



ISU Grand Prix of Figure Skating® 2019/20,
NHK Trophy

国際スケート連盟公認グランプリシリーズ2019/20
2019 **NHK**杯 国際フィギュアスケート競技大会

Sapporo / JPN

November 22 to 24, 2019

Media Information



**INTERNATIONAL
SKATING UNION**

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Japan Skating Federation looks forward to hosting media attending the ISU Grand Prix of Figure Skating - NHK Trophy 2019 in Sapporo, Japan. The event will be held at the Makomanai Sekisuiheim Ice Arena from November 22, 2019.

This information will assist you in planning your trip to Sapporo 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 Thursday, November 21, 2019 at 09:30.

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

NHK Trophy Media Office
E-mail: nhk-t@mediaoffice.co.jp
Fax: +81 3 5467 3483

Media Accreditation

All media must apply for media accreditation through the NHK Trophy Media Office. Please fill in the necessary information to Appendix "[Media Accreditation Form](#)" and send it to NHK Trophy Media Office.

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 one professional per organization (agencies and major newspapers: maximum two professionals)
- **Photographer:** maximum one professional per organization (Foreign Press Center Japan: 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 **October 18, 2019**. 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:

NHK(Japan Broadcasting Corporation)
Contact person : Takeshi Nagatomi
nagatomi@nhkint.or.jp

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 card.

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.

Media Accreditation cards are to be picked up at Makomanai Sekisuiheim Ice Arena Press Center.



Opening times:
November 21 (Thu) From 09:30
November 22 (Fri) From 06:30
November 23(Sat) From 06:00
November 24(Sun) From 10:00

Visa Application

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

Visa Request Form

(Arrangement fee for the visa invitation letter:
@JPY7,500 *DHL fee included)

Check the following URL to find out if you need to obtain a visa to enter Japan:

http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html

The procedure to apply for a visa is shown on the following link:

http://www.mofa.go.jp/j_info/visit/visa/index.html

It will take at least one week for the visa to be issued, so it is highly recommended to consider the timing for the application.

Media Facilities at the venue

- OC will provide non-tabled media seating.

Media Tribune

- Media seating access section 3F East “あ(A)” , “い(I)” , “う(U)”

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

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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.

Material Available

- [Press Releases](#): Subscribe to receive ISU Press Releases or Newsletter [here](#)
- Image Gallery: Can be found on the [ISU News Page](#) (credit as mentioned)
- Social Media: [Instagram](#), [Facebook](#), [Twitter](#), [YouTube](#), [Weibo](#)
- Hashtags: #GPFigure

Media Accommodation

To book the hotel at Sapporo-city, the OC recommends to refer to the website of Sapporo Tourist Association on below URL:

<http://www.sapporo.travel/hotel/?lang=en>

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

Official Travel Agency

Please contact Kintetsu International Tokyo (KNT) in regards to your accommodation needs and inquiries.

nhk-trophy@knt-ec.com

Transportation & Telecommunications

Transportation

Access to Sapporo-city:

<http://www.sapporo.travel/learn/transportation/?lang=en>

Access to the venue:

Shuttle transportation will be arranged from the official hotel (Sapporo Prince Hotel) to the venue. Shuttle schedules will be provided on site.

Telecommunications

OC will provide free internet WiFi at the press center. If you require your own internet line, please contact to the OC before the end of September.

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Useful Information

Sapporo Tourist Association (Basic Travel Information):

<http://www.sapporo.travel/learn/?lang=en>

Banking hours:

Regular banking hours are Monday to Friday from 9:00 to 15:00. All banks on Saturday, Sunday and national holidays are closed all day.

Currency:

Paper bills, are 10,000Yen, 5,000Yen and 1,000Yen bills and coins, are 500Yen, 100Yen, 50Yen, 10Yen, 5Yen and 1Yen coins. Most stores accept all bills but larger bills (10,000Yen or 5,000Yen) may not be accepted when you take public transportation such as buses.

Taxes:

There is a 10% sales tax in Japan on all services and products. Prices indicated sometimes include the tax while others may exclude it. Vending machines, convenient stores, coffee shops, buses, taxis, etc. mainly indicate prices including sales tax. Restaurants, fashion boutiques, hotel, etc. mainly excluded it.

Gratuity:

Tipping in restaurants is not necessary. Hotel restaurants or cafe automatically add a service charge to the bill.

Time zone:

Time zone for Japan is 9 hours ahead of Greenwich Mean Time (GMT+9:00).

Climate (November in Sapporo):

Daily Average (°C) +4.9

Maximum temperature +8.5

Minimum temperature +1.3

Electricity:

100V plug type A

Competition information

[Schedule](#)

[Entry List & Results](#)

[Rankings](#)

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

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Fax: +81 3 5467 3483

[NHK Trophy Website](#)

[ISU Grand Prix of Figure Skating – NHK Trophy 2019 Event Page](#)

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