

## **MEDIA HANDBOOK**

- a handbook prepared for media representatives accredited to the summit/conference; describing the arrangements and facilities provided in the Media Centre and around the city, for distribution in the media kit at the summit.

## **SPOUSES' SOCIAL PROGRAMME**

- a pamphlet outlining the social activities organized for the visiting spouses, for distribution at the summit.

## **SOCIAL PROGRAMME**

- a pamphlet describing the social activities offered to the delegates and media, including instructions on reservations and transportation, for distribution at the summit.

## **DIRECTORY OF DELEGATIONS**

- a complete listing of delegates and titles of all delegates from all participating countries, for distribution at the summit.

## **LIAISON OFFICERS' MANUAL**

- a quick reference document for the liaison officers, outlining information required to assist them in fulfilling their role, for distribution during their training programme prior to the summit.

## **MEDIA RELATIONS HANDBOOK**

- a quick reference document for the media relations officers, outlining information required to assist them in fulfilling their role, for distribution during their training programme prior to the summit.