

TOMAKOMAI - JAPAN
23 - 25 NOVEMBER 2018



ISU World Cup Speed Skating 2018/19

Tomakomai, Japan

23 - 25 November 2018

Media Information



MEMORANDUM FOR GUIDANCE IN HOSTING ISU EVENT

The Japan Skating Federation looks forward to hosting media attending the ISU World Cup Speed Skating 2018/19 in Tomakomai, Japan. The event will be held at the Tomakomai Highland Sports Center from Friday, November 23 to Sunday, November 25, 2018.

This information will assist you in planning your trip to Tomakomai 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 Wednesday, November 21, 2018 at 8:30 am.

Media Information

Media Information.....	2
Media Accreditation	3
Visa Application.....	4
Media Facilities at the venue.....	4
Material Available	5
Media Accommodation.....	5
Transportation & Telecommunications	6
Useful Information.....	7
Competition information	7

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

PRESS OFFICER:

Mr. Tsutomu Komukai

E-mail: entries-ss@skatingjapan.or.jp

MEMORANDUM FOR GUIDANCE IN HOSTING ISU EVENT

Media Accreditation

All media must apply for media accreditation by filling in the following form:
<https://www.isu.org/docman-documents-links/isu-files/event-documents/speed-skating-8/2018-19-4/world-cups-16/announcements-76/18226-wcss-tomakomai-jpn-media-accreditation-form>

To be sent to:

Japan Skating Federation
Email: entries-ss@skatingjapan.or.jp
Or Fax: +81 3 3481 2350

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 **Friday, November 9, 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 in order to obtain a username and password. To book any broadcasting services or facilities please contact the host

Broadcaster:

tv asahi corporation

Contact person: Ms. Maiko Fujii

E-mail: fujiiim@tv-asahi.co.jp

MEMORANDUM FOR GUIDANCE IN HOSTING ISU EVENT

Accreditation Confirmation

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

You will also be notified if your accreditation request is denied. Please note that the ISU and OC reserve the right to refuse accreditation with or without justification.

Accreditation badges will be handed to the media staff at the press room in the venue, starting at 8:30 AM on Wednesday, November 21 and onwards.

Visa Application

Please fill in the designated visa application form which is available on the ISU website and follow its instruction:

<https://www.isu.org/docman-documents-links/isu-files/event-documents/speed-skating-8/2018-19-4/world-cups-16/announcements-76/18225-wcss-obihiro-romakomai-jpn-visa-application-form>

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

- Work desks, power, wireless internet, TV screens, lockers etc. will be provided.

Media Tribune and TV Commentator positions

- Please follow the direction signage at the venue. There will be no table seats for the press in spectator stands but the above convenience for the media will be provided in the on-site press room with easy access.

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

MEMORANDUM FOR GUIDANCE IN HOSTING ISU EVENT

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 very close to press room.

Material Available

- Social Media: <https://www.facebook.com/ISU-World-Cup-Speed-Skating-201819Japan-293098557547418/>
- Hashtags: #WCspeed

Media Accommodation

The OC has designated two official media hotels. (Please refer to the following map.) Shuttle bus will be arranged from the official team hotel (3 or 4 minutes walking distance from two official media hotels) to the venue. Shuttle schedules will be provided on site.

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

Remarks:

We recommend to make a hotel reservation ahead of time because of limited number of rooms at two official media hotels.

Official Travel Agency or Tour Operator

Kintetsu International Tokyo (KNT) Speed Skating Desk

E-mail: knt-speedskating@knt-ec.com

Media Hotels

Hotel Wing International Tomakomai

Room rate: Single room (18m²) JPY10,500 (per person / per night / including breakfast and tax)

5-7-1, Omote-machi, Tomakomai-city, Hokkaido, 053-0022, Japan

TEL: +81-144-33-0333 FAX: +81-144-33-0222

Website: <https://www.hotelwing.co.jp/tomakomai/en/>

*Free high-speed Internet access

*Breakfast: Buffet style

*2 minutes walk from JR Tomakomai Station (South Exit)

Hotel Route-Inn Tomakomai Ekimae

Room rate: Single room (10m²) JPY8,500 (per person / per night / including breakfast and tax)

3-2-15, Oji-machi, Tomakomai-city, Hokkaido, 053-0027, Japan

TEL: +81-144-38-1110 FAX: +81-144-32-1106

Website: https://www.route-inn.co.jp.e.ut.hp.transer.com/language/hotel_detail.php?hotel_id=245

MEMORANDUM FOR GUIDANCE IN HOSTING ISU EVENT

- *Free high-speed Internet access
- *Breakfast: Buffet style
- *1 minute walk from JR Tomakomai Station (South Exit)

Reservation Payment Conditions

Deposits: We will have your credit card information as deposit beforehand.

Cancellation charge:

Two weeks before arrival: 20%

One week before arrival: 50%

One day before arrival or No-show: 100%

Payment method: Credit card (VISA, Master, Diners, AMEX)

Location of the Media Hotels



Transportation & Telecommunications

Transportation

Access to Tomakomai-city:

<http://www.city.tomakomai.hokkaido.jp/kankojoho/>

Access to the venue:

Shuttle transportation will be arranged from the official team hotel (3 or 4 minutes walking distance from two official media hotels) to the venue. Shuttle schedules will be provided on site.

MEMORANDUM FOR GUIDANCE IN HOSTING ISU EVENT

Telecommunications

The press room at the ice rink will be equipped with wired and wireless internet service, available to all journalists and photographers. Should you require a separate telephone line, please contact the Organizing committee.

Useful Information

General information of Tomakomai-city:

<http://www.city.tomakomai.hokkaido.jp/kankojoho/>

VISA information:

<https://www.jnto.go.jp/eng/basic-info/tourist-info/2931.html>

Exchange rates:

<https://finance.yahoo.com/currencies>

Competition information

Schedule:

Thursday, November 22:	16:00 18:00	Team leaders' Meeting, Grand Hotel New Oji Opening draw, Grand Hotel New Oji
Friday, November 23:	TBD 15:30	Division B: 500m Ladies (1 st) 500m Men (1 st) Mass Start Ladies (Semi-Finals) Mass Start Men (Semi-Finals) Division A: Team Pursuit Ladies Team Pursuit Men 500m Ladies (1 st) 500m Men (1 st)
Saturday, November 24:	TBD 15:30	Division B: 500m Men (2 nd) 1500m Ladies 1500m Men 500m Ladies (2 nd) Division A: 500m Men (2 nd) 1500m Ladies 1500m Men 500m Ladies (2 nd) Mass Start Men (Final) Mass Start Ladies (Final)
Sunday, November 25:	TBD 14:30	Division B: 1000m Ladies 1000m Men 3000m Ladies 5000m Men Division A: 1000m Ladies 1000m Men 3000m Ladies 5000m Men Team Sprint Ladies Team Sprint Men

MEMORANDUM FOR GUIDANCE IN HOSTING ISU EVENT

Entry List: <https://app.isureresults.eu/events>

Results: <https://app.isureresults.eu/events>

Rankings: <https://app.isureresults.eu/events>

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

PRESS OFFICER: Tsutomu Komukai (Mr.) E-mail: entries-ss@skatingjapan.or.jp

Official website: <https://www.jsfresults.com/InterNational/2018-2019/wcss/>

ISU Event page: <https://app.isureresults.eu/events>