*"Journalism is the vigilant watchdog of truth, tirelessly seeking to illuminate the world's darkest corners."*

The International Press is expected to predominantly produce written content. Modern media forms include everything from digital media like social media, blogs, visual graphics, television channels, etc. to traditional print media consisting of books, newspapers, etc. This year, reporters will have the opportunity of producing content in such contemporary forms. The International Press delegates will have the option of presenting various types of written content, including news pieces, opinion pieces on discussions in committee, interviews, and There are many forms of media; however, they can broadly be classified into two categories: textual and visual. Textual media involves formats which are comprised of written texts only. They usually do not have much scope for humour and are mostly formal, except for informal opinion pieces, which can be used by reporters to write wittier, humorous, and creative pieces. Textual media includes various forms of articles, interviews. Visual forms of media are the more attractive, eye-catching and artistic forms of media.

They involve minimum usage of text and maximum visualization. However, they can be more difficult to present, as it is important that the reporter broadcasts the message clearly, for easy interpretation. Visual media includes illustrations, photographs, videos, and visual graphics. informal articles. Getting the basic facts and information wrong can be hazardous for a reporter, and in such cases, understanding the situation and the issues being discussed in the committee is essential. If a journalist is not able to do so, he or she is encouraged to approach the dais with a note for clarification. However, to gather detailed and proper information about the committee proceedings, it is imperative that the reporter be present in the committee for the entire session or for an hour or so, depending upon the content he or she wishes to produce. One should remember that a refined and quality piece is devoid of factual inaccuracies and assumptions, features quotes and interviews, and is an original work. The following are the kinds of written content which can be presented in the International Press. Each of these is a unique way of conveying information. It would be appreciated if the delegates try to use as many of these as possible.

## **TYPES OF CONTENT**

### **➤ Beat-based Article (News piece)-**

A beat-based article differentiates the press from secretaries who take notes. News published in an article of a reputed daily or a magazine focuses on the outcome rather than the proceedings. This article type involves listening to the debate very closely and picking up on one thread of discussion. Once you have decided what you are writing about, you record a variety of opinions on it and improvise your content with facts from the real world. It requires extensive research on the agenda to be able to accomplish an entire article on one topic. You must exercise your ability to analyze a given situation and present it succinctly. The following can be used as a structure for a beat-based article. Remember that the news article should be fact-based stating key facts about proceedings of a committee, some background information, and information about the agenda of the committee. In case of doubt, Ask the Executive board member or any delegate of the committee you have been assigned, it is mandatory to maintain the accuracy of the agenda and the discussion going on in the committee.

The following can be used as a structure for a beat-based article.

- Para 1: Stating the beat
- Para 2: Elaborating the beat
- Para 3: Support/opposition to the statement
- Para 4: Incident/Event/Occurrence forms the crux of the original beat
- Para 5: Expectations/ Repercussions

➤ **Opinionnaire (Op-ed Articles)**

Often referred to as 'opposite to the editorial page' is a written prose piece typically published by a newspaper or magazine which expresses the concern of the author regarding the agenda. This article requires a unique perspective on an issue with a structured argument. Opinion pieces generally feature the reporter's opinion on an issue. A good opinion piece features a convincing theory and a series of equally convincing justifications for the same. An opinion piece is judged upon the facts and viewpoint presented, so reporters must think thoroughly about their respective argument and its method of presentation, to make the article easy to comprehend.

The following can be referred to as the format of an OP-ED article.

1. Para 1: An Introduction
2. Para 2: Descriptive Paragraph (1)
3. Para 3: Descriptive Paragraph (2)
4. Para 4: Concluding Paragraph

➤ **Report Writing**

The definition of report writing is creating an account or statement that describes in detail an event, situation, or occurrence, usually as the result of observation or inquiry. A report is a short, sharp, concise document that is written for a particular purpose and audience. It generally sets out and analyzes a situation or problem, often making recommendations for future action. It is a factual paper and needs to be clear and well-structured. Such an article type demands accurate and extensive research to achieve its true worth.

The following can be referred to as the format of a report.

1. Para 1: Introduction.
2. Para 2: Discussion Paragraph 1
3. Para 3: Discussion Paragraph 2
4. Para 4: Conclusion.
5. Para 5: Recommendations/solutions.

