

## Application procedure for Media Accreditation

Each application form must include:

- 1 Reference letter of the requester and coverage plan
  - A formal request for accreditation and coverage plan, written on the publisher's official letterhead, with signature by the official representative or editorial chief of the publisher.
  - A coverage plan should include expected date of publication (broadcast), number of pages allocated for this event (length allocated), print type (colour or monochrome), and draft plan of the article.
- 2 A copy of applicant's journalist or photographer ID (JRPA, WRC season pass, APRC season pass, etc).
- 3 An original copy of publication.
- 4 photocopies or originals of materials published the previous year\*.
- 5 Contact details in case of emergency.

\*not applicable for publications applying for the first time.

Note:

- a) All fields of the application form must be filled out.
- b) A separate form must be filled out for each applicant.
- c) Form must be filled out in block letters.
- d) A separate sheet may be used for description of previously published materials.
- e) The name and title of the position responsible for publication must be clearly filled out in the application form.
- f) Applications without either contact fax number or email address will not be accepted.
- g) The Disclaimer must be signed and the date filled in.
- h) Emergency contact details should include telephone number, email address, postal address and relationship to the applicant (spouse.etc.).
- i) All applications must be sent by mail. No applications by fax or e-mail will be accepted.