ISU World Figure Skating Championships®

Saitama, Japan

March 20 - 26, 2023

Media Information
Media Information

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Welcome

Japan Skating Federation looks forward to hosting media attending the ISU World Figure Skating Championships® in Saitama, Japan. The event will be held at the Saitama Super Arena from March 20 - 26, 2023.

This information will assist you in planning your trip to Saitama 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 tribunes will be open and operational for the first practice/ training session as from Monday, March 20, 2023 at 06:00 am (time is subject to change). On all other days the Press Centre will open 30 minutes prior to the start of the official practice and stay open until 60 minutes after the last practice on Monday, March 20 and Tuesday, March 21. On competitions days, the Press Centre will close 2 hours after the conclusion of the last competition or victory ceremony.
1. 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) under «Media Accreditation».

Only professional journalists, editors and photographers covering the ISU Event for editorial purposes, or producing content for news purposes, will be accredited.

1.1 Accreditation Requirements

All media must provide the following documentation when applying for media accreditation and further information could be requested (such as evidence of past articles, etc.):

1. Endorsement Letter from the editor-in-chief (formats: pdf, png or jpeg) - Mandatory
2. Copy of current professional media or journalist card (formats: pdf, png, or jpeg) – if available
3. ID photo (formats: pdf, png or jpeg) - Mandatory
5. Present any necessary documentation as requested by the OC, and which may include sanitary certifications/testing results - Mandatory

1.2. Quotas

If space is limited the following quota will be enforced:

<table>
<thead>
<tr>
<th>Type of Media</th>
<th>Number of people per media organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Press</td>
<td>Media Organization (newspaper, magazine, web, agencies, ISU Member Federations): 1 journalist</td>
</tr>
<tr>
<td></td>
<td>Agency, Major Newspaper: 2 journalists</td>
</tr>
<tr>
<td>Photographer</td>
<td>Media Organization: 1 photographer</td>
</tr>
<tr>
<td></td>
<td>Agency, Major Newspaper: 2 photographers (limited to one rink side position, the other in an elevated position for Figure Skating, Synchronized Skating and Short Track Speed Skating. For Speed Skating, space permitting 2 rink side positions could be possible)</td>
</tr>
<tr>
<td>TV Non-Right Holder</td>
<td>Media Organization: 3 person crew max. (e.g. one reporter, one camera person, one editor)</td>
</tr>
<tr>
<td>Radio Non-Right Holder</td>
<td>Media Organization: 1 reporter (max.)</td>
</tr>
<tr>
<td>Freelancer</td>
<td>Freelance journalist or photographer: 1 person</td>
</tr>
<tr>
<td></td>
<td>• Freelancers must provide written evidence that they are assigned to cover the ISU Event by a media organization.</td>
</tr>
<tr>
<td></td>
<td>• A freelancer operating under their own account may be requested to submit additional written evidence (presentation letter, copy of past editorial pieces etc).</td>
</tr>
</tbody>
</table>
1.3. Accreditation types and deadlines

The International Skating Union (ISU) and the Organizing Committee (OC) have been working diligently to ensure there will be ample coverage opportunities available to media outlets wishing to cover the ISU events either on-site or remotely. This in mind, there will be two types of media accreditations issued:

- **On-site** media accreditations will be subject to capacity.
- **Remote media accreditation holders** will not have access to the venue and will be covering the event virtually.

The deadlines to apply for media accreditations are as follows:

- On-site media accreditation requests: **Monday, February 20, 2023**
- Remote media accreditation requests: **Monday, March 13, 2023**

No late media accreditation applications will be accepted for on-site requests.

1.4. Restrictions to Media Non-Right Holders during ISU Events

Non-Right Holders media – print/web journalists, TV/Radio, photographers, content creators and social media reporters – who have not negotiated any special production rights – need to abide and agree to the following rules in the conduct of their editorial work during ISU events (**see Terms and Conditions here**).

1.4.1. **Restricted areas**

   Filming in the below listed areas is strictly forbidden:
   
   - Training sessions (at the Practice or Main rinks)
   - Warm-up zone
   - Changing rooms
   - Mixed Zone area (unless approval has been provided by the ISU and its TV partners in advance)
   - Competitions / Field of play
   - From public seats at all times (even during ice resurfacing)

1.4.2. **Authorized areas**

   Non-Right Holders media are only allowed to produce video, audio-recorded material for editorial purposes in the following areas:
   
   - In the Press Conference room
   - Outside the venue

   **Special filming permissions** may be submitted to the ISU Media Team (media@isu.ch) in advance of the event. The transgression of any of these rules may result in the exclusion from ISU Events, removal of accreditation and legal actions.