➤ **Feature Article**

A feature article is journalistic, researched, descriptive, colorful, thoughtful, reflective, and a thorough piece of writing about original ideas. Feature stories cover topics in-

depth, going further than mere hard news coverage by amplifying and explaining the most interesting and important elements of a situation or occurrence. Feature articles are a great platform for the creative side in you, hence use the opportunity well. On attempting a feature article, kindly adhere to five paragraphs:

1. Para 1: Introduction
2. Para 2: Descriptive/Discussion Paragraph 1
3. Para 3: Descriptive/Discussion Paragraph 2
4. Para 4: Creative insight
5. Para 5: Conclusion

➤ **Fillers**

Fillers are additional submissions apart from your report. It's not mandatory to submit one. The maximum fillers you can submit is one per day. These include short diaries entries, poems and short interviews. Preferably, they should be related to the committees.

➤ **Press Conference:**

If given the opportunity, all the committees will have a press conference. During this, the journalists are required to prepare 3 questions that will be targeted at specific delegates, as well as one that may be targeted to the committee at large. The answers to the same may be integrated into the submission alongside the article. The proceedings of the Press Conference must be recorded (notes).

1. **Format and Structure:** A press conference typically follows a structured format similar to real-world press conferences. It may include a panel of conference organizers or committee chairs who take on the role of UN or international organization representatives. Delegates from the IP committee pose as journalists, asking questions and seeking information.
2. **Purpose:** The primary purpose of a press conference in an MUN conference is to simulate real-world interactions between the press and international organizations or diplomatic bodies. It allows conference organizers to provide updates, information on resolutions, and clarification on procedures.
3. **Information Dissemination:** Conference organizers use the press conference to convey essential information about the conference, including: Updates on committee progress and decisions. Key resolutions passed or debated. Statements from influential delegations. Special events, announcements, or awards.
4. **Interaction with Journalists:** Delegates representing the IP committee act as journalists, asking questions, seeking clarification, and requesting statements from the "UN representatives." The journalists may come from various fictional or real media outlets and adopt different reporting styles and approaches.
5. **Diplomatic and Communication Skills:** **PRESS CONFERENCE** For delegates in the IP committee, the press conference offers an opportunity to practice diplomatic communication and journalism skills. Journalists must craft insightful and relevant questions, and "UN representatives" must respond diplomatically and informatively.
6. **Realism and Immersion:** Press conferences add realism to the MUN simulation by replicating the dynamics of interactions between international organizations, diplomats, and the press. It helps delegates understand how international bodies engage with the media.

7. Clarifications and Transparency: Delegates attending the press conference can seek clarifications on procedures, decisions, or any other aspects of the conference. This transparency can enhance the overall experience for all participants.
8. Preparation: Conference organizers and delegates representing the IP committee should prepare in advance for the press conference, including developing potential questions and responses. It's essential to have a clear understanding of the conference proceedings to provide accurate information. In summary, a press conference in an MUN conference simulates a real-world interaction between international organizations and the press, allowing delegates to practice diplomacy, journalism, and communication skills while enhancing the realism and immersion of the simulation. It serves as a valuable tool for disseminating information, clarifying conference developments, and facilitating communication among delegates and the press.

### ➤ **Interview**

Interviews are another common method of gathering information and presenting data. Reporters may interview the delegates or even the Executive Board during breaks or lobbying sessions. The reporters are NEVER to do an interview inside the committee room. If the reporter wishes, he or she can send a note to the person who is to be interviewed and do the interview outside. The number of questions asked should be minimal, but significant. Reporters should also remember that creativity is an essential part of good journalism. Interviews should not be limited only to the delegates of the committees but can be extended to the members of the Executive Board and the Secretariat. Interviews can be anything from general conference opinion, to expectations, to the committee proceedings, or even fun, interactive quizzes. However, reporters should never ask anything that is inappropriate or makes the interviewee uncomfortable. The interviewee reserves the right to deny answering any question and should not be compelled to do so under any circumstances. An interview is an opportunity of a personal interaction with a person. It is an effective tool which should be utilized to bring out those aspects which will not come in light otherwise in the course of the MUN. The constant debating may provide with little opportunities of you getting ample time for a detailed interview. The ideal interview times are refreshment breaks and through chits. Chits are one tool which we encourage you to use for substantive purpose only. You can bring out the relevant points through chits and you can take permission for a prior interview through them.

## **ELEMENTS OF STYLE**

1. Abbreviations: If an organization or agency is abbreviated, no periods should be used to separate the letters. Only accepted abbreviations and common acronyms should be used. ECOSOC, GA, HSC, ICJ, IPD, NATO, UK, UN, US, and USSR are a few abbreviations.
2. Apostrophes Only be used to denote possessive secondary quotations with this punctuation mark. Never use an apostrophe to denote pluralization.

