



## COUNCIL ON FOUNDATIONS

1828 L STREET NW WASHINGTON, DC 20036-5168  
(202) 466-6512 · FAX (202) 785-3926

### **Council on Foundations 20<sup>th</sup> Fall Conference for Community Foundations**

October 11 - 13, 2004

Hilton Minneapolis Hotel

Minneapolis Convention Center

Twin Cities, Minnesota

#### **Press Accreditation and Registration**

The Council on Foundations welcomes journalists to the conference. To obtain accreditation, journalists must file a "Request for Press Accreditation". The deadline for submission is Monday, October 4, 2004. Forms may be sent via email or regular mail to:

Jeff Martin, Director, Media Relations

Council on Foundations

1828 L St. NW, Suite 300

Washington, DC 20036

[martj@cof.org](mailto:martj@cof.org)

#### **Accreditation Guidelines**

To be accredited, applicants must hold valid press credentials.

Details of your credentials must be specified on the accreditation form. Acceptable press credentials include those issued by national and local authorities, or by a recognized professional association of journalists. If such credentials are not held, it will be at the discretion of the Council on Foundations whether access to the conference is granted. In the absence of credentials, a copy of the publication, an assignment letter from the editor, a business card and any other documentation to establish a professional bona fide must be attached to the application.

#### **Council Press Credentials**

Organizations will be allowed to secure up to two, non-transferable Council Press Badges per organization provided the person securing the accreditation is a verified staff member of a publication produced by that organization. The publication must have a circulation beyond the Council's internal staff and membership, and applications must provide evidence supporting this verification when submitting their application form, including a copy of the publication.

#### **Formal Notification of Accreditation**

Persons accepted for press accreditation will be notified up to one week prior to the conference (Monday, October 4, 2004). Credentials and name badges will be set aside at the conference Press Registration Desk and must be obtained and prominently displayed to enter any conference activity.

Persons not accepted for press accreditation will also be notified up to one week prior to the conference and will be denied access to the conference.

Journalists who have secured accreditation can pick up their credentials between 8:00 a.m. and 5:00 p.m., Monday, October 11 and Tuesday, October 12, and between 8:00 am and 10:00 a.m. on Wednesday, October 13, at the press registration desk. Journalists must come in person to register and must present press identification bearing a photograph.

#### **Council on Foundations Media Relations Contacts**

For further assistance prior to the conference, the Council's Media Relations Department can be contacted at 202/467-0265; by email, at ([media@cof.org](mailto:media@cof.org)); or by facsimile, at 202/835-2723. More information about the Council on Foundations 20<sup>th</sup> Fall Conference for Community Foundations is available at <http://int2.cof.org/conferences/fall2004/index.htm>.



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**Request for Press Accreditation**

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*Please print clearly. All fields are required.*

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DATE(S) ATTENDING: \_\_\_\_\_

ACCOMPANIED BY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please note cut-off time to press accreditation is Monday, October 20

**Mail completed form to:**

Jeff Martin  
Director, Media Relations  
Council on Foundations  
1828 L Street, NW Suite 300  
Washington, DC 20036

**Fax completed form to:**

(202) 835-2901  
Attention: Jeff Martin

**E-mail completed form to:**

[martj@cof.org](mailto:martj@cof.org)