1.5. **TV and Radio Rights Holders**

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:

**FUJI TELEVISION NETWORK, INC.**

Ms. Aki Takahashi
Office +81 3 5500 1826 / Mobile +81 80 4194 4716
E-mail: aki.takahashi@with1.fujitv.co.jp
1.6. Accreditation Confirmation

If the accreditation request – either on-site or remote - is accepted, an automatic email of confirmation will be issued. For on-site attendance, 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.

The accreditation badge needs to be picked up at the Press Reception at Saitama Super Arena E2 gate.

Media Reception hours (subject to change):

- March 19 – 21: 09:00 – 22:00
- March 22: 08:00 – 20:00
- March 23 – 25: 09:00 – 20:00
- March 26: 08:00 – 15:00

2. Covid-19 Measures

Due to the different sanitary requirements across countries and the ever-changing worldwide Covid-19 situation, it cannot be foreseen at the time this document is published which Covid-19 measures and requirements will be in place during the period of the event. The Organizing Committee will issue in cooperation with the ISU closer to the Championships detailed instructions regarding the Covid-19 measures to be observed before and during the event.

Note that the Guidelines for ISU Events during the COVID-19 Pandemic and the Sport Specific Annex – Figure Skating will have to be complied with as they describe the minimum sanitary measures in place during ISU Events under COVID-19 pandemic circumstances. If the local health authorities require a stricter policy in order to host the Event, those stricter policies will need to be followed.

Please be reminded on the following basic measures to prevent the spread of the Covid-19 virus:

- Wash and sanitize your hand frequently.
- It is recommended to wear a mask in public spaces or when interacting with others.
- Keep physical interactions with others to a minimum.
- Avoid closed spaces and crowds where possible.
- Avoid unnecessary physical contact, including hugs and handshakes.
3. Visa Application

Please apply for the VISA directly to the Embassy / General Consulate. The Organizing Committee is unfortunately not able to support the VISA application process.

However, media representatives requiring an official confirmation letter in order to apply for a visa must contact the Organizing Committee (23wfc-saitama@mediaoffice.co.jp). Please note that an official confirmation letter will only be provided to approved media representatives.

4. Media Facilities at the venue

- The Media Centre is located at Saitama Super Arena and will provide a working area for media with fully equipped internet (wireless and some cable lines) and an area for photographers including lockers. A small catering station is also available. Currently approx. 230 working spaces are planned.
- A Press Conference room will be located at TOIRO within an easy walking distance from the Media Centre, respectively the competition venue.

4.1. Media Tribune and TV Commentator positions

Press Tribunes:
- Number: 224 seats in total, including 88 tabled seats
- Location: Section 231 (non-tabled seats)
  Section 231-232 (tabled seats)
- Wifi connection and power socket will be provided.

TV Commentators:
- Please check the rate card from HB (Fuji TV).

ISU Right Holders & Partners
- Tickets for ISU Right Holders and Partners are available in section 215. Tickets must be requested via the ISU Office.

4.2. Mixed Zone & Press Conferences

The Mixed Zone provides an opportunity for media to interview athletes immediately after competition. It is split into five main sections and follows a pre-determined priority order:
- Quick Quotes (available through the ISU website)
- TV and Radio Rights Holders who have pre-booked positions
- ENG crews
- Non-Right Holders (written/web press, TV/Radio, social media without any production rights)
- Virtual Mixed Zone

Athletes with requests will pass through the Mixed Zone on completion of every event. Coaches may also be requested for interviews, if required. The Press Officer and ISU Media teams will do their best to make sure that requested skaters go through the Mixed Zone for media interviews but are also responsible to ensure that the medallists get to their ceremony on time and return to the Mixed Zone to finish TV interviews, before then attending Press Conferences.

The Mixed Zone is located on B1 level next to the skaters dressing room. Access to the Mixed Zone is through a staircase not far from the Press Reception (E2 Gate).

Press conferences will feature the top-3 finishers after each competition segment and respectively after each victory ceremony on final days with final competition segments. They will also be available virtually to all remote media accreditation holders. Press conferences will be moderated by a member of the Organizing Committee.

All remote media accreditation holders will be able to access the virtual Mixed Zone and virtual Press Conference through a provided link on the Inside ISU Events App.
5. Media Services

- Press Conference: approximately 15 – 20 min after each competition / victory ceremony
- Quick quotes
- Press Releases
- Media Guide

To access ISU photo galleries for editorial and non-commercial purposes, please click here. When using a picture, the ISU must be credited as follows: ©International Skating Union (ISU) and must be tagged or mentioned in any social media post.