3. Currency: Always include the appropriate currency symbol when displaying dollar values. Foreorders totaling one million or more, summarize them as shown: \$54,000, \$135,000, or \$214 million. Use "INR" for Indian Rupees instead of "Rs."
4. Capitalization: Limit capitalization to abbreviations, Italicize and capitalize the names of books and print sources, such as the newsletter, the New York Times, and The Economist.
5. Developing nations: Refrain from using the term "third world" internationally: avoid referring to any nation as "Third World."
6. Diplomatic courtesy: Reporters should faithfully convey statements from representatives in Excalibur MUN simulations while upholding diplomatic courtesy. If a statement appears discourteous, encourage the representative to rephrase it politely or consider omitting it from the article.
7. Names: Verify the spelling of a person's name or portfolio verbally; avoid guessing. Capitalize all proper names.
8. National references: When referring to UN Member States or Observers, use standard UN country names that align with the UN Charter. For example, refer to the People's Republic of China as "China." Note that some national names may differ, e.g., Libya is recognized as "Libyan Arab Jamahiriya" by the UN.
9. Numerals: Spell out numerals up to ten in English; use Arabic numerals for numbers over ten, such as 2001. Include commas in numerals with five or more digits, c.g., 1,345,000. Report fractions and decimal numbers as decimal numerals or percentages, e.g., 0.5 or 50%. Reserve Roman numerals for original designations, like Chapter VII of the UN Charter (articles us "Article 7"). Spell out ordinal numerals in the text, like the First Committee of the GeneralAssembly,
10. Percentages: Use percent symbols for reporting percentages, e.g., 35.8%,
11. Quotation marks: Adhere to Standard English grammar for punctuation after quotations, placing it inside the closing quotation mark.
12. Quotations: Incorporate quoted statements into the sentence without additional capitalization. When quoting part of a sentence, use an ellipsis (ie., ...) to indicate omitted portions. If the ellipsis ends a sentence, include a period within the quotation marks (....") to signal the sentence's conclusion. Use brackets (ie., [...]) to clarify abbreviations or references within aquotation when necessary.
13. Spacing: Separate words and follow commas, semicolons, colons, and periods with one space.
14. Spelling: Ensure articles are spell-checked before the editorial deadline to support the Editor effectively.

### **ACCURACY:**

- Sourcing: You should use original sources. Cross-check and confirm material whenever you can, and be truthful when attributing sources.
- Quotes: Ensure that the quotes are not changed other than to remove any odd or unnecessary phrases that would otherwise be illogical. Quotes need to be complemented by context and setting information. Make sure the spelling is right and don't forget to credit the source.
- Tell all the sides, take no sides: Balance and fairness are two of the most well-known keywords in journalism ethics. Reports must be fair by seeking to present all relevant information. In reporting, you should aim for honesty and truth rather than spinning a tale to make the reader think what you want them to think

### **WAY OF SUBMISSION:**

- Name\_
- Day (number)\_
- Committee Allotted\_
- Article type

### **JUDGING PARAMETERS:**

- Content/Essence
- Creativity/Expression
- Vocabulary
- Grammar & language proficiency
- Paragraph structures
- Punctuations
- Punctuality and instructions adhered
- Research
- Diplomacy



# **International Press - Photographers**

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1. Introduction

Welcome, esteemed delegates, to the Committee on International Press (CIP) at this Model United Nations (MUN) conference. This guide has been carefully curated to assist the photographers within the International Press committee. Your role is critical as you will be responsible for documenting the proceedings, key moments, and the stories of this conference. In a world increasingly reliant on visuals, your work as a photographer transcends merely capturing events—it involves shaping perceptions, telling stories, and helping others engage with the issues being discussed. The guidance provided here will help you excel as photographers throughout the conference and contribute meaningfully to its documentation and narrative.

## 2. The Role of Photographers in International Press

Photographers in the International Press committee serve as visual storytellers, capturing the essence of global events, diplomatic negotiations, and various interactions. Your photographs have the power to communicate stories that can stir emotions, influence public opinion, and raise awareness about key issues. Visual journalism is an indispensable complement to written stories, and your role goes beyond simply documenting the conference. You are responsible for creating compelling images that enhance the understanding of international relations and diplomatic exchanges.

### 2.1. Purpose:

- Document the conference through high-quality images.
- Capture key moments, expressions, and interactions that define the event.
- Support written journalism by providing visual content that enhances stories.

