**Rules and Policies for Reporters:**

 Due to the unique nature of the Press Corps, there are several rules and guidelines that reporters should be aware of: -

1. Sourcing: It is permitted to make use of material and information obtained from other reporters and news sources and no plagiarism.
2. Usage of electronic devices in committees: During conference, one can use their electronic devices in the Press Corps Center or outside committees in order to keep up their reports or communicate with other members of our Press Corps team.
3. Decorum: It will be important for all to ensure that cameras, mobile phones and other devices are in silent mode while entering any enter other committees in session. Also, note that laptop usage in other committees is subject to the discretion of every director.
4. Submission outline :All submissions need to be made in the following format:

Your Name\_

School:\_

Article Type:REPORT/ INTERVIEW/EDITORIAL/ FEATURE

Day:

 e)Each submission has to follow these specifications:

* Font- ➢ For headlines: Size xx or xx

 ➢ For body text: Size xx

* Font Style: xxxxx
* Word Limits: The word limit shall be informed during the International Press Briefing Session on the day of the conference (however +/-20 words do work).

Evaluation:

 In order for reporters to have clear knowledge about what will be evaluated in this committee, a brief description of the criteria the staff will follow has been placed below. This criteria has been set with a holistic approach rather than a rigid numerical grading system. The following criteria will be taken into consideration:

1. Creativity and originality - 10 marks
2. Language – 10 marks
3. Plagiarism - 10 marks
4. Word limit - 10 marks
5. Presentation – 10 marks
6. Punctuality –10 Marks
7. Coherence and Grammar - 5 marks
8. Research - 5 Marks
9. Additional 10 marks each for professionalism, argumentation and satire/humour.

Hence, total = 100 marks.

FOR PHOTOGRAPHY:

1. A) Submitted images should not be larger than 5 MB. Photos must be in JPEG or PNG format.
2. The photograph should respect the COMMITTEE workings…(check please)
3. The photograph must be original; there must be no border(s), logo(s), copyright marks, identifying marks, logos, or any other visible references and/or marks on the image.
4. Basic editing, including colour enhancement, the use of filters, and cropping of the photo(s) is acceptable, provided any such editing does not affect the authenticity and/or genuineness of the photo.
5. Images will be judged on
* Originality 10marks
* Concept 5 marks
* technical excellence 5marks
* composition 10 marks
* overall impact 10 marks and
* artistic merit 5 marks.
* Additional 5 marks for catchy headlines.