

ISU.ORG



**ISU World Cup Speed Skating  
Beijing, China  
November 17 – 19, 2023**

## **Media Information**



**INTERNATIONAL  
SKATING UNION**

2023-2024

## Table of Contents

<b>1. Media Accreditation .....</b>	<b>2</b>
1.1 Accreditation Requirements.....	2
1.2. Quotas .....	2
1.3. Accreditation types and deadlines.....	3
1.4. Restrictions to Media Non-Right Holders during ISU Events.....	3
1.4.1. <i>Restricted areas</i> .....	3
1.4.2. <i>Authorized areas</i> .....	4
1.5. TV and Radio Rights Holders Accreditation / Services.....	4
1.6. Accreditation confirmation and pick-up .....	4
<b>2. Visa Application .....</b>	<b>4</b>
<b>3. Media Facilities at the venue.....</b>	<b>4</b>
3.1. Media Tribunes and TV Commentator positions.....	6
3.2. Mixed Zone & Press Conferences.....	7
3.2.1. <i>Mixed Zone</i> .....	7
<b>4. Media Digital Services .....</b>	<b>8</b>
<b>5. Media Accommodation .....</b>	<b>9</b>
5.1. Media Hotel.....	9
5.2. Reservation Payment Conditions .....	11
<b>6. Transportation .....</b>	<b>11</b>
<b>7. Useful Information.....</b>	<b>12</b>
<b>8. Competition Information.....</b>	<b>13</b>

The International Skating Union (ISU) looks forward to hosting media attending the ISU World Cup Speed Skating #2 in Beijing, China. The event will be held at the National Speed Skating Oval (2 Lincui Rd, Chaoyang, Beijing, China, 100107) from November 17-19, 2023.

This information will assist you in planning your trip to Beijing 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 Media Tribunes will be open and operational for the first practice/training session as from November 16<sup>th</sup>, 2023. The exact time schedule will be confirmed closer to the date of the event.

## 1. Media Accreditation

To apply for media accreditation, please use the following links:

### International media:

- ISU Online Media Accreditation System (OMAS) on the International Skating Union (ISU) website ([www.isu.org](http://www.isu.org)) under «[Media Accreditation](#)».

### Chinese media:

- <https://tyj.beijing.gov.cn/>

**!!!** When registering/applying, please make sure to upload all required press credentials and update them 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
	Agency, Major Newspaper: 2 journalists
Photographer	Media Organization: 1 photographer

	Agency, Major Newspaper: 2 photographers For Speed Skating, space permitting 2 rink side positions could be possible
TV Non-Right Holder	Media Organization: 3 person 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 is the following:

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

The deadlines to apply for media accreditations are as follows:

On-site media accreditation requests: **October 31, 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:

- 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:

Ms. WANG Dan (Danny)  
Deputy Head of TV Broadcast Department of LOC  
Email: [dannywangdan2023@163.com](mailto:dannywangdan2023@163.com)

Miss. SUN Linqing (Sophie)  
Broadcast Service Manager  
Email: [sophiesun307@163.com](mailto:sophiesun307@163.com)

### 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.**

The Accreditation Desk will be located near the west gate of the National Speed Skating Oval, and will be operating from 8:00am – 22:00pm on November 13-19, 2023.

## 2. Visa Application

Media representatives requiring an official invitation letter in order to apply for a visa must contact the Organizing Committee ([xinwen@tyj.beijing.gov.cn](mailto:xinwen@tyj.beijing.gov.cn)).

If you need an invitation letter, please provide a scanned copy of your passport, press card, employment certificate from your organization (stamped with official seal), the email of approved ISU media accreditation, and the completed Visa Application form ([here](#)). After preparation and verification, please send these to the organizing committee email ([xinwen@tyj.beijing.gov.cn](mailto:xinwen@tyj.beijing.gov.cn)).

Note that an official invitation letter will only be provided to approved media representatives.

Please submit the requested information to the organizing committee email ([xinwen@tyj.beijing.gov.cn](mailto:xinwen@tyj.beijing.gov.cn)) at least 42 days prior to their arrival in Beijing. Media representatives are responsible for visa application on their own.