- Event Hashtag: #WorldFigure
- Event Website: https://wfc2023.jp/eng/

Connect with ISU official channels for all the latest and live information:

- ISU website
- Event webpage
- ISU Newsletter subscription
- Facebook: @ISUFigureSkating
- Instagram: @ISUFigureSkating
- Youtube: Skating ISU
- Twitter: @ISU_Figure
- Tik Tok: @isuskating
- Weibo: weibo.com/isuofficial
- LinkedIn: https://www.linkedin.com/company/international-skating-union

Inside ISU Event App:

- The Inside ISU Event App is the main source of information and means of communication for media attending ISU Events on-site or remotely.
- It gathers all the key media-related information (competition schedule, media areas operating hours, contacts, virtual mixed zone, transportation, press releases, entries/results, etc.), constantly updated live with push notifications alerts.

The credentials to access the Media channel of the relevant Event is provided via OMAS once an accreditation is approved.
6. Media Accommodation

The OC has designated three official media hotels.

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

Official Travel Agency

JTB
Contact person: Ms. Shizuko MINAMI
E-mail: wfsc2023-travel@jtb.com

6.1. Media Hotels

Marroad Inn Omiya
2-173 Sakuragi-cho,
Omiya-ku, Saitama,
330-0854 Japan
Phone.: +81 48 645 111
URL: https://www.marroad.jp/omiya/index.php
*only in Japanese

Located 5 minutes' walk from JR Omiya Train Station, the Marroad Inn Omiya Hotel features a restaurant, a 24-hour reception and basic rooms with free WiFi.

Access

Narita and Haneda airports are accessible by train.

Narita International Airport
About 40 minutes by Keisei Sky Liner train to Nippori station.
Transfer to JR Keihin Tohoku line to Omiya Station in about 40 minutes. (JPY 2,970)

Tokyo International Airport/Haneda
About 25 minutes by Tokyo Monorail to Hamamatsu station (JPY 500)
Transfer to Keihin Tohoku line to Omiya station (JPY 570)

Saitama Super Arena
- About 3 minutes by foot (from the hotel to Omiya Station)
- About 3 minutes from Keihin Tohoku line (from Omiya Station to Saitama-Shintoshin Station)
- About 2 minutes by foot (from Saitama-Shintoshin Station to the Arena)

Room Charges
- Standard room/Single occupancy: JPY 12,000 / per night
  *Reference Price: USD 90 / per night (the exchange rate as of August 2022)
  *Breakfast and VAT are included in the room rate
Royal Pines Hotel Urawa
2-5-1 Naka-cho,
Urawa-ku,
Saitama 330-0062 Japan
Phone.: +81 48 827-1111

The Royal Pines Hotel Urawa features 8 restaurants, including a top-floor café and its own pastry shop. It has a 24-hours reception and a hairdressing salon, while free WiFi is available property-wide.

Access
Narita and Haneda airports are accessible by train to Urawa station.
*Urawa Station is only a 5 minutes walk away.

Narita International Airport
About 40 minutes by Keisei Sky Liner train to Nippori station. Transfer to JR Keihin Tohoku line to Urawa Station in about 30 minutes. (JPY 2,970)

Tokyo International Airport/Haneda
About 25 minutes by Tokyo Monorail to Hamamatsu station. (JPY 500) Transfer to JR Keihin Tohoku line to Urawa station in about 45 minutes. (JPY 480)

Saitama Super Arena
• About 8 minutes by foot (from the hotel to Urawa Station)
• About 12 minutes from Keihin Tohoku line (from Urawa Station to Saitama-Shintoshin Station)
• About 2 minutes by foot (from Saitama-Shintoshin Station to the Arena)

Room Charges
• Standard room/Single occupancy: JPY 20,500 / per night
  *Reference Price: USD 153 / per night (the exchange rate as in August 2022)
  *Breakfast and VAT are included in the room rate

Candeo Hotels Omiya
1-401-1 Sakuragi-cho,
Omiya-ku, Saitama,
330-0854 Japan
Phone.: +81 48 658 7300
URL: https://www.candeohotels.com/en/

Candeo Hotels Omiya features air-conditioned rooms with flat-screen TV in the Omiya Ward district of Saitama. The property is located 2.1 km from Saitama Arena and a 5-minutes walk from Omiya Sonic City.

Access
Narita and Haneda airports are accessible by train.

