

ISU.ORG



**CUP OF CHINA**  
ISU GRAND PRIX OF FIGURE SKATING

**ISU Grand Prix of Figure Skating - Cup of China**  
**November, 10-12, 2023**  
**CHONGQING, CHINA**

## **Media Information**



**INTERNATIONAL  
SKATING UNION**

**2023-2024**

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The Chinese Figure Skating Association looks forward to hosting media attending the ISU Grand Prix of Figure Skating - Cup of China. The event will be held at the Chongqing Huaxi Culture and Sports Center from November 10th to 12th, 2023.

This information will assist you in planning your trip to Chongqing 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 9th November, 2023 according to the following time schedule (it may be subject to changes and needs to be verified on-site):

Thursday, November 9th	9:30 – 17:00
Friday, November 10th	8:00 – 22:30
Saturday, November 11th	7:30 –23:00
Sunday, November 12th	8:00 – 17:30

## 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](http://www.isu.org)) under «[Media Accreditation](#)».

**⚠** When registering / applying, please make sure to upload all requested press credentials and to update these at the start of each season.

Only professional journalists and photographers (print/web, TV/Radio), and to some extent some content creators and social media reporters, covering ISU Events for editorial or news purposes will be accredited.

### 1.1 Accreditation Requirements

All media must provide the following up-to-date documentation when applying for media accreditation:

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. Copy of ID + portrait photo (formats: pdf, png or jpeg) - **Mandatory**
4. Examples of published work / portfolios (past articles, photographs, etc.) (formats: pdf or web links) - **Mandatory**
5. Any necessary documentation required by the host country which may include sanitary certifications/testing results – **If needed**

### 1.2. Quotas

If space is limited the following quota will be enforced:

Type of Media	Number of people per media organization
Writing Press	Media Organization (newspaper, magazine, web, agencies, ISU Member Federations): 1 journalist
	Major Agency or Newspaper: 2 journalists
Photographer	Media Organization: 1 photographer
Photographer	Major Agency or Newspaper: 2 photographers For Figure Skating, Synchronized Skating and Short Track Speed Skating: limited to one rink side position, the other in an elevated position. For Speed Skating, 2 rink side positions (if space permits).
TV Non-Right Holder	Media Organization: 3 persons crew max. (e.g. one reporter, one camera person, one editor)
Radio Non-Right Holder	Media Organization: 1 reporter (max.)
Freelancer	Freelance journalist or photographer: 1 person <ul style="list-style-type: none"> <li>Freelancers must provide written evidence that they are assigned to cover the ISU Event on behalf of a media organization.</li> <li>In case a freelancer is operating under its own account, they may be requested to submit additional written evidence (presentation letter, copy of past editorial pieces, etc).</li> </ul>

### 1.3. Accreditation types and deadlines

The International Skating Union (ISU) and the Organizing Committee (OC) work diligently to ensure there will be ample coverage opportunities available to media outlets wishing to cover the ISU Events.

The type of media accreditation available are the following:

**On-site** media accreditation (subject to capacity)

The deadlines to apply for media accreditations are as follows:

- **On-site** media accreditation requests: **September 28<sup>th</sup>, 2023.**
- All media must provide the required documentation when applying for media accreditation and further information can be requested.

**!!!** 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:

- Competitions / Field of play
- Training sessions (at the Practice or Main rinks)
- Warm-up zone
- Changing rooms
- Mixed Zone area
- From public seats at all times (even during ice resurfacing)

The transgression of any of these rules may result in the exclusion from ISU Events, removal of accreditation and legal actions.

##### 1.4.2. Authorized areas

Non-Right Holders media are only allowed to produce video, audio-recorded material for editorial/news purposes in the following areas:

- In the Press Conference room
- Outside the venue

**⚠** Special filming permissions, including permission to conduct interviews in the Mixed Zone, may be granted to Non-Rights Holders media on a limited and case-by-case basis. Requests must be made through the a form ([available for download here](#)) and submitted to the ISU Media Team ([media@isu.ch](mailto:media@isu.ch)) at least one week prior to the start of the event.

#### 1.5. TV and Radio Rights Holders Accreditation / Services

All Rights Holders media must also apply for accreditation via [OMAS](#). Access to the Rights Holders online area is restricted, therefore Rights Holders are invited to contact the ISU Media Team ([media@isu.ch](mailto:media@isu.ch)) in order to obtain a username and password.