For visa request, please provide passport details and name of the Embassy where it will be applied.

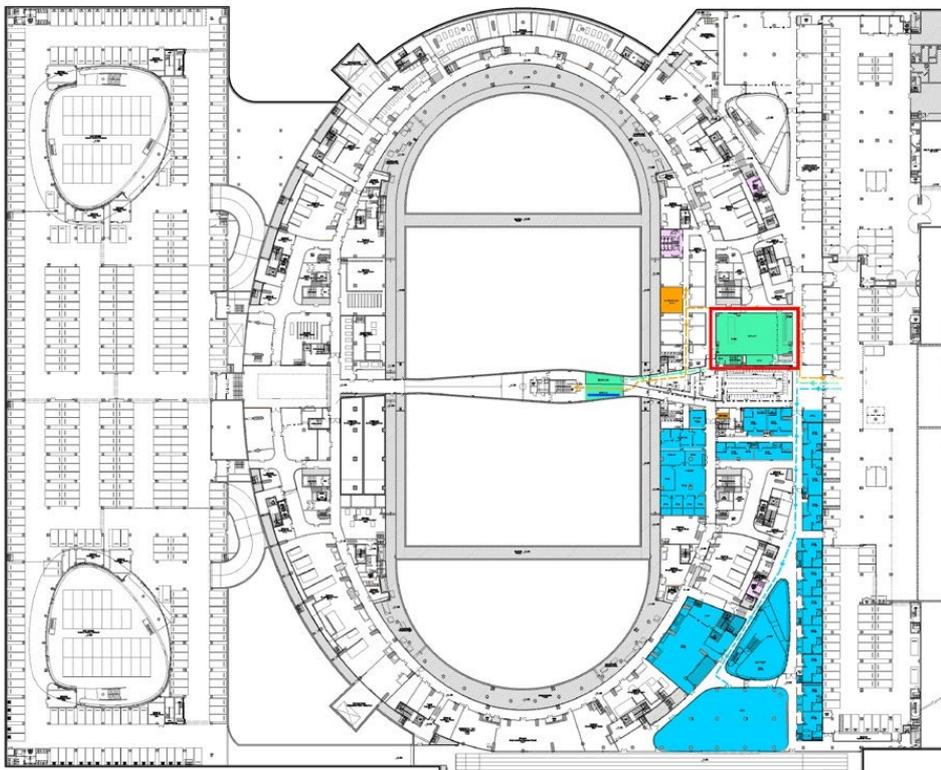
### 3. Media Facilities at the venue

The Organizing Committee will provide registered media personnel with high-level media working facilities and services to facilitate their full coverage of the event.

The Media Press Center will be located on the east side of the second floor of the competition venue (see map below), with about 70 workstations, equipped with power supply and network interface, and wireless network coverage. Journalists can plug in their own laptops at their workstations to access the Internet. There are about 30 lockers for photographic equipment, and the workstations are equipped with printers, photocopiers and other electronic office equipment. In addition, there will be a results bulletin information and whiteboard information board to provide journalists with timely event news information. Coffee, tea, snacks and other refreshments will also be provided on-site.

The exact opening hours will be confirmed closer to the date of the event.

2023年国际滑联速度滑冰世界杯(第二站)  
B2层房间使用分配图



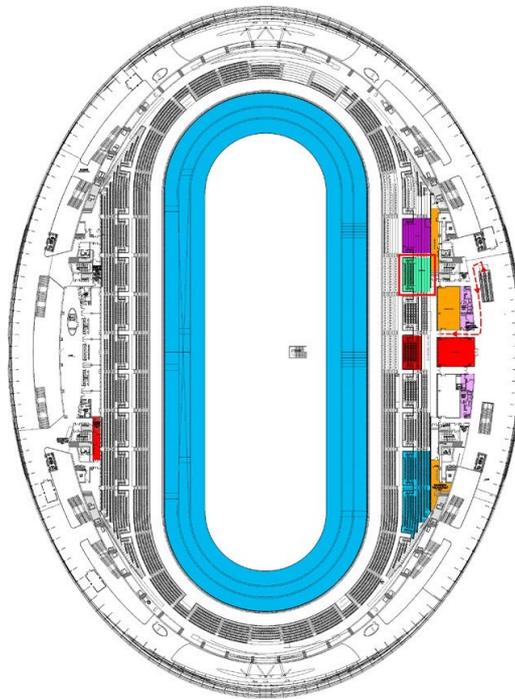
For any additional Internet connections requirements, please contact the internet service provider of the organizing committee: **Gao Miao: +86 18510005994**. Please note that it will take about a week to open the temporary network.

