

Press Policy and Guidelines for LMA and ICMA co-hosted events

This document sets forth the press policy and guidelines (“Policy”) governing any form of media participation at events co-hosted by the Loan Market Association (“LMA”) and the International Capital Market Association (“ICMA”). By attending any event co-hosted by the LMA and ICMA, media representatives acknowledge that they have read, understood and agree to abide by the terms and guidelines herein.

1. Press Registration and Access

1.1. Accreditation Process

(a) All media representatives must complete advance registration to attend any LMA ICMA co-hosted event. Whilst press passes shall be issued to LMA member media representatives upon registration, press passes for non-LMA member media representatives shall be issued only upon satisfactory review and confirmation.

(b) On the day of the event, all press representatives must report to the designated registration desk or kiosk for accreditation and to receive instructions regarding event access. Media representatives should wear their designated badges with them at all times during the event and ensure that they are clearly visible.

1.2. Right of Access Control

The LMA and ICMA reserve the absolute right to deny access to or restrict the coverage by any individual or for any specific session, at its sole discretion irrespective of whether they are a member or non-member.

2. Interviews, Photography and Filming

2.1. Press Interviews

Press interviews with speakers, panellists or delegates at events co-hosted by the LMA and ICMA are permitted only if written permission has been obtained from the LMA and ICMA. Requests should be sent to leyla.ghaffar-zadeh@lma.eu.com and oliver.tinkler@icmagroup.org. The LMA and ICMA will liaise with any individuals as needed and provide confirmation of their agreement (and any associated conditions or restrictions) in advance of the event.

2.2. Photography and Filming

Photography, audio recording, and video filming at LMA and ICMA co-hosted events are permitted only if express written permission has been obtained from the LMA and ICMA prior to the event. Requests should be sent to leyla.ghaffar-zadeh@lma.eu.com and oliver.tinkler@icmagroup.org. No requests may be made on the day of the event itself.

2.3. Quoted Event Content

Outside of pre-agreed interviews pre-approved under 2.1 above, any discussions, quotations or information intended to be published in respect of the event, including off the record and background information, shall require the prior written consent of the LMA and ICMA in advance of publication (such publication not to take place until after the event itself). In instances where an individual speaker or delegate is quoted or referenced, the express written consent of that individual (obtained via the LMA or ICMA

and not via direct interaction) must also be obtained. LMA and ICMA reserve the right to require amendments or clarifications to any content that it determines is incorrect, inconsistent with the event's messaging or fails to accurately reflect proceedings.

2.4. Media Identification During Q&A Sessions

To the extent it has been confirmed that sessions are open to press engagement, any media representative electing to ask a question during such session must, upon standing, clearly announce their affiliation as a member of the press. If the question is submitted via Slido or other online Q&A, the media representative must ensure that they are clearly identified as a member of the press and must not under any circumstances submit a question anonymously.

2.5. Use of LMA and ICMA Branding

The logos of the LMA and ICMA, branding, and related materials shall not be used in any media coverage or promotional activities without the express written permission of the LMA and ICMA.

2.6. Control of Visual Recordings

The LMA and ICMA reserve the right to restrict or control visual recordings of its events, including footage intended for promotional use or social media dissemination.

3. Confidential, Proprietary or Sensitive Information

3.1. Confidential and Proprietary Information

Any confidential or proprietary information disclosed during the event, including internal discussions, unpublished research or anything not in the public domain, shall remain undisclosed unless explicitly authorised by the LMA or ICMA.

3.2. Sensitive Issues

In instances where sensitive issues are raised, the LMA and ICMA will provide guidance regarding whether such information may be reported on and the appropriate manner for handling it.

4. Social Media Guidelines

4.1. Compliance with Official Hashtags and Guidelines

Press representatives shall adhere to the official event hashtag and all applicable LMA/ICMA social media guidelines when sharing content on social media platforms.

5. Disputes and Concerns

5.1. Reporting of Issues

Any disputes, concerns or issues arising out of or related to press coverage, conduct, or compliance with this Policy shall be promptly reported to leyla.ghaffarzadeh@lma.eu.com or oliver.tinkler@icmagroup.org for resolution.

6. Amendments

6.1. Right to Modify

The LMA and ICMA reserve the right to modify or amend this Policy at any time.

Please note that any violation of this policy, including unauthorised quoting or general misrepresentation, will result in a review of the relevant media representative's attendance at future LMA and ICMA co-hosted events, and depending on the severity of the breach, potential legal consequences. By attending the conference, each representative shall be deemed to acknowledge and agree to comply with this policy.