### 2.2. Responsibilities

- Event Coverage: Cover all major events, including opening and closing ceremonies, committee sessions, and press conferences.
- Portraits: Take individual and group portraits of delegates, organizers, and guest speakers.
- Behind the Scenes: Capture candid moments that offer a glimpse into the preparation, teamwork, and informal interactions at the MUN.
- Crisis Situations: In crisis committees, where fast-paced developments occur, photographers should be ready to capture the intensity and spontaneity of events.

### 2.3. Collaborating with IP Journalists

- Work closely with journalists to ensure that photographs align with the stories being covered.
- Participate in daily briefings to stay informed about key developments and areas of focus to ensure consistency between the visual and textual content produced during the conference.

## 3. Ethical Considerations for Photographers

Upholding ethical standards is paramount for photographers. Your work should always be guided by principles such as truth, accuracy, respect for privacy, and cultural sensitivity. Ethical considerations include obtaining informed consent, especially when photographing individuals up close or in private moments. Additionally, photographers should avoid taking or editing images in ways that could distort the truth or manipulate public perception. Be conscious of sensitive subjects and ensure that your images do not harm or misrepresent the individuals or communities being depicted. Your role involves not only capturing moments but also respecting the dignity and rights of those involved.

#### 4. Photography Equipment and Techniques

Understanding photography equipment and techniques is essential for effective photojournalism. Delegates should be familiar with various types of cameras (DSLRs, mirrorless, smartphone cameras), lenses, lighting, and composition principles. Being well-versed in different types of cameras, lenses, and lighting can make the difference between a powerful image and a missed opportunity. Mastery of these tools will enable you to capture impactful and visually compelling images.

##### 4.1. Equipment

- Ensure that your camera gear (cameras, lenses, flashes, batteries) is in good working condition.
- Always carry backup equipment such as spare batteries, memory cards, and any additional equipment to avoid disruptions or technical issues during key moments.

##### 4.2. Composition and Technique

- Framing: Pay attention to composition, ensuring that the subject is the focal point.
- Lighting: Be mindful of lighting conditions, especially in conference rooms with artificial lighting. Adjust your settings accordingly to capture well-lit images without the need for excessive post-processing.
- Candid vs. Posed Shots: strike a balance between capturing natural, candid moments and posed photographs.

##### 4.3. Ethics and Sensitivity

- Respect Privacy: Always respect the privacy of delegates and speakers. Obtain permission where necessary, particularly for close-up shots.
- Cultural Sensitivity: Be aware of cultural norms and avoid taking photographs that might be considered inappropriate or disrespectful.
- Neutrality: Photographers should remain impartial. Your images should represent the truth without introducing biases or creating misleading impressions.

#### 5. Challenges and Opportunities for Photographers

The digital age presents unique challenges and opportunities for photographers. While technology enables rapid sharing and global distribution of images, it also introduces concerns like privacy, misinformation, and manipulation of photos. Photographers must navigate these challenges while also embracing the opportunities to amplify their storytelling impact.

### 5.1. Low-Light Conditions

Many events, particularly indoor sessions, will have low lighting, making it challenging to capture sharp and clear images. To overcome this:

- Use fast lenses with wide apertures that allow more light to enter the camera.
- Adjust your camera's ISO settings to improve image exposure without compromising too much on quality.
- Flash should be used sparingly, as it can distract participants and disrupt the flow of events.

### 5.2. Restricted Movement

In certain committees, your movement may be restricted, limiting your ability to get close to the action. When facing this challenge:

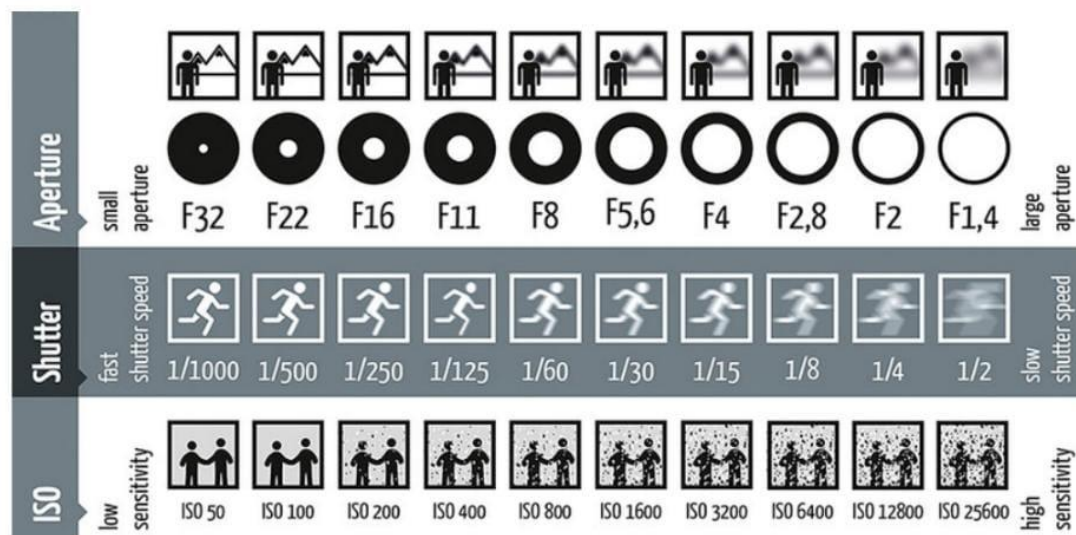
- Position yourself strategically to get the best shots with minimal movement.
- A telephoto lens can help capture detailed shots from a distance, ensuring that you don't miss critical moments.