To book any broadcasting services or facilities please contact the Host Broadcaster:  
[hujinyi@cfsa.com.cn](mailto:hujinyi@cfsa.com.cn)

#### 1.6. Accreditation confirmation and pick-up

If the accreditation request is accepted, an automatic email of confirmation will be issued. For on-site attendance, you may be asked to present a copy of the confirmation email at the accreditation desk to receive your accreditation badge.

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

All media - including Rights Holders - must pick up their accreditation card before entering the venue.

### Accreditation Centre location and opening hours:

Address:

Chongqing RongHui BanDao Hotel  
No.247 Huibei Road, Lijiatuo Street, Banan District, Chongqing

Schedule:

November 8<sup>th</sup>, 2023: 10:00-18:00

The media who cannot go to the Accreditation Centre to collect the accreditation card at the designated time can get the accreditation card outside the venue on November 9<sup>th</sup>.

### Lost Accreditation Cards

Forgotten, lost or stolen accreditation cards must be reported and can only be replaced at Accreditation/OC Office for a fee of **1000.00 CNY**. The replacement is upon approval of the ISU and the OC.

## 2. Visa Application

**!! 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.**

For visa request, please refer to the homepage of Chinese embassy/consulates in your country/region, to learn about relevant visa requirements. It may be necessary to reserve a visa appointment in advance.

Please fill in the visa application form and send it with your passport copy by **September 28<sup>th</sup>** to request a visa letter.

OC Contact Details: [729604693@qq.com](mailto:729604693@qq.com); cc: [Qinying@cfsa.com.cn](mailto:Qinying@cfsa.com.cn)

[VISA application form \(Media\)](#)

## 3. Media Facilities at the venue

The Press Conference room and Press Center are located within the main arena. Work desks, power, wireless internet, 2 TV screens are available for media. The above equipment can satisfy 50 writing press and 30 photographers working in the Press Center at the same time. Media info desk will be located at Press Centre.

The Press Centre will have a dedicated wireless network free of charge. An open WLAN will also be available in the Press Tribunes. Please note that the free WLAN has a limited capacity and that transmission, especially in the tribune area, might be slow due to high number of users during the competition.

### 4.1. Media Tribunes and TV Commentator positions

- 8 non-tabled seats on the 2nd floor of the venue
- Wireless internet could be supplied in the studio (refer to Rate card)
- TV screens could be supplied in the studio (refer to Rate card)
- CIS terminals could be supplied in the studio (refer to Rate card)

## 4.2. Mixed Zone & Press Conferences

### 4.2.1 Mixed Zone

The Mixed Zone provides an opportunity for media to interview athletes immediately after competition. The Mixed Zone will be located at the outer ring corridor near the Kiss&Cry (detailed information and map will be supplied after arrival of the media).

The Mixed Zone area is split into six main sections and follows a pre-determined priority order:

1. Quick Quotes (made available on the ISU website)
2. TV / Radio Rights Holders (with pre-booked positions)
3. ISU Production/Social Media crew
4. TV / Radio Rights Holders with ENG positions
5. Non-Rights Holders (print/web, TV/Radio, social media without any production rights)

Athletes will go through the Mixed Zone on completion of every competition/race. Coaches may also be requested for interviews. The media operations team on-site will do its best to make sure the requested skaters go through the Mixed Zone for media interviews, however it is not mandatory for the athletes to give interviews.

#### **⚠ Priority will be given to medal ceremonies and TV Right Holders.**

As the timing between the end of medal ceremonies and the start of press conferences is quite tight, note that medallists will go through the TV Right Holders' Mixed Zone for interviews and, if time permits, they could spend a limited time in the Non-Rights Holders area. If interviews in the Non-Rights holders area must be cut short, all questions should then be asked during the Press Conferences.

### 4.2.2. Press Conferences

Press conferences will feature the top-3 finishers after each competition/race and/or after victory ceremonies on final competition days.

Press Conference: approx. 10 minutes after each event in the Press Conference room.

## 5. Media Digital Services

The ISU provides relevant and live media information through a number of digital channels:

#### **ISU Website:**

- [Homepage](#)
- [News section](#)
- [Media section](#) that includes the [OMAS accreditation portal](#), [Press Releases](#), [Media Guides](#), [ISU Photo Collection](#) as well as video libraries ([Ice Skating Channel](#), [Archives](#)).
- [ISU Newsletter](#)
- [Event webpage](#) with access to all competition information

#### **ISU Photo Event Gallery**

- Access ISU photo galleries for editorial and non-commercial purposes [TBC].
- 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.