### 3.1. Media Tribunes and TV Commentator positions

To enter the media tribunes, journalists will be requested to present their press cards.

The media tribunes will be located on the northeast side of the 2<sup>nd</sup> floor of the competition venue (Zone E7, see map below). There will be about 20 seats with tables and 40 seats without tables. The seats are equipped with power supply, broadband and Wi-Fi, working tables and chairs.

2023年国际滑联速度滑冰世界杯(第二站)  
2层房间使用分配图



Media Tribunes Map

Commentary Positions will be located at section E-8 which is on the north east of the venue (see below map) with four positions in total.

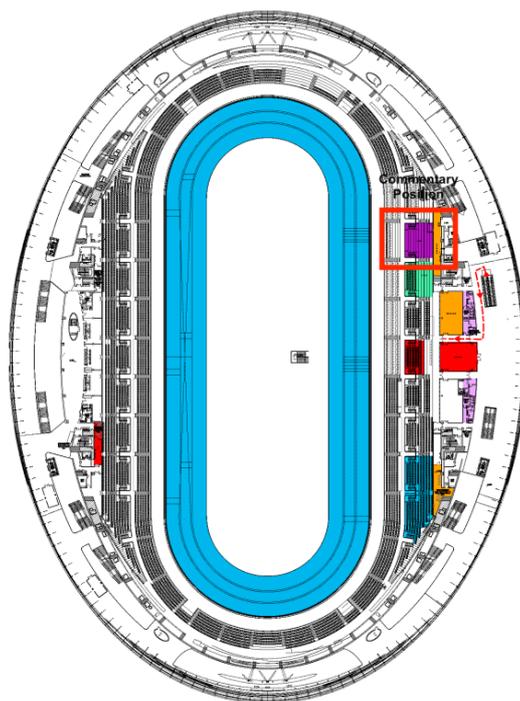
Three types of commentary positions:

- **Fully equipped position** (equipped with 1 Desk with 3 seats, WIFI, Internet access, domestic power, broadcast technical power, 1 Monitor (World Feed with Graphics), 1 Commentary Unit with 2 Microphones/Headsets, CIS system, desk lamp)
- **Partially equipped position** (equipped with 1 Desk with 3 seats, WIFI, domestic power, 1 Monitor (World Feed with Graphics), CIS system, desk lamp)
- **None equipped position** (equipped with 1 Desk with 3 seats, WIFI, CIS system, domestic power)

\*CCR is not available. RHBs need to bring their own Encoder.

\*Quantity/ type of commentary positions are subject to change according to booking by RHB.

