



NAM

**17th Summit of
the Non-Aligned Movement**

MARGARITA · VENEZUELA

2016

PRESS USER MANUAL

www.mnoalvenezuela.org
www.namvenezuela.org



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Rif: G-20003090-9

Bolivarian Republic of Venezuela
September 2016

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PRESENTATION

The Non-Aligned movement has played a fundamental role throughout its history in the preservation of world peace.

Nueva Esparta State (referred often to as Margarita Island, or Margarita) will host the representatives of African, Asian, Latin American, Caribbean, and Western European nations.

At this 17th Summit, the Bolivarian Republic of Venezuela takes on the NAM's pro tempore presidency from the Islamic Republic of Iran. This is the first time that Venezuela hosts a NAM Summit. It is the third Latin American country to assume the Nam presidency after Cuba and Colombia.

Our theme:

**“PEACE, SOVEREIGNTY
AND SOLIDARITY FOR DEVELOPMENT”**



THE TEN PRINCIPLES OF BANDUNG

1. Respect of fundamental human rights and of the objectives and principles of the Charter of the United Nations.
2. Respect for the sovereignty and territorial integrity of all nations.
3. Recognition of the equality among all races and of the equality among all nations, both large and small.
4. Non-intervention or non-interference into the internal affairs of another -country.
5. Respect of the right of every nation to defend itself, either individually or collectively, in conformity with the Charter of the United Nations.
6. Non-use of collective defense pacts to benefit the specific interests of any of the great powers.
7. Refraining from acts or threats of aggression and use of force against the territorial integrity or political independence of any country. Non-use of pressures by any country against other countries.
8. Settlement of all international disputes by peaceful means, such as negotiation, conciliation, arbitration or judicial settlement as well as other peaceful means of the parties' own choice, in conformity with the Charter of the United Nations.
9. Promotion of mutual interest and cooperation.
10. Respect for justice and international obligations.

NAM - 4 CONTINENTS - 120 COUNTRIES - 17 OBSERVER COUNTRIES

Africa: 53 / Europe: 1 /Asia: 40 /Latin America: 26

Official languages:
Spanish, French, English and Arabic.

PRESS ACCREDITATION

The registration of the national and foreign press shall be carried out through the Summit website (<http://namvenezuela.org/>). The national and foreign press has to accredit the members who comprise the staff covering this important event.

The issuing of the identification for the press group shall be done in the Accreditation Center in Margarita.

The press credential must be used visibly in all locations where the activities take place during the Summit. The accredited press members shall have free access to the International Press Center during the respective work schedule.

Equipment, luggage, handbags and other personal items of the press members shall be subject to security controls in order to access the facilities where the activities will take place during the Summit, including the International Press Center.

INTERNATIONAL PRESS CENTER

The International Press Center will be located near the “Hugo Chávez” Convention Center of the Hotel Venetur Margarita, Urbanización Costa Azul, Calle Los Uveros, Porlamar, Mariño Municipality, Nueva Esparta state, Bolivarian Republic of Venezuela.

The International Press Center capacity is 1,000 people. It is divided in two tents, measuring 21 meters wide and 80 meters long each.

One area will feature a conference pressroom, interview sets, workstations and individual booths distributed in 2,400 m² (25,800 ft²). A second area (840 m²) will feature a dinner room, technical service offices and the antennae yard. Toilets will be available in the tents' surrounding area.

Free of Charge Services at the International Press Center

The International Press Center will be equipped with the following services. They will be free of charge, and reservations shall be listed according to the request order.

1. Wi-Fi connection and wired network.
2. 110 and 220 volts electricity supply.
3. Around 800 workstations featuring wired Internet connection for laptops.
4. Laptops with Internet connection and files containing info about the NAM background and historical documents.
5. Computer and network technical support.

6. TV monitors screening the official 17th NAM Summit channel for journalists to follow all the activities taking place (Summit Opening, debates, interviews, press conferences).
7. Audio and video distribution of the NAM Channel.
8. Platform facing the façade of the “Hugo Chávez” Convention Center for cameramen and photographers.
9. Press Conference Room.
10. QR codes will be available to download info about the IPC services for national and international media.

NAM International Channel

The IPC will broadcast all the activities taking place at the Santiago Mariño International Airport; Hotel Venetur and “Hugo Chávez” Convention Center via the NAM International Channel. This signal will be available via the Simón Bolívar satellite and via streaming on the NAM Summit official web page (<http://namvenezuela.org/>). The IPC will broadcast this channel on TV screens at work stations and 2 Videowalls. Original audio and audio in the four NAM official languages will be available.

