

UNIVERSIADE
KAZAN 2013



FIAS PRESS GUIDELINES

**INTERNATIONAL SAMBO
FEDERATION (FIAS)**





1. PREAMBULE

This document describes accommodation and services for the journalists, provided by the Organising Committee at the FIAS official competitions.

2. DEFINITIONS

FIAS Calendar:

- *World SAMBO Championship*
- *World SAMBO Championship among Masters*
- *World SAMBO Championship among Juniors, Youth and Girls*
- *World SAMBO Championship among Cadets*
- *World SAMBO Cup among Students*
- *Continental sambo championships for all ages*
- *World SAMBO Cup Stages*
- *International «A» Category Tournament*
- *International «B» Category Tournament*

Press Accreditation – a process of declaring the press representatives' right to participate in the FIAS competitions and executing their professional activity in the access areas in accordance with the FIAS document.

Press Centre – a specially equipped information area to provide organisational services for accredited journalists.

Mixed Area – a specially equipped place in the gym for journalists and athletes communication after competition bouts.

Press Tribune – working seats in the stands, allocated for the accredited press representatives and equipped in accordance with the international practice.

3. PRESS SERVICE

The competitions Organising Committee includes Head of the Press Service, who ensures the Press Service work at the event and whenever possible he should be a journalist.

The Organising Committee shall provide the event Head of the Press Service contact information to the FIAS PR and Marketing Department three months prior to the event start.

Head of the Press Service shall keep regular contact with the FIAS PR and Marketing Department. A month prior to the event start Head of the Press Service shall send the first multimedia information on the work of the Press Service under formation in good faith to the FIAS PR and Marketing Department.

At the event the Press Service shall be operated by volunteers. The number of volunteers should be sufficient to provide efficient work of the Press Service in the areas for the accredited media.

Head of the Press Service shall coordinate all issues, concerning preparation and organisation of the media representatives' work at the competitions, with the FIAS PR and Marketing Department. Head of the Press Service shall be available to the FIAS representatives a day before the start of the competitions and attend all organisational and sport events in the framework of the event.

4. PRESS ACCREDITATION

FIAS approves quota and members of the media representatives who are subject to accreditation for this event.

Functions of accreditation:

- Granting right to the journalists to fulfill professional functions at the FIAS competitions in accordance with the present Guidelines;
- Determining access areas for the media representatives in accordance with nature of their professional activity;

The FIAS PR and Marketing Department conducts a procedure of the media representatives accreditation on the FIAS official website www.sambo-fias.org.

The media representatives shall fill in the accreditation application form on the FIAS website not later than 1 month prior to the start of the competitions to get accreditation. After receiving the application, the FIAS confirms the validity of accreditation to the applicant.

FIAS also reserves the right to decline an accreditation request, to suspend or to cancel it.



The Organising Committee provides media representatives with the Accreditation Cards in the framework of the common procedure of the event Accreditation Cards issue.

Categories of the Press Accreditation at the FIAS official competitions:

- Host Broadcaster (HB)
- Rights Holders (RT)
- Non-Rights Holding Accredited TV Companies
- Photographers (EP)
- Writing Press (E)
- FIAS Photographer and FIAS Television Group

The Organising Committee provides photographers, the Host Broadcaster team, FIAS Photographer and FIAS Television Group with vests. Herein the following inscriptions are provided to be made on the vests: PHOTO – for photo journalists, HOST BROADCASTER – for representatives of the Host Broadcaster, FIAS – for the FIAS television group and FIAS photographer. A limited number of photographers working at the platform in the area of competition mats are provided with additional markings (T-shirts, armbands, etc.) by the Organising Committee.

The Organising Committee of the event provides the accredited press representatives with:

- Equipped working places and areas in the gym
- Separate entrance to the gym;
- Parking spaces and passes for personal vehicles.

5. AREAS FOR THE PRESS WORK IN THE GYM OF THE COMPETITIONS:

- Press Center;
- Mixed Area;
- Media Tribune;
- Sight seats;
- Commentary positions;
- Area at the platform with competition mats for photo and TV journalists work.

The Organising Committee of the event provides Wi-Fi internet, with a minimum speed of not less than 80 Mbit/s.



6. PRESS CENTRE

Press Centre is the main working area for the accredited press representatives where they shall be provided with necessary equipment and technical support.

As a rule, the Press Centre is located in close proximity to the Press Tribune to provide easy and quick access.

The size of the Press Centre should provide simultaneous work of at least 75% of the number of accredited journalists.

The Press Centre shall be divided into the areas as follows:

- Working area;
- Press Conferences Hall (if located inside the Press Centre);
- Recreation area.

The Press Centre Equipment:

- computers connected to the printers and Internet for free use – at least 10 pieces;
- desks with electrical outlets and the ability to connect personal computers;
- TV monitors with broadcast output (the number of monitors should match the number of mats in the gym) and a monitor to display the information system;
- information desks with compartments for judicial protocols;

- 2 copiers, printers;
- individual safes for storage;
- desks and chairs;
- recreation and coffee breaks (coffee, tea, water, sandwiches) areas;

The Press Centre products and services:

- issuing press releases (hard and digital copies, following the results of the preliminaries, the final one – of every competition day, following the results of all the events in the framework of the competitions);
- sending out press releases to the media database;
- delivery of press releases to the Press Tribune and Commentary positions;
- submitting press releases in electronic form to the internal television network of the competitions;
- paid services (a studio renting for an interview, photo and video equipment renting and repair, etc.).



7. PRESS CONFERENCE HALL

Press Conference Hall – the official room for holding press conferences.

The Press Conference Hall is located directly at the Press Centre or right next to the Press Tribune or the Press Centre. The Press Conference Hall size should provide the capacity of 75% of all accredited media representatives.

Equipment of the Press Conference Hall:

- a stage or podium for 5-10 people in front of the audience;
- on the stage (podium) – desks, chairs, microphones, simultaneous interpretation headphones;
- lighting of the stage in accordance with international standards;
- video monitor or a banner on the back of the stage (podium);
- audio and video equipment;
- fixed places for television cameras;
- booths for simultaneous interpretation;
- headphones for simultaneous interpretation (issued

to journalists at the entrance in exchange for accreditation cards);

- a sufficient number of wireless microphones;
- an access to the AF signal pickup.

Press Conferences with Champions and medalists:

It is held at the end of a competition day, after athletes complete their anti-doping procedures.

Representatives of the relevant National SAMBO Federations provide the presence of athletes and coaches (champions and winners) at the press conference.

Head of the Press Service of the event organises and conducts press conferences, ensures the availability of simultaneous interpretation (English, French, Russian).

8. PRESS TRIBUNE

The Press Tribune is the main working area for the accredited press representatives.

The Press Tribune is divided into areas:

- working places;
- Commentatary positions;

Based on the rules of the International Sports Press Association (AIPS) places on the Press Tribune (working places) are provided in accordance with the following priority rules:

- International Information Agencies;
- The media representatives of the Host Country of the competitions;
- Representatives of the media.

Equipment of the Press Tribune:

Working places:

- Desks;
- Electrical outlets;
- TV monitors.

Commentary Positions:

As a rule, one commentary place occupies 6 seats at the Press Tribune (3 top, 3 bottom), equipped in accordance with the requirements