



ISU World Cup Short Track Speed Skating  
7 - 9 Dec 2018  
Almaty Kazakhstan

Media Information



## MEMORANDUM FOR GUIDANCE IN HOSTING ISU EVENT

The Nation Skating Federation looks forward to hosting media attending the ISU World Cup Short Track Speed Skating in Almaty, Kazakhstan. The event will be held at the Halyk Arana from 7 - 9 Dec 2018.

This information will assist you in planning your trip to Almaty and to apply for media accreditation to cover the event. Every effort will be made to ensure journalists have all the appropriate facilities necessary to work at the event.

The press centre and press tribune will be open and operational for the first practice/training session on Dec 7, 2018 at 10:00.

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If you require further information or have any questions, please contact:

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Website : <http://skating.kz/>

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### Media Accreditation

All media must apply for media accreditation through the ISU Online Media Accreditation System (OMAS) on the International Skating Union (ISU) website ([www.isu.org](http://www.isu.org)) under «[Media Accreditation](#)».

Accreditation will be granted to professional journalists and photographers only.

### Writing press, photographers, non-right holding media and freelancers

- **Writing Press** (newspaper, magazine, internet, agencies and ISU Member Federations): maximum two professionals per organization
- **Photographer**: maximum one professional per organization (agencies and major newspapers: maximum two professionals)
- **Television non-right holder**: maximum three professionals per organization
- **Radio non-right holder**: maximum one professional per organization
- **Freelancer**: A freelance journalist or photographer is a full time professional editor or photographer, who is not employed by an agency or newspaper – a self-employed professional. A freelance editor or photographer must provide written evidence that he/she operates on behalf of a clearly identified media. A freelance editor or photographer operating under his/her own account will not be accepted.

The total number of accredited media representatives will be subject to capacity. The Organizing Committee (OC) and ISU reserve the right to refuse any accreditation should the number of applications exceed given space or if any requested information / documentation has not been provided in due time.

The deadline to apply for media accreditation is November 23, 2018. All media must provide the following documentation when applying for media accreditation and further information can be requested:

1. Copy of current professional media or journalist card
2. ID photo in .jpg.
3. *If not in possession of a professional media card, a comment must be added to the note box provided and a letter from your editor confirming your assignment must be uploaded to your application.*

### Rights holding TV and radio

All right holding media must also apply for accreditation via OMAS. Access to the Right Holders area is restricted, therefore Right Holders are invited to contact the ISU Media Team [media@isu.ch](mailto:media@isu.ch) in order to obtain a username and password. To book any broadcasting services or facilities please contact the host Broadcaster:

Inna Tribelgorn  
inna@tvcom.asia  
+7 701 755 52 70

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### Accreditation Confirmation

If the accreditation request is accepted, an automatic email of confirmation will be issued. You may be asked to present a copy of the email of confirmation to receive your accreditation badge.

Accreditation can be taken at the «Halyk Arena» on December 7, 2018, from 10:00.

### Visa Application

Media representatives requiring an official invitation letter in order to apply for a visa must contact the Organizing Committee. Please note that an official invitation letter will only be provided to approved media representatives.

### Media Facilities at the venue

Media center equipment: work desks, power, wired and wireless internet, TV screens, lockers.

### Mixed Zone

The Mixed Zone provides an opportunity for media to interview athletes immediately after competition.

The Mixed Zone is split into five main sections and follows a pre-determined priority order:

- Quick Quotes available through the ISU website
- Rights holders TV and radio broadcasters who have pre-booked positions
- ENG crews
- Written press
- Non-rights holders

All athletes must pass through the Mixed Zone on completion of every event. Media may also approach coaches for interviews in their designated section, if required. The Media Operations team will make sure that skaters go through the mixed zone, fulfil any media requests but are also responsible to make sure that the medalists get to their ceremony on time and will return to the Mixed Zone to finish TV interviews, and will then attend the press conference.

The Mixed Zone is located at ground floor level and can be accessed via stairs located opposite the media tribune entrance on the concourse.

### Material Available

- Image Gallery: [www.skating.kz](http://www.skating.kz)
- Hashtags: #WCShortTrack

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### Media Accommodation

The OC has designated one official media hotels. Shuttle transportation will be arranged from all the official media hotels to the main venue and the practice arena. Shuttle schedules will be provided on site. Please be advised that the transportation service will only be available for the designated official media hotels.

Every individual media person is responsible for booking their own accommodation and bearing any cancellation fees.

### Official Travel Agency or Tour Operator / Media Hotels

The Organizing Committee will arrange hotel reservations for the participants at the following official hotels:

#### KAZAKHSTAN HOTEL

52/2 Dostyk Avenue  
+7 (727) 272 00 70  
e-mail: [reservation@hotelalmaty.kz](mailto:reservation@hotelalmaty.kz)

#### ALMATY HOTEL 85

Kabanbai Batyra street  
+7 (727) 272 00 70  
e-mail: [reservation@hotelalmaty.kz](mailto:reservation@hotelalmaty.kz)

### Competition information

#### Schedule

<b>Thursday, December 6, 2018</b>	09:00	Official Practice all day
	16:00	Medical Meeting (Halyk Arena)
	19:00	Team Leaders meeting and Welcome Reception (Almaty Hotel)
<b>Friday, December 7, 2018</b>	TBA*	Qualifying session Individual & Relay
<b>Saturday, December 8, 2018</b>	TBA	Repechage Races 1000m and 1500m (1) Ladies and Men
	15:02	World Cup session 1000m and 1500m (1) Ladies and Men
		Semi-final 3000m Relay Ladies and 5000m Relay Men
		Mixed Gender Relay 2000

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<b>Sunday, December 9, 2018</b>	TBA	Repechage Races
		500m and 1500m (2) Ladies and Men
	14:02	World Cup session
		500m and 1500m (2) Ladies and Men
		Relay 3000m Ladies and 5000m Men
		Mixed Gender Relay 2000

*\* Final starting times to be decided upon receipt of the number of final entries.*

*For any additional questions or information, please do not hesitate to contact:*

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