Narita International Airport
About 40 minutes by Keisei Sky Liner train to Nippori station. Transfer to JR Keihin Tohoku line to Omiya Station in about 40 minutes. (JPY 2,970)

Tokyo International Airport/Haneda
About 25 minutes by Tokyo Monorail to Hamamatsu station (JPY 500) Transfer to Keihin Tohoku line to Omiya station (JPY 570)
MEDIA INFORMATION

Saitama Super Arena
- About 5 minutes by foot (from the hotel to Omiya Station)
- About 3 minutes from Keihin Tohoku line (from Omiya Station to Saitama-Shintoshin Station)
- About 2 minutes by foot (from Saitama-Shintoshin Station to the Arena)

Room Charges
- Standard room/Single occupancy: **JPY 24,000 / per night**
  *Reference Price: USD 179 / per night (the exchange rate as in August 2022)*
  *Breakfast and VAT are included in the room rate*

6.2. Reservation Payment Conditions

Pre-booking and Pre-Payment Procedure:

**Saturday, Oct. 01, 2022**
Deadline to submit your hotel booking request to JTB (e-mail: wfsc2023-travel@jtb.com).

**Monday, Oct. 31, 2022**
Invoice for the deposit (pre-payment of 50% of the total amount) will be sent by travel agent JTB.

**Tuesday, Nov. 15, 2022**
The deposit (pre-payment) must be received at the travel agent JTB.

Final invoice (balance payment):
You must pay the final invoice (balance payment) latest at registration or must present a proof of bank transfer of the final payment.
- All bank transfer fees, and credit card costs are born by yourself.
- If the payment is not received by given deadline, the reservation will be cancelled.

Cancellation Policy for Official Media Hotels
Changes and cancellations shall be made in writing and directly to the travel agent JTB.

If cancellations are made the following policy will be in force:
- **Up to Tuesday, Jan. 10, 2023:** Refund of 100% hotel deposit for cancellation
- **From Wednesday, Jan. 11 to Tuesday, Feb. 28, 2023:** Refund of 50% hotel deposit for cancellation
- **After Wednesday, Mar. 01, 2023:** No refund for cancellation

Please note:
- If cancellations occur after Wednesday, March 1, 2023 any cancellation fee the travel agent JTB may have to pay to the hotel will be invoiced to the person cancelling the reservation.
7. Transportation and Telecommunications

7.1. Transportation

Transportations to Saitama

From Narita International Airport
About 40 minutes by Keisei Sky Liner train to Nippori station. Transfer to JR Keihin Tohoku line to Omiya Station in about 40 minutes. (JPY 2,970)

From Tokyo International Airport/Haneda
About 25 minutes by Tokyo Monorail to Hamamatsu station (JPY 500) Transfer to Keihin Tohoku line to Omiya station (JPY 570)

From Shinjuku, Tokyo
31 min. to Omiya Station by JR Shonan-Shinjuku Line
30 min. to Saitama-Shintoshin Station by JR Line. (JPY 480)
  * Saitama-Shintoshin is the closest station to Saitama Super Arena

From Tokyo Station
38min to Omiya Station by JR Keihin Tohoku Line
30 min. to Saitama-Shintoshin Station by JR Line. (JPY 480)
  * Saitama-Shintoshin is the closest station to Saitama Super Arena

Please refer to JR Line: JR-EAST - East Japan Railway Company (jreast.co.jp)
Please refer to Keisei Sky liner: Skyliner | KEISEI Electric Railway
Please refer to Tokyo Monorail: Access to Haneda Airport | Tokyo Monorail (tokyo-monorail.co.jp)

Please note:
- The OC will not provide a shuttle transportation service during the event. However, the media persons who booked the official media hotel via the official travel agency JTB, will be provided with a ticket for public transportation.
- Access information from each of the official media hotels to the Saitama Super Arena are provided for each hotel under section 6 (Media Accommodation).

7.2. Telecommunications

Additional services such as dedicated internet line in the Press Center, Press Tribune or rink side for agency photographers should be booked via the OC team (23wfc-saitama@mediaoffice.co.jp) no later than Friday, November 4, 2022.

Please note:
- The cost of a dedicated internet line may vary depending on the location and specific needs requested. The OC will provide a cost offer to each client after having reviewed the specific inquiry.
8. Useful Information

8.1. Currency

The unit of Japanese currency is yen. Coins are available in denominations of 1, 5, 10, 50, 100 and 500 yen and bank notes in denominations of 1,000, 2,000, 5,000 and 10,000 yen. The smallest form of currency is the 1 yen coin, and the largest form of currency is the 10,000 yen bill. The 5 yen coin and 50 yen coin are rare worldwide in that they have holes in the middle of them. Please note that the values of all coins and bills - excluding the 5 yen coin - are written in Arabic numerals.

