IP BAACKGROUND GUIDE

Today, the power of mass media is tremendous. Therefore, we urge you to exercise your voice not with restrain but with integrity, sensitivity and with an open mind without any presumptions.

The Press has its own stand, and it has become a necessity for it to provide factual and enlightening information, which frees people from ignorance. It functions as an investigative, versatile and important form communication between the world and the human beings.

The International Press endeavors in promoting awareness and to wake up the conscious of the human mind to the reality and authenticity about the events occurring in the world. It works tirelessly and with diligence in providing the truth, disclosing and elucidating on the debate among the delegates of the notable committee.

This guide gives a gist of your roles and responsibilities along with a few regulations for this conference. It is advisable to go through each section very carefully and in case of any queries, contact the under signed.

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**OVERVIEW**

IN THE INTERNATIONAL PRESS COMMITTEE ,INSTEAD OF REPRESENTING THE INTERESTS OF A SINGLE COUNTRY, THE INTERNATIONAL PRESS COMMITTEE WILL ALLOW THE PARTICIPANTS TO ACT AS UNBIASED JOURNALISTS AND REPORTING ON THE PROCEEDINGS OF EACH AND EVERY THING DISCUSSED IN THE CONFERENCE.YOU WILL INVESTIGATE COMMITTEE DEBATES,CONDUCT INTERVIEWS,EDIT ARTICLES,AND COVER THE PRESS CONFERENCES.

**RESEARCH**

It is necessary for all the members of the International Press to understand that you as reporters or caricaturists and are representing the international media. Everything a delegate says is a statement of a state official in a public forum and has repercussions in the international community. Therefore, it is the job of the press to process all the statements and analyze them. In order to make the International Press a success in this conference, it is necessary to have a well researched team. Just as delegates need to research, it is equally important for the press to be well researched. Being well researched will lead to better understanding of the ongoing discussion and would also subsequently lead to politically correct and thought provoking articles and caricatures.

One of the most suited ways to research on any given agenda is as follows:

* Firstly, break down every word of the agenda yourself and make a note of concepts that you think are pertinent to them.
* Secondly, read the background guide. Please note that just as the background guide is a basic tool for delegates, it is merely one aspect of your research.
* Thirdly, develop a literal understanding of the agenda.
* Fourthly, study the political, legal, social and economic aspects of the agenda.
* Fifthly, go through articles, research papers or any relevant documents.
* Lastly, a thorough knowledge and understanding of contemporary events is a must. This ensures that your articles stay relevant.

**STRUCTURE OF PRESS**

* COMPOSITION OF PRESS

THIS INTERNATIONAL PRESS COMMITTEE WILL CONSIST OF JOURNALISTS(REPORTERS) .THE COMMITTEE WILL BE PRESIDED OVER BY EDITOR AND CHIEF EDITOR.

* NEWSLETTER

A newsletter is a printed report containing news (information) of the activities

of a business (legal name; subscription business model) or an organization (institutions,

societies, associations) that is sent all its members, customers, employees or people, who

are interested in.

Over the course of the conference, we will be creating 2 issues of the newsletter. Issue-1

being the Pre-Conference issue while Issue-2 will be the highlights of the conference.

**GUIDELINES FOR JOURNALISTS AND CARICATURISTS**

* BEAT

They constitute fact-based articles stating key facts about proceedings of a committee, some background information, and information about the agenda of the committee. Remember, every article written must abide to a certain standard of accuracy. Reporters take care to get the facts right, and in case of doubt, they should approach the delegate or the Executive Board described, for clarification. Read any news article of a reputed daily or a magazine, it focuses on the outcome rather the proceedings. This 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 link it up with facts in the real world. It requires extensive research upon the agenda to write on just one topic. You must exercise your ability to analyze a given situation and present it succinctly. Roughly, the following can be used a structure for a beat-based article.

Para 1: STATING THE BEAT

Para 2: ELABORATING THE BEAT

Para 3: SUPPORT/OPPOSITION FOR THE ORIGINAL STATEMENT

 Para 4: INCIDENT/EVENT/OCCURRE-NCE THAT FORMS CRUX OF THE ORIGINAL BEAT

 Para 5: EXPECTATIONS OR REPURCUSSIONS

* WRITING FORMAT

1) Keep your article brief and to-the-point. Council reports should ideally not exceed 250-300 words.

 2) Your article must not betray your personal perspective on the agenda. It is very important to maintain objectivity and report the incidents/conversations with as much neutrality and accuracy as possible. This is a key difference between reporting and writing an Op-Ed article. For this purpose, you are advised to be meticulous with your notes and include quotes as much as possible, with due credit to the speaker.

3) Your article must be coherent and well-structured. It ought to contain an identifiable opening, two descriptive paragraphs, and a conclusion. You must give your article a relevant headline and a by-line containing “By (Your Name)”.

4) Grammar and punctuation must not be compromised with. A spell-check of the final draft is essential.

(5)The word limit for all articles for the newsletter is 150-200. Do not exceed or it will cause a problem in the layout.

* CONDUCTING INTERVIEWS AND PREPARING IT

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.

Interviews can be done with the Executive Board members, delegates, secretariat and various organizing committees. However, intelligent and conference pertaining issues are to be considered. Conducting interviews for news stories is an important skill for any journalist. A “source” – anyone a journalist interviews - can provide the following elements that are vital to any news story: Basic factual information perspective and context on the topic being discussed direct quotes ideas on how to approach the story names and contact information of other people to interview

TO PREPARE:

1. Research – Do as much research as you can. If you’re going to interview, say, a head of state read up on the subject and make sure you understand basic terms such as “fiscal policy.” A well-prepared reporter inspires confidence in the person being interviewed.

 2. Developing Questions – Once you’ve thoroughly researched your topic, prepare a list of questions to ask. That will help you remember all the points you want to cover once the interview is underway

* TIPS FOR REPORTERS AND CARICATURISTS

MUNs are a lot of fun, but they can be overwhelming, especially if you are a journalist. You have to constantly be mindful of a lot of things at once, and it can get very messy. However, these things are extremely important and collectively pose as a challenge for the journalist. While the International Press Executive Board is always there for assistance and editing, a journalist can only be a good and successful one if he or she keeps the following in mind:

● Research is something too obviously needed for an MUN but also often ignored. The more you research, the more confident you will be not only just in the International Press but also in all of the other committees. Reporters need to know what is going on in the committee they are writing an article on; otherwise, they will end up sitting blankly and wasting the beat. In the case of your own committee, active participation is really appreciated, and for that, one should be thoroughly researched.

 ● When in the beats, it is highly recommended that reporters note down the things being spoken in committee. While a recording device is helpful, it is preferred that the reporters write down the things on paper, as the sound may or may not be recorded properly in this case. However, the usage of a recording device for an interview is preferred.

 ● No one likes to read articles with long, complex words and confusing long sentences. Reporters should keep language in the pieces - formal and informal - simple and professional. Usage of slang, abbreviations, or inappropriate language is prohibited. Reporters should remember that they are writing about a formal conference.

● Accuracy is crucial. Reporters should take care to spell the names and quote the delegates correctly, get the facts right, and avoid grammatical errors. While the International Press staff will be editing the pieces, a journalist should always be careful about their grammar and content.

* Also the caricaturists have to submit their caricatures before the end of the committee session.
* OPINION PIECIES

Opinion pieces generally feature the reporter’s opinion upon 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 it is essential that reporters think through the argument they will be making and its presentation, so as to engage a wider audience. Reporters may write Op-Eds for the newsletter after they have finished reporting from the council, which may include their take on the agenda. Editorials or OpEds do not have to contain any information on what happened in the council/committee but concerns what the author thinks of the discussion at hand. Editorials and Op-Eds have to be very high in standards of writing and expression, and publication shall be at the subject of discretion of the Editorial Board. In clear words, Editorials and Op-Eds differ from News articles in matters of substance than events. For example, „The delegates gave good solutions in the moderated caucuses.‟ does not provide the facts on which this opinion is based, while „The delegates proposed moderately substantial solutions, putting special emphasis upon the establishment of exclusive institutions which will help, to an extent, discontinue the practice of child marriage, prevent adolescent pregnancy, and ensure gender equality in Africa.‟ is much more apt. In many cases, reporters may have to interview and quote some delegates, keeping in mind that the ultimate goal is to provide their opinion a firm, factual base armed with the reporter’s opinion.

* FEATURE ARTICLE

A features article is journalistic, researched, descriptive, colorful, thoughtful, reflective, thorough 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 so use the opportunity well.

* RULES FOR SUBMISSION

● Journalists WILL BE submit their articles to their Editors via e-mail.

● The subject of the email, as well as the name of the document, must be in the

following order ‘journalist’s name- committee- the task no.’ One shall not write the

article within the body of the email. It must be attached in the e-mail.

● One must adhere to the submission deadline as well as the prescribed word limit

 **CODE OF CONDUCT**

The International Press committee is a committee of exclusive nature and has characteristics of its own. Therefore, to ensure proper functioning and uniformity in the conference and the committee, there are certain policies and regulations dedicated to only International Press delegates:

* Reporters are expected to be respectful and polite to every delegate, staff member, and conference executive. When in committee, reporters should not cause any sort of disruption. If a reporter wishes to interview a certain delegate or member of the Executive Board, they are to communicate with the person and arrange a time for the interview, which can only conducted during lobbying sessions or breaks. However, if urgent, a reporter may confer with the person via notes and conduct the interview outside the committee room during the session, so long as it does not inhibit participation.
* Do not indulge in any form of reporting which has your personal likes or dislikes for a person/country/religion.
* Do not write any reports without adequate amount of knowledge; make sure your reports are accurate.
* One should remember the fact they are representing a news outlet.
* One is not required to write word by word on the proceedings of the committee session. Choose a specific topic or any instance during the committee and elaborate on it.
* News reports are always brief and to the point. Do not stray away from the core of the article and stick to the mentioned word limit.
* Always write News Reports in third person and in the past tense.
* News report or any other form of writing should be unbiased, and any personal feelings should not affect the reports.
* Select an interviewee who you think is smart and witty, or informative, or someone who has something important to say. One can interview delegates as well as EB Members.
* The caricaturists have to be very innovative and creative while making caricatures and will be assessed accordingly.
* Proof-read articles before submission so that they are well written, with no grammatical errors. This will make the work of editors a little less burdened.

Submit the materials in accordance with the deadline.