Korean American Adoptee Adoptive Family Network
Box 140022 | 1625 Walker Ave NW
Grand Rapids, MI 49514

Korean American Adoptee Adoptive Family Network (KAAN)
Media Policy

The KAAN conference is a unique space where members of the adoption community come together to listen and learn from one another. The trust between speakers and attendees is reflected in open conversations during breakout sessions and general sessions where both speakers and attendees allow themselves to be vulnerable. This trusting environment is enhanced by the absence of commercialism and press. KAAN is committed to maintaining this intimate environment that benefits both the presenters and the attendees.

The KAAN conference is not open to the public, so members of the media must apply for a press badge to attend any portion of the conference. Members of the press must wear their badge at all times during the conference. Please note that applying for a press badge does not guarantee admission as a media representative. Press badges are reviewed and approved by the KAAN's communications manager.

Who qualifies for a press badge?
Press badges are granted to editorial press only and provide admission to breakout sessions that are open to all conference attendees. Adoptee-only sessions are closed to the press. Paid events, including keynotes, luncheons, dinners, and other events must be registered and paid for separately. Press badges will be limited **to two representatives per outlet.**

Should an interview be requested, our staff will try to arrange that interview during a time when there is no conflicting conference activity. To this end, we encourage all such requests and inquiries to be directed to KAAN's communication manager who will coordinate this activity.

What credentials are required in order to apply for a press badge?
KAAN considers an accredited news organization to be one that features original, editorial news coverage, has editorial freedom from advertisers and/or sponsors, and in which advertisers and/or sponsors are clearly identified as such.

To be eligible for a KAAN press credential, applicants **must write exclusively** for the news organization that has provided their letter of assignment, unless otherwise noted. Media who do not write for their credentialed outlet and instead misuse their access on behalf of other publications that are not disclosed in the media registration request may have their media credentials revoked and access to future KAAN conferences may be denied.

When applying for press credentials, the following materials must be provided for verification:
- name
- organization
- title

- address
- phone number
- fax number
- e-mail address
- A letter of assignment on the letterhead of the news organization being represented, verifying that the media representative is assigned to the KAAN conference
- A copy of your business card
- Media identification such as an international or national press pass or an official media-outlet-issued credential

Please e-mail copies of the above information to KAAN's communication manager. Upon approval, you will automatically be registered for the conference.

**Please Note: Even if you have qualified for a KAAN media badge in the past, you must re-qualify for each subsequent KAAN conference.

When will I receive my press badge?
Press badges are not mailed out; they must be picked up onsite at the registration desk during regular registration hours.

Are photographs permitted?
KAAN permits media to take photos during the conference as long as permission is granted by individuals in the photo, including during sessions and in the vendor hall. Photos may not be used for commercial purposes. ****Please Note:** Media outlets who have a credentialed photographer onsite will be provided with a very limited amount of KAAN's officials photos if requested after the conference.

Is media permitted to use the KAAN logo?
All KAAN logos are the property of KAAN and anyone wishing to use the logos in their communications materials must seek permission from KAAN's communications manager.

last updated 3/20/2019