

Press Guide for Journalists

Greetings, Press members!

Being a member of the International Press is an immense privilege. It is the belief of many that journalists are not of much importance, however they fail to realise that it is impossible to uphold the posterity of any conference without the International Press Corps. I'd simply like to highlight how very insightful it is to be a part of such a powerful Organisation, be it in a simulated conference. Thus, with the same, I urge all journalists to spread their wings of creative thought and open their minds to the gates of intuition. Whether you're an experienced writer, or a first timer in the field, you're expected to keep a few things in mind as the conference commences.

Essential Guidelines:

1. Verse yourself well with the Ethics of Journalism.
2. Be **punctual** with your submissions.
3. Research well, an article remains flavourless if it does not obtain a sturdy backbone.
4. Your articles must be submitted as a **digital document** (Google Doc or Word) and must include a Title (font size – 16), a By-Line (font size – 14, *italic*), and your Content (font size – 12). The font type for the whole article should be '**Times New Roman**' (the same as this document).
5. **The articles have to be submitted on the drive link sent to you on the WhatsApp group. Please create a folder named after your full name, and upload everything there, otherwise your work will not be marked.**
6. Make sure you have a stable internet connection for research.
7. The name for your document should be in the format as follows:
YourName_Day1/2_TypeofArticle
8. Please note that these guidelines **must** be followed, and in the case that they aren't, marks will have to be deducted on technical grounds.

Guidelines for Model UN Journalism:

1. A Model 'UN' is a simulation not just for delegates, but for you as well. You must write articles as though you were writing them for the actual committees being simulated at this conference. Terms such as 'moderated/unmoderated caucus', 'executive board member', 'draft resolution' and more are **exclusive to Model UN simulations**, not actual UN conferences, so you absolutely **cannot** use them.

And with the same, I would like to welcome each one of you to the International Press Corps of HIXSMUN 2024!

Do not forget,

"A pen obtains more power than that of a sword."

All the very best, and regards

Aarushi Godika,

Your Editor-in-Chief

Article Guide

Beat Articles

Beat reporting is also known as specialised reporting. In these articles, a journalist is required to put forth an informative piece that delves deep into one particular topic. As is the name, the journalist must harness a 'beat' in the committee and write an article centric to the same, while also providing quotes and facts to back it up. Evidently, you must build up a base of knowledge and familiarity with the topic chosen, without providing opinions of your own so that the readers may form their own points of view on the same.

In very simple words, a beat report is arguably one of the simplest in an MUN, and it is a presentation of simple facts laid down in descriptive language.

In order to write a flavourful beat article, you're advised to sit through the debates, make notes of the delegates' verbatims, and lay them down in a piece while making it interesting.

Features

Features can be referred to as 'The Shopping Centre for Journalists'. They are informal articles that enumerate and depict interesting ideas, vibrant colours, lights, action and energy. Their purpose is to target the humanitarian aspects of the agenda, and build upon audience interest.

A few things you can write as features are:

- Open Letters
- Short Stories
- Scripts
- Monologues

The options are endless.

The summary of a Feature is that it is an article that represents the extent of a journalist's creativity.

In order to write a well-written Feature, you must be well researched with the Agenda and should know how to extract human emotion/reaction with the use of words, phrases and expressions.

Opinionated-Editorials

This is a journalist's prime opportunity to express their opinions. In an Op-Ed, you must lay down your belief in a way that is not spiteful or disrespectful, yet it convinces the reader to believe the same.

It is very important that you make your stance very clear in your writing, and you use facts to substantiate your argument, for you suffer the loss of major marks if you do not do so.

If you wish to write an optimum Op-Ed, you must be very well prepared with your research and must be spontaneous when it comes to acquiring further information.

Crisis Article

Crisis Articles are what will truly test your spontaneity as a journalist. As it is a 'crisis' piece, no external information will be revealed as of now. However, you must keep in mind that all journalists will receive only 30 minutes of collecting research before their phones are confiscated and they must construct their piece with the information they obtain at that point. Any journalist found researching beyond the 30 minute deadline will receive a *zero* on their mark-sheet.

Interview

As is evident, an interview is where a journalist poses questions to someone. Whether the interviewee is a member of the Executive Board, or a delegate, is dependent on the journalist's intuition. Over here you may ask the interviewee informal/personal questions regarding their experience etc. or you may ask them formal questions about the agenda etc. You will be judged strictly upon the quality of the questions, so make sure that they are intriguing and flavourful.

All journalists are advised to record their interviews just for the sake of making the writing bit easier and less burdensome.

Press Guide for Photographers

Greetings, Press members!

Being a member of the International Press is an immense privilege. It is the belief of many that photographers are not of much importance, however they fail to realise that it is impossible to uphold the posterity of any conference without the International Press Corps. I'd simply like to highlight how very insightful it is to be a part of such a powerful Organisation, be it in a simulated conference. Thus, with the same, I urge all photographers to spread their wings of creative thought and open their minds to the gates of intuition. Whether you're an experienced photographer, or a first timer in the field, you're expected to keep a few things in mind as the conference commences.

Essential Guidelines:

1. Be **punctual** with your submissions.
2. Do **not** disturb delegates and other individuals during committee proceedings. You will have to move yourself to find optimum angles.
3. You are required to carry all of your own equipment, it will not be provided for you. This includes lenses, memory cards with sufficient space, charged batteries, chargers, etc.
4. You **must** carry a **laptop** and a **converter** (in case you need one, such as for Mac M1 users) so that you can transfer the files from your laptop with ease.
5. Learn how to **operate your camera well**. This can be done through the manual that came with it, or a simple Google search (just look up the make and model with your query). The three things that you **must** know how to change in your camera are:
 - a. ISO
 - b. Shutter speed
 - c. F-stop (f-number or aperture)

You will be trained as to how best to adjust these three tools to get the best photographs at the conference itself.

6. Ideally, you should shoot your pictures in the RAW format. However, in case you have less space on your memory card or laptop, JPEG should work too.
7. **The articles have to be submitted on the drive link sent to you on the WhatsApp group. Please create a folder named after your full name, and upload everything there, otherwise your work will not be marked.**
8. Your photographs must be uploaded as PNGs or JPEGs and have to be named as follows: YourName_Day1/2_TaskName
9. All submissions must be made from the room assigned to the International Press Corps.
10. Please note that these guidelines **must** be followed, and in the case that they aren't, marks will have to be deducted on technical grounds.

Post-processing guidelines:

1. Software such as Adobe Lightroom, Adobe Photoshop, Capture One, the in-built software in your laptop's operating system and even Canva are acceptable tools you can use to edit your photographs. However, there are restrictions as to what you should and shouldn't do.
2. **What to edit using software:**

- a. Light using light tools (exposure, contrast, highlights etc.)
 - b. Colour using colour tools (saturation, vibrance)
 - c. Temperature and tone
 - d. Composition using crop and rotate tools
- 3. Restrictions in post-processing:**
- a. Photo-manipulation (photoshopping)
 - b. Masking
 - c. Manipulating the 3D geometry of the photograph
 - d. Healing
 - e. Excessive colour manipulation
 - f. Usage of pre-made filters
 - g. Addition of AI blur

There will be a detailed briefing before each task as to what you're expected to do.

Your very first briefing will guide you through photography basics, and Model UN photography principles as well as helping you get comfortable with your camera.

Till then, get researching and reading about your camera.

All the best!

I look forward to working with you.