The 1,000 yen bill and 100 yen coin are used often. In addition to being accepted by many vending machines, the 1,000 yen bill makes your shopping go smoothly at the cash register. In addition, the 100 yen coin is the most widely-used coin in areas with automated installments such as coin-operated lockers and washing machines.

8.2. Financial Services and Banking Hours

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

Also, you may withdraw money with major credit cards or international cash cards in Japan Post Bank or ATMs at major convenience stores. ATM marked with a Plus symbol will accept automated banking cards from outside Japan.

Major credit cards are accepted in most business establishments. The Japanese Yen has a favorable exchange rate. Most shops and restaurants will accept major international credit cards e.g. Visa, MasterCard, American Express Card, Diners Club, but no Euro Card is accepted in Japan; it is recommended to visit the nearest major bank to change it to CASH for your convenience.

8.3. PASMO

PASMO cards and other IC cards cannot only be used for smooth travelling on local trains, subways and public busses but can also be used increasingly for purchases (max 20,000 yen) at shops and restaurants in large cities, especially in and around train stations. You can easily purchase a PASMO card at ticket machines at major cities stations.

8.4. Taxes

Consumption tax in Japan, known in other countries as VAT, GST or sales tax, is a flat 10 percent on all items except food, drinks and newspaper subscriptions for which it is 8 percent (does not apply to alcoholic drinks and dining out). Shops are required to show price tags that include the tax; however, pre-tax prices may also be listed alongside the total amounts, resulting in some price tags that list two prices.

Tax-free shopping is available to foreign tourists only at licensed stores when making purchases of over 5000 yen at a given store or mall on one calendar day. A passport is required when shopping tax-free. Note that at many shops and malls, it is necessary to first pay the full price (including the consumption tax) at the cashier and then obtain a refund at a customer service desk.

8.5. Gratuity

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

8.6. Liquor Laws

The minimum legal drinking age in Japan is 20 years. At liquor stores, bars, you may be asked to show your ID card.

8.7. Electricity

100V plug type A
8.8. Shopping and dining around Saitama Super Arena

Keyaki Hiroba

Keyaki Hiroba is centered in the middle of Saitama-Shintoshin and is a place of excitement. It adjoins Saitama Super Arena, and Saitama prefecture's zelkova trees lined on its 2nd floor deck connecting to the Saitama Shintoshin station. Around 20 restaurants and shops are available on the 1st and 3rd floor. It is an area perfect for relaxation, before and after events.

<table>
<thead>
<tr>
<th>Lawson</th>
<th>Weldia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Convenience Store</td>
<td>Drug Store</td>
</tr>
<tr>
<td>24 hours</td>
<td>07:00-23:00</td>
</tr>
</tbody>
</table>

| Que Sera Sera       | Hidakaya          |
| Japanese BBQ        | Ramen Noodle      |
| 11:00-23:00         | 11:00-23:30       |

| LOTTERIA            | Kineya            |
| Burger Shop         | Udon Noodle       |
| 08:00-21:00         | 11:00-23:00       |

| Ginzo               | Serafina NY       |
| Japanese Food       | Italian Food      |
| 11:30-23:00         | 11:00-23:00       |

| Otanko              | Seiren            |
| Sushi               | Chinese Food      |
| 11:00-23:00         | 11:00-23:00       |

| Starbucks           | Kokoro            |
| Cafe                | Curry Shop        |
| 07:00-22:30         | 11:00-23:00       |

| Ikeji               | Sojibo            |
| Grilled Eel         | Soba Noodle       |
| 11:00-23:30         | 11:00-23:30       |

| Ginza Lion          | Mugi to Olive     |
| Beer Hall           | Clam Ramen Noodle |
| 11:30-23:30         | 11:30-23:30       |

| Asiateque           |
| Ethnic Food         |
| 11:00-23:00         |
Cocoon City

Cocoon City opened in April 2015 in order to serve as a place where an even wider age range of people can visit for any number of reasons. New experiences and discoveries await you with every visit. A community grows as people meet and connect. Our hope is to create such a community where you can feel the warmth and comfort of its people.

9. Competition Information

Schedule: will be made available [here](https://results.isu.org/events/fsevent00113613.htm)
Entry List: [https://results.isu.org/events/fsevent00113613.htm](https://results.isu.org/events/fsevent00113613.htm)
Results: [https://results.isu.org/events/fsevent00113613.htm](https://results.isu.org/events/fsevent00113613.htm)

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

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