1 May 2023

World Aquatics Championships Fukuoka 2023 Organising Committee

**Application Procedures for Media Coverage of the**

**World Aquatics Masters Championships - Kyushu 2023**

<Caution>

Unless otherwise specified, filming in the competition area (competition surface and surrounding area) is limited to the media tribune (media-only area) set up in the spectator stands. This does not apply to photographing outside of the competition area, however, please be considerate of the privacy of other spectators and take photos/film in a manner that does not inconvenience them.

* **Media who wish to film the competition area only within the Media Tribune at the World Aquatics Masters Championships - Kyushu 2023 are requested to follow the procedures for coverage as described in *Procedure A* below. (Free of charge)**
* **Media who wish to enter the competition area to film the competition must follow the procedures in *Procedure B* below. (Paid)**

**<Procedure A>**

1. **Register on the GMS and receive a competition venue entry pass (AD card).**
* You must have an AD card to enter to each competition venue and for media coverage in the media tribune.
* Please complete your registration on the GMS from below website:

[**https://registration.worldaquatics.com/account/signin?ReturnUrl=%2F**](https://registration.worldaquatics.com/account/signin?ReturnUrl=%2F)

* Once you have completed your GMS registration, visit the AD Centre in each city to collect your AD card in time for the start of coverage.

|  |  |  |  |
| --- | --- | --- | --- |
| **Venue name** | **Discipline** | **Application period** | **Opening times** |
| Hakata Port International Terminal,Fukuoka City | SWDVOWS | 30 July – 11 August 2023 | (30/7 – 5/8)8:00 – 19:00 |
| (6/8 – 11/8)9:00 – 17:00 |
| Aqua Dome Kumamoto,Kumamoto City | WP | 3 – 11 August 2023 | (3/8 – 4/8)9:00 – 18:00 |
| 5/8 – 11/8)8:00 – 1 hour after competition ends or 19:00, whichever is earlier |
| Kamoike Park Swimming Pool,Kagoshima City | AS | 3 – 11 August 2023 | (3/8 – 4/8)9:00 – 17:00 |
| (5/8 – 11/8)8:00 – 1 hour after competition ends or 19:00, whichever is earlier |

* Present your AD card for admission at each venue. You must wear your AD card at all times during coverage activities.
1. **Present your AD Card at the entrance gate of each venue and receive green bib.**

Upon arrival at the venue, present your AD card to the staff (security guard or OC staff) at the entrance gate of each venue. Those with a "Photographer" or "Broadcaster" AD card will receive a green bib green. You must apply for a bib in advance. Additional bibs cannot be added on site.

1. **You must wear a green bib to conduct interviews.**

Only photographers wearing bibs are allowed to take photos inside the media tribune. Photographers must wear their bibs at all times for identification purposes, even when photographing outside of the competition area.

1. **Return your bib at the entrance gate once you have finished your coverage.**

When you have finished your coverage for the day, you must return your bib to the staff at the entrance gate. Even if you have plans to cover the event the next day or later, you are not allowed to take your bibs home with you. You must return your bib and pick it up again at a later date.

**<Procedure B>**

1. **Register on GMS and obtain a competition venue admission pass (AD card).**

For details, refer to No. 1 in *Procedure A*.

1. **Submit an application (any format accepted) to the World Aquatics Championships Fukuoka 2023 Organising Committee.**
	* The contents that you register on GMS will be checked against the contents of your *Application for Media Coverage* form, so be sure to complete your GMS registration and then submit an *Application for Media Coverage* (any format acceptable).
	* You must include the following information in your application:
		1. Organisation name
		2. Name of person in charge
		3. Contact details of person in charge
		4. Scheduled day of coverage
		5. Number and structure of coverage staff
		6. Venue to be covered
		7. Number of people entering competition area\*

\*If filming is to be conducted in the competition area, a fee of 20,000 yen per person entering the competition area will be charged as a coordination fee. The area where coverage is allowed will be designated after coordinating with the competition management. If the requested coverage is deemed to be a hindrance to the competition operation, the organisers may not be able to accommodate your request.

* + 1. Athletes you wish to cover (in cases of specific athletes)
		2. Desired coverage content
		3. Whether or not vehicles will be used (if so, state type and number)
		4. Name of media organization where video/photographs will be used
		5. Scheduled date of broadcast/publication
		6. Content of programme/article
	+ Address to send applications:

Broadcasting Team, Logistics & Media Section,

World Aquatics Championships Fukuoka 2023 Organising Committee,

Email:　media-ms@fukuokaoc.org \*

　　　　　\*Start the title of your email with Application for Media Coverage.

Telephone: 092-711-4989　(Questions only\*) Staff in charge: Yamada; Murakami

　　　　　\*Applications will not be accepted by telephone. You must apply by email.

* + Application deadline

9 June 2023

1. **Pay the coordination fee for entry into the competition area.**

If there are no problems with the content of the coverage, the Organizing Committee will send you a *Notice of Payment* for the coordination fee for entry into the competition area (hereinafter referred to as the "coordination fee") by e-mail. When you receive the notice, deposit the specified amount into the designated account by the due date (any handling fees are the responsibility of the applicant.)

1. **Print out the *Approval of Media Coverage* and bring it to the venue.**

Once we have confirmed your payment of the coordination fee, we will send you an *Approval of Media Coverage* by e-mail.　You must present it when you receive your bib, which is required to enter the competition area.

1. **Present your *Application for Media Coverage* at the entrance gate of each venue and receive a light blue bib.**

When you arrive at the venue, present your *Application for Media Coverage* to staff (security guards or OC staff) at the entrance gate of each venue. You will receive bibs for the number of people who have applied in advance. You must apply in advance, as additional bibs cannot be provided on site.

1. **Wear the light blue bib during media coverage.**

Only people wearing light blue bibs may enter the competition area. If anyone is found in the competition area not wearing a bib, even if accompanied by a companion, the coverage will be stopped. A space for coverage will be set aside in the competition area with a cone bar. If you are wearing a light blue bib, you may take photos inside the Media Tribune. Photographers must wear the bib at all times for identification purposes, even when filming outside the competition area.

1. **Bibs must be returned at the entrance gate after the completion of coverage.**

When you have finished your coverage for the day, be sure to return your bib to the staff at the entrance gate. Even if you have plans to cover the event the next day or later, you are not allowed to take your bibs home. Return the bibs and collect them up at a later date.

**(Example)**

**World Aquatics Masters Championships - Kyushu 2023**

**Approval of Media Coverage**

**No.**

|  |  |
| --- | --- |
| Company name |  |
| Number of photographers |  |
| Venue for coverage |  |
| Date of coverage |  |

**Note:**

* Print out this consent form and carry it with you to present at all times while covering the event.
* When conducting media activities, be considerate of the privacy of competition participant. Do not take videos or photographs highlighting specific participants without obtaining permission in advance.
* Follow the instructions of the competition management on the day of the event, even if the content differs from what was requested in advance. If you do not follow the instructions of the competition management, your permission to cover the event will be revoked and you must leave the venue immediately.