ISU Grand Prix of Figure Skating

NHK Trophy

November 18 to 20, 2022

Sapporo, Japan

Media Information
# Table of Contents

1. Media Accreditation ............................................................................................................................ 3  
   1.1 Accreditation Requirements ........................................................................................................... 3  
   1.2. Quotas ........................................................................................................................................ 3  
   1.3. Accreditation types and deadlines ............................................................................................ 4  
   1.4. Restrictions to Media Non-Right Holders during ISU Events .................................................... 4  
      1.4.1. Restricted areas .................................................................................................................... 4  
      1.4.2. Authorized areas .................................................................................................................. 4  
   1.5. TV and Radio Rights Holders ...................................................................................................... 5  
   1.6. Accreditation Confirmation ......................................................................................................... 5  
2. Covid-19 Measures ............................................................................................................................ 5  
3. Visa Application ................................................................................................................................ 6  
4. Media Facilities at the venue .............................................................................................................. 6  
   4.1. Mixed Zone & Press Conferences ............................................................................................... 6  
5. Media Services .................................................................................................................................... 7  
6. Media Accommodation ....................................................................................................................... 7  
7. Transportation and Telecommunications ........................................................................................ 8  
   7.1. Transportation ............................................................................................................................. 8  
   7.2. Telecommunications ................................................................................................................... 8  
8. Useful information ............................................................................................................................... 8  
9. Competition information ..................................................................................................................... 8
The Japan Skating Federation (JSF) looks forward to hosting media attending the ISU Grand Prix of Figure Skating NHK Trophy 2022 in Sapporo, Japan. The event will be held at the Makomanai Sekisuiheim Ice Arena from November 18-20, 2022.

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 tribunes will be open and operational as from the first practice/training session on Thursday, November 17, 2022 according to the following time schedule (it may be subject to changes and needs to be verified on-site):

**Thursday, November 17** 9:30am - 17:00pm

**Friday, November 18** 6:30am - 21:30pm

**Saturday, November 19** 6:00am - 22:30pm

**Sunday, November 20** 12:00am - 17:00pm

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**
   4. Present the 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: 1 journalist</td>
</tr>
<tr>
<td>Photographer</td>
<td>Media Organization: 1 photographer</td>
</tr>
<tr>
<td></td>
<td>Agency, Major Newspaper: 1 photographer</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>---------------------</td>
<td>--------------------------------------------------------------------------------------------</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 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.

Accreditation applications have to be submitted directly to the Japanese Skating Federation by using the following platform: https://forms.gle/U1vgaMAbmxXdczhn6

The deadlines to apply are as follows:

- On-site media accreditation requests: **Friday, November 14, 2022**
- Remote media accreditation requests: **Friday, November 14, 2022**

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:

Mr. Kentaro FUKUCHI, fukuchi.k-ge@nhk.or.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.

Thursday, November 17 9:00am - 16:00pm
Friday, November 18 6:30am - 19:30pm
Saturday, November 19 6:00am - 20:00pm
Sunday, November 20 8:30am - 15:30pm

2. Covid-19 Measures
Due to the constantly changing sanitary requirements and worldwide Covid-19 situation, it cannot be foreseen at the time this document is published which Covid-19 measures and guidelines will be in place for the time of the event. The Organizing Committee will issue in cooperation with the ISU closer to the Championships detailed instructions regarding the Covid-19 measures in place.

The Guidelines for ISU Events during the COVID-19 Pandemic and the Sport Specific Annex – Figure Skating describe the minimum sanitary measures that must be put in place to host an ISU Event during a COVID-19 pandemic situation. If the local health authorities require a stricter policy in order to host the Event, those stricter policies will need to be followed.

General measures – subject to changes (see details in the respective ISU Covid-19 Guidelines):

- Masks are not mandatory but it is highly recommended to wear them inside the official Event locations (Ice Rink, Transportation, Hotel). If the host country/local community/venue has a stricter mask wearing policy, then masks must be worn as per the local authorities’ policy.
- Social distance must apply wherever possible.
- 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 (entries@skatingjapan.or.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 will be located in the Makomanai Sekisuiheim Ice Arena. Space will be limited and some seats will be available on a first-come, first-served basis. Media members are limited to one chair/work area per person. There will be approx. 150 seats in the Media Centre (for media and photographers). No lockers for photographers will be provided on-site.

Wireless internet access will be made available throughout the competition venue.

4.1. 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.

Mixed Zone will be available next to TV Flash Interview area.

Press conferences will feature the top 3 finishers after each competition segment, and after each victory ceremony. 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 Conferences through a link provided on the ISU Inside Event App. Once in the Zoom room, those wanting to ask a question will be asked to notify the moderator by using the chat or raise hand function. The moderator will call on those wanting to ask a question.

5. Media Services

- Figure Skating News
- Media Guide
- To access ISU photo galleries for editorial and non-commercial purposes, 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.
- Social Media accounts:
  - Twitter: @NHKTrophyFigure
  - Instagram: @nhktrophyfigure
- Event Hashtag: #NHKTrophy
- Event Website: https://nhk-trophy2022.jp/

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

- ISU website
- Event webpage
- ISU Newsletter
- 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

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

For any hotel recommendation, please contact the Organizing Committee Media team: nhk-t22@mediaoffice.co.jp
7. Transportation and Telecommunications

7.1. Transportation
Please note that no shuttle service will be organized for media due to COVID-19 restrictions. There will be no designated media parking at the venue.

7.2. Telecommunications
Wireless internet access will be made available throughout the competition venue.

8. Useful Information

Time:
GMT+9

Climate (November in Sapporo):
Temperature Average (day): 5.5° C (42F)
Temperature Average (night): -0.2° C (31F)

Electricity:
100 V plug type A

Currency:
Paper bills are available as 10,000 Yen, 5,000 Yen and 1,000 Yen.
Coins are available as 500 Yen, 100 Yen, 50 Yen, 10 Yen, 5 Yen and 1 Yen.

9. Competition information

Schedule
Entry List
Results

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

NHK Trophy Media Office
Masayuki Miyamae
Japan Sport Olympic Square 4-2, Kasumigaokamachi, Shinjuku-Ku, Tokyo 160-0013, Japan
T: +81 3 6821 8689
E-mail: nhk-t22@mediaoffice.co.jp

Event webpage:
https://nhk-trophy2022.jp/

ISU Event webpage:
https://www.isu.org/events/eventdetail/13306/33/isu-grand-prix-of-figure-skating-nhk-trophy