#### **ISU Social Media Accounts:**

- Facebook: [@ISUFigureSkating](#) / [@ISUSpeedSkating](#) / [@ISUShortTrackSpeedSkating](#)

- Instagram: [@ISUFigureSkating](#) / [@isuspeedskating](#)
- Youtube: [Skating ISU](#)
- Twitter: [@ISU\\_Figure](#) / [@ISU\\_Speed](#)
- 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 (if available).
- It gathers all the key media-related information constantly updated live with push notifications alerts.
- The password to access the Media App of the relevant Event is provided via OMAS once an accreditation is approved.

The OC also offers media information relevant to the Event on the following digital channels:

- Event Website: [www.cfsa.com.cn](#)
- Event Hashtags: #GPFigure #GPCOC
- Social Media Accounts: Weibo: @中国杯花样滑冰大奖赛; Wechat: @cupofchina

## **6. Media Accommodation**

The Organizing Committee has designated one official media hotel.

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

#### Booking contacts:

Ms. Zhao (DianYa Ramada Plaza of Chongqing)

Tel: +86-23-66298888

Email: 290602883@qq.com

### **6.1. Media Hotel**

#### **DianYa Ramada Plaza of Chongqing**

Address: Yunjin Road 1st, Banan District Chongqing, China

Tel: 86-10-400-808-2562

Website: <http://cqramadaplazachongqing.vip.lechengol.com/>

### **6.2. Reservation Payment Conditions**

DianYa Ramada Plaza of Chongqing room prices:

CNY 368 per room (One bed Business Room)

CNY 368 per room (Twin bed Business Room)

CNY 418 per room (One bed Deluxe Room)

CNY 418 per room (Twin bed Deluxe Room)

Price per night (including service charge, free internet access, tax and breakfast)

⚠ Please fill in the hotel reservation form and send it to Ms. Zhao by **October 15<sup>th</sup>** to make your reservation.  
Email: [290602883@qq.com](mailto:290602883@qq.com) / [Hotel reservation form](#)

## 7. Transportation

Shuttle bus will be arranged from the official media hotel to the venue. Schedules will be provided on-site and on the Inside ISU Events App.

⚠ Please be advised that the transportation service will only be available for the designated official media hotel.

## 8. Useful Information

### 8.1 Time Zone

The time zone of Chongqing is China Standard Time (CST), which is 8 hours ahead of Coordinated Universal Time (UTC+8)

### 8.2 Currency and Exchange

Renminbi (RMB, a.k.a. CNY) is the legal tender of the People's Republic of China. Currency exchange services are available at banks, international airports and certain hotels. The exchange rate is the real-time rate of the day.

### 8.3 Credit Cards and Payment

Common credit cards issued out of China, such as Visa, MasterCard, American Express, etc., can be used to withdraw cash from ATMs and make payments on POS terminals that support these cards. Overseas WeChat users can link their Visa credit card to WeChat Pay, and Master Card cardholders can also link their credit or debit cards to Alipay digital wallet for payment.

### 8.4 Electricity

Electrical sockets are 220 V, usually plug type A and I. Visitors with appliances of different voltages should bring adapters.

## 9. Competition Information

- [Competition Schedule](#)

### **Thursday, November 09, 2023**

Official Practices (10:00~ 16:05)

### **Friday, November 10, 2019**

14:50 Opening Ceremony  
15:30 ICE DANCE– Rhythm Dance  
17:10 LADIES – Short Program  
19:00 MEN – Short Program  
20:50 PAIRS – Short Program

### **Saturday, November 11, 2023**

14:30 ICE DANCE – Free Dance  
16:30 LADIES – Free Skating  
18:40 MEN – Free Skating  
21:00 PAIRS – Free Skating

Victory Ceremonies – Pairs, Ice Dance, Ladies, Men

***Sunday, November 12, 2023***

14:30 Exhibition Gala

Please note this schedule is subject to changes

- [Entry List, Results and Rankings](#)

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

**Ms. Jinyi Hu**

Chinese Figure Skating Association

email: [hujinyi@cfsa.com.cn](mailto:hujinyi@cfsa.com.cn)

[www.cfsa.com.cn](http://www.cfsa.com.cn)

[ISU Grand Prix of Figure Skating – Cup of China Event Webpage](#)