2023年国际滑联速度滑冰世界杯(第二站)  
2层房间使用分配图



Commentary Positions Map

### 3.2. Mixed Zone & Press Conferences

#### 3.2.1. Mixed Zone

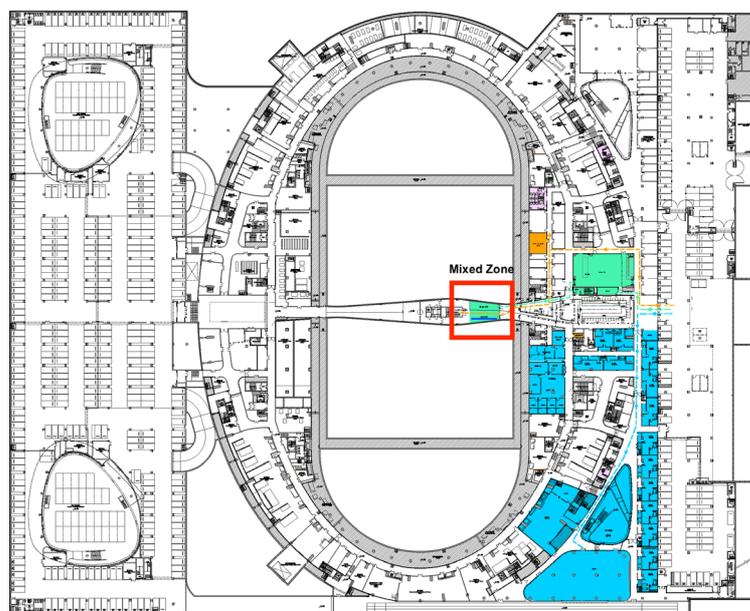
The Mixed Zone provides an opportunity for media to interview athletes immediately after competition. It is split into six main sections and follows a pre-determined priority order:

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)
6. Virtual Mixed Zone

The Mixed zone will be located at B2 area near the skaters' exit tunnel (see below map). Basic broadcast lighting is provided.

**!! Due to space constraints, the Mixed Zone space will be available for RHBs on a first-come, first-serve basis through booking.**

2023年国际滑联速度滑冰世界杯(第二站)  
B2层房间使用分配图



Athletes with requests will go through the Mixed Zone on completion of every competition/race. Coaches may also be requested for interviews. The media operations team onsite 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. 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 here **[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](#)
- X (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.

## **5. Media Accommodation**

The Organizing Committee has designated the [Marco Polo Parkside Beijing](#) as the official media hotel.

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

### ***Booking contact information:***

Hotel Reservations Department: [resv.prk@marcopolohotels.com](mailto:resv.prk@marcopolohotels.com)

### **5.1. Media Hotel**

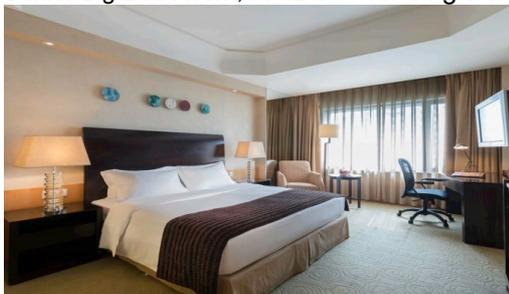
#### **[Marco Polo Parkside Beijing](#)**

The Beijing Marco Polo Parkside, a foreign-related luxury business hotel, is located in the heart of the Asian-Australian business district, about 24 kilometers from the Beijing Capital International Airport, 75 kilometers from the Beijing Daxing International Airport, 25 kilometers from the Beijing West Railway Station and 13 kilometers from the Beijing Railway Station.



#### Accommodation types:

Senior Big Bed Room, RMB 700 for single with breakfast, RMB 800 for double with breakfast.



Senior Double Bed Room, RMB 700 for single with breakfast, RMB 800 for double with breakfast.



#### **Exchange rate reference**

USD to CNY exchange rate: 1 USD = 7.1891 CNY

EUR to CNY exchange rate: 1 EUR = 7.9306 CNY

#### Dining:

The restaurant and lounge offer authentic Chinese cuisine and irresistible international favorites. The international buffet at the Marco Polo Cafe and the famous cocktails at the Lobby Lounge have their own specialties that are popular with travelers and locals alike.



#### Opening hours:

Breakfast: 6.30 a.m. to 10 a.m.

Lunch: 11.30 a.m. to 2 p.m.

Dinner: 5.30 p.m. to 9.30 p.m.

## 5.2. Reservation Payment Conditions

**Booking Deadline: Before November 1, 2023.**

/// No rooms are reserved and all bookings are subject to confirmation by the hotel's Reservations Department.

### Reservations

Hotel Reservations Department: [resv.prk@marcopolohotels.com](mailto:resv.prk@marcopolohotels.com)

### Deposit, Cancellation and Refund Conditions

All reservations require a credit card guarantee for the first night's room charge. If you need to modify or cancel your guaranteed reservation, please notify the hotel of your modification or cancellation before 6:00 p.m. (local time) on the day of arrival, otherwise the hotel will charge you for the first night's room charge.