### 5.3 Time Management

- Managing time effectively is crucial in selecting the best images for submission. Prioritize major events and ensure you have enough time to review, edit, and submit images within the set deadlines.
- Submissions shall not be accepted if the time limit for the assignment has passed

.

-Note There are few things that photographers need to consider while taking pictures which will help you to take good quality pictures:



WB SETTINGS	COLOR TEMPERATURE	LIGHT SOURCES
	10000 - 15000 K	Clear Blue Sky
	6500 - 8000 K	Cloudy Sky / Shade
	6000 - 7000 K	Noon Sunlight
	5500 - 6500 K	Average Daylight
	5000 - 5500 K	Electronic Flash
	4000 - 5000 K	Fluorescent Light
	3000 - 4000 K	Early AM / Late PM
	2500 - 3000 K	Domestic Lightning
	1000 - 2000 K	Candle Flame

#### Submission Rules :

1. All photographs can be submitted online or offline.
  - a. Pendrive : Delegates have to carry their own pendrive and submit it on the same day before the committee session is dismissed.
  - b. Hard Drive : Delegates have to carry their own hard drive and submit it on the same day before the committee session is dismissed.
  - c. Google Drive ( Preferred ) : Delegates to upload their photographs on either personal or provided drive link ( will be discussed on Day 1 ) before the next committee session begins.
2. Google Drive submissions have to be submitted in a particular format.

Name\_Task #\_Day #\_International Press (Photography).

Ex : Manviprohit\_Task 1\_Day 1\_International Press (Photography).

3. All photographs to be submitted in PNG or JPG or JPEG format. No other format submissions will be marked by the Electoral Board.
4. Photographers cannot change their assigned committee without the consent of the Electoral Board.
5. Failing to meet deadlines would result in negative marking.
6. Last rule, Photographers are allowed to have fun.

The Photographers will be addressed about their tasks during the committee sessions and can reach out to me prior or during the conference for queries.

Criteria :

- Criterion A : Creativity

In the realm of International Press photography for Model UN conferences, creativity stands as a pivotal criterion. It is the lens through which we unveil the dynamic narratives, capturing the essence of diplomacy in action. Creativity breathes life into each frame, making the moments unforgettable and visually compelling. The Photographers will be judged on how they use creativity to their advantages in the photographs to make them unique and different.

- Criterion B : Lighting, Space, Composition

Lighting, Space, and Composition are paramount criteria. They craft the visual language that narrates our diplomatic stories. With meticulous attention, these elements sculpt captivating images, bringing forth the interplay of light, setting, and structure that define our conference's essence. The photographers will be judged how they plan their photos and make use of basic elements.

- Criterion C : Storytelling

Storytelling transcends mere visuals, weaving compelling narratives that resonate with viewers. Each photograph becomes a chapter in the unfolding story of diplomacy, conveying emotions, actions, and the essence of global cooperation. The photographers will be judged on how they convey the reason/story and concepts behind their selected photography.

## 6. Conclusion

As photographers in the Committee on International Press, you hold a powerful position in shaping the visual narrative of global diplomacy. Your work goes beyond taking pictures—it's about crafting stories that inform, inspire, and broaden understanding of complex international issues. Throughout this MUN conference, your lens will capture moments that transcend language barriers, offering an inclusive and engaging narrative for all. Remember that your role extends beyond simply capturing images. You are a visual storyteller, responsible for representing the truth with accuracy, sensitivity, and professionalism. We eagerly await your contributions and look forward to seeing the world through your unique perspective. Best of luck, and may your photographs leave a lasting impact on the committee's work and the global audience it reaches.