The NAM International Channel will be available for the International Press on September 10th, 2016. The signal will be broadcast via the Simón Bolívar satellite and via streaming on the NAM Summit official webpage.

Video distribution

Booths will be available for production of contents. Reservations shall be listed according to the request order. They will feature HD/SD-SDI signal distribution ports with embedded audio (1080i /59.9 HZ). Analog NTSC signal distribution will also be available.

Audio distribution

During the broadcasting of the Plenary Session, original audio and audio in the official languages (Spanish, English, French and Arabic) will be distributed.

PAID SERVICES AT THE INTERNATIONAL PRESS CENTER (IPC)

With the aims of providing technical support to the media coverage of this Summit, the press members will have a satellite transmissions center. The cost of this service will be charged and reservations shall be listed according to the request order. Requests for this service shall be made to the following e-mail address serviciosavp@gmail.com of the Venezuelan Advertising Agency (AVP), which is the only officially authorized agency to charge for the services offered at the 17th NAM Summit, Margarita 2016.

Copy, edition and postproduction services

Three nonlinear editing modules will be available for the production of informative audiovisual contents. Copy, edition and production services will be offered.

The cost of these services will be charged by the AVP. Reservations shall be listed by the AVP according to the request order.

Telephone booths

Twenty booths will be available to make international calls. These services will be offered on request and their cost will be charged by CANTV, Venezuela's telephone company.

Photocopy and printing services

Multifunction printers will be available for journalists. This service will be offered on request and its cost will be charged by AVP.

Interview sets

Three interview sets will be offered. One of them will feature two cameras, production and broadcasting equipment. A director, cameramen and audio operators will provide technical assistance. This service will be offered on request and its cost will be charged by AVP.

Play Out

Transmission via C Band and Ku Band will be offered to guarantee playout to the Simón Bolívar satellite. This service will be offered at the Antennae Yard near the IPC. This service will be offered on request and its cost will be charged by AVP.

SERVICE FEES		
ITEM	SERVICE	COSTS
POST PRODUCTION	Making of full videos. Edition of video files, addition of audio, titles, color correction, encoding for DVD, Blu-Ray and web, and uploading to web page, Youtube or Vimeo.	\$248 per hour
EDITION	Import, identification and selection of footage. Color improvement, sound mixing. Final revision and video compression	\$6 per minute
		\$248 Per hour
COPY (WIDE VARIETY OF FORMATS)	PENDRIVE	\$7
	DVD	\$7
PRINTING	B/W COPY	\$1
	COLOR COPY	\$1
	B/W SCAN	\$1
	COLOR SCAN	\$1
	B/W PRINTING	\$2
	COLOR PRINTING	\$4

CONVERSION AND DIGITIZATION	Conversion of analog or SDI digital audio and video formats to media formats (Avid, Quicktime, .Mov, and others)	\$6 per minute
		\$74 per hour
NTSC/PAL/SECAM CONVERSIÓN	Conversion of NTSC to PAL/SECAM formats	\$6 per minute
		\$74 per hour
PLAYBACK	Audio and video playback for broadcasting	\$6 per minute
		\$74 Per hour
INTERVIEW SET (FULLY EQUIPPED)	Interview set equipped with two (2) or three (3) cameras with accessories, video and audio switches, lighting and video recording	\$558 per hour
		\$2.232 8 hours
		\$3.720 per day
INTERVIEW SET (NON-EQUIPPED)	Non-equipped interview set (The requesting party guarantees production and recording equipment)	\$372 per hour
		\$1.860 8 hours
		\$3.224 per day

SATELLITE UPLINK 1	Band C or Ku Band uplink live transmission or uplink transmission of recorded SD-SDI footage to Venesat satellite	\$1.054 per hour
		\$744 half an hour
		\$558 15 min
		\$372 5 min

12 POSTPRODUCTION BOOTHS 2 x 2 mts Workstations. SDI signal with embedded audio **\$620** 1 hour

ASIASAT (6 MHz)	D/L Miamia + Fibra MIA – MAD	421 €	1 hour
	Distribution to Europe (SES-4A)	294 €	1 hour
	Distribution to Africa (SES-5)	337 €	1 hour
	Distribution to Asia (Asiasat 5)	469 €	1 hour

ASIASAT (9 MHz)	D/L Miamia + Fibra MIA - MAD	421 €	1 hour
	Distribution to Europe (SES-4A)	380 €	1 hour
	Distribution to Africa (SES-5)	613 €	1 hour
	Distribution to Asia (Asiasat 5)	519 €	1 hour

METHODS OF PAYMENT

1.- Electronic transfers in dollars

Information required to do electronic transfers to the account:

Correspondent Bank: Citibank, NY

Receiving Bank: Banco de Venezuela BIC VZLAVECA

SWIFT: CITIUS33

ABA: 21000089

Correspondent account: 36274839

Currency: USD

Ultimate recipient's name:

AGENCIA VENEZOLANA DE PUBLICIDAD AVP, S.A.

Ultimate recipient's account:

0102-0762-20-00-00030038

2.- Payment terminal of Banco de Venezuela

(Local currency)

- Debit card in local currency (DICOM closing rate)
- Credit cards won't be accepted

3. Cash in local currency

- Cash in local currency (Bolivar) (DICOM closing rate)

NOTE:

An email should be sent to request services to the following address serviciosavp@gmail.com If payment is made via electronic transfer, payment receipt should be sent to the following address serviciosavp@gmail.com

PRESS ACCOMMODATION

Press members who wish to participate at the Summit must take the appropriate measures for their accommodation in Margarita Island.

PRESS ACCESS - PARKING

The use of public transportation provided by the organization of the Summit in order to avoid difficulties when parking in the area of the International Press Center is recommended. For access to the venue of the Summit, it will be essential to use public transportation which will be identified with proper accreditation.

GENERAL INFORMATION

Useful Information

Electricity: General-use electricity supply in Venezuela is at 120 volts / 60 Hz. Most sockets are type A, although type B is also used.

Type A:



Type B:



Weather

Venezuela is located in the strip of the intertropical zone. In Margarita Island, host state of the 17th NAM Summit, the weather is arid and semiarid. The average annual temperature is between 25° and 30°C, with high humidity above 70% throughout the year and low rainfall that can reach 300 to 900mm per year.

Currency and Exchange rates

The national currency of Venezuela is the Bolivar. Payments for goods and services (including taxis, hotels and restaurants) must be paid in Bolivars.

In Venezuela, there is an exchange rate system that allows the conversion of foreign currency into local currency only in authorized establishments (financial institutions, exchange houses and hotels). It is recommended not to exchange money outside of these establishments, since it would mean not only the disobedience of a rule of mandatory compliance, but it would also mean a risk of being a victim of scams.

The exchange rate applicable to foreign exchange that are offered for sale to international visitors is the floating type (DI-COM in Spanish), it is subject to significant daily variation, so it is recommended to use means of payment such as credit cards, which are accepted throughout the country.

If you need cash, it is suggested to exchange the currency as you require them, instead of exchanging it all at once, since there are limitations to convert the currency back into foreign currencies. In bank branches, there are ATMs available which are linked with major international banks.

On the Summit website, the current exchange rate will be published on a daily basis. As a reference, on July 19, 2016, the exchange rate was 1 USD = 642.20 bolivars.

Taxes

All purchases in Venezuela have a 12% tax rate over the total value. (IVA in Spanish)

Tips

Tips are not generally included in hotel rates or prices in restaurants menu. It is suggested to give between 10 and 15% of the total consumption as a tip.

Taxis

In case you require taxi services for private activities, we recommend using those provided by hotels and establishments with authorized taxi lines. Taxis may not enter the venue of the Summit.

Codes

(0058) International Code of the Bolivarian Republic of Venezuela.

(0295) Local Code of Margarita Island.

Prohibitions

By law, throughout the country the following is not allowed: 1. Possession, consumption, transportation or marketing of natural or chemical drugs. 2. Possession, transportation or sale of any archaeological or colonial item. 3. Marketing (purchase or sale) of species or products derived from endangered species. 4. Removal or mistreatment of corals of any kind.

Smokers

In Venezuela, smoking is not allowed in-doors or in any public buildings. Some places such as restaurants, nightclubs, among others, have outdoors smoking area.

Time zone

The official time of the Bolivarian Republic of Venezuela has been established in the time zone UTC/GMT -4:00 hours. Dawn is around 06:20 and sunset at 18:45, due to the 0 and 10 degrees north latitude. During September, days last 12 hours and 20 minutes.



Gobierno
Bolivariano
de Venezuela

Ministerio del Poder Popular
para la **Comunicación e Información**



1811-2011
**PATRIOTAS UNIDOS
SABEMOS VENCER**