## 6. Transportation

### From Beijing Capital International Airport

Located in Beijing's Shunyi District, it is the first mega international airport in Asia with three terminals, three runways and dual towers operating simultaneously. As the core node for Europe, Asia and North America, Beijing Capital International Airport has become the most convenient aviation hub connecting the three major aviation markets of Asia, Europe and the United States by virtue of its unique geographical location, convenient and quick transit process, and close and efficient synergistic cooperation.

Upon arrival at Beijing Capital Airport, passengers can take a cab to the hotel from the cab waiting area at the airport. Payment Method: RMB cash.



### From Beijing Daxing International Airport

It is a mega international aviation comprehensive transportation hub, a 4F-class international airport, a world-class aviation hub, and a new power source for national development.



Upon arrival at Beijing Daxing International Airport, you can take a taxi to the hotel from the taxi waiting area at the airport. Payment Method: RMB cash.

#### **From official hotel to venue:**

Transportation services, in the form of shuttles, will be arranged to and from the official media hotel to the main stadium and training grounds. It is expected that no less than three shuttles per day will be provided to and from the media hotels and the stadium from training to match day, and a schedule of transportation services will be available on site. Please note that transportation services are only available at the designated official media hotel.

#### Expected Training Day Shuttle Schedule:

- First shuttle (morning): at least 30 minutes before the start of the first training session
- Second shuttle (afternoon): at least 30 minutes before the start of the afternoon training session
- Third shuttle (evening): approximately 30 minutes/1 hour after the last training session.

#### Expected Race Day Shuttle Schedule:

- First shuttle (morning): at least 30 minutes before the start of the first training session
- Second shuttle (morning): at least 1 hour and 30 minutes before the start of the first race
- Third shuttle (afternoon): at least 30 minutes before the start of the afternoon race.
- Forth Shuttle (evening): 1 hour after the last race.

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

## **7. Useful Information**

### **• Time Zone**

Beijing is located in Greenwich East 8, 8 hours ahead of London. There is no daylight saving time in Beijing.

### **• Currency and Exchange**

The RMB is the legal tender of the People's Republic of China. The current denominations of RMB banknotes are 1 Yuan, 5 Yuan, 10 Yuan, 20 Yuan, 50 yuan and 100 yuan. Coins are available in denominations of 10 cents, 50 cents and 1 yuan. Currency exchange services are available at banks, international airports and some hotels. The exchange rate is the real-time rate of the day.

Based on July 12, 2023 Bank of China foreign exchange rates (foreign exchange rates change in real time, only for reference)

USD to CNY exchange rate: 1 USD = 7.1891 CNY  
JPY to CNY exchange rate: 1 JPY = 0.0515 CNY  
EUR to CNY exchange rate: 1 EUR = 7.9306 CNY  
KRW to CNY exchange rate: 1 KRW = 0.0056 CNY  
CAD to CNY exchange rate: 1 CAD = 5.4391 CNY

### **• Other useful information**

#### ***Voltage***

The standard voltage in China is 220 volts and the plugs are two or three flat plugs.

***Drinking***

The legal age for drinking alcohol in China is 18. Personal identification may be required in places such as stores and bars that sell alcohol.

***Smoking***

Cigarettes may not be sold to minors (under the age of 18) in China. Indoor smoking is restricted in many public places, hotels and restaurants in Beijing.

***Tipping***

Tipping is not customary in China, but service charges are included in the bill at some high-end hotels and restaurants, and may be required at some Western-style restaurants, depending on the circumstances.

**8. Competition Information**

Time Schedule, Entry List, Results and Rankings will be made accessible [here](#).

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

OC Press Officers:

[Zhangkun@tyj.beijing.gov.cn](mailto:Zhangkun@tyj.beijing.gov.cn)

[Xinwen@tyj.beijing.gov.cn](mailto:Xinwen@tyj.beijing.gov.cn)

[ISU Event Webpage](#)