

Procedure of using facilities at Media Center

Both national and international journalists with a valid ID Card accredited by the Department of the Information shall be able to use the following facilities available at the Media Center:

Photocopying / Printing Facilities:

Media representatives with the permission of the official at the Media Center can use the photocopy and printing machines to send urgent and essential documents/ materials relating to the Constituent Assembly to their respective media outlay at free of cost.

Computers / Internet service:

- Journalists can use computers available at the working compartment. However, one would be allowed to use computer for thirty minutes at one time if others are waiting for their turn. This service will be provided at free of cost.
- Do not try to fix computer machine yourself if you encounter technical problem. Please ask the concerned person at the centre's IT Unit for assistance.
- Please do not save your files on the computer; the IT Unit shall routinely delete files during the time of maintenance. Any downloading should be categorically for the official purposes.
- Computers can be used for official purposes only. If any journalists are found to be using the computers for any other purposes other than their official purposes, he or she would lose the privilege of using facilities available at the center.

Audio / Visual Service:

- The balcony at the conference room in the Media Centre has been made for photographers and TV camerapersons at the time of press conferences and other media events to be organised by the Election Commission.
- Provision has been made to accommodate for certain number of people at the balcony. Therefore you are requested to understand this limitation. It has been done for safety purpose.
- TV journalists without camera crew can take the visuals of press conference and other media events shot by the A/V Unit at the Media Centre. No cost will be charged for using this service.
- The editing equipment can be used only with the permission and at presence of center's A/V Unit.

Telephone:

Telephones at the center are only for its official purpose. No journalists are allowed to use the telephones the Media Centre.

Office hours:

The Media Centre shall remain open for six days a week from early morning till the evening. If it is required the Media Centre may extend its working hours.

Miscellaneous

- There is a canteen at the rear of the Media Center building.
- Please respect the notification signs such as – 'Restricted' or 'Unrestricted'.
- The Media Centre is a smoking-free zone. Anybody willing to smoke may use a chamber outside the balcony.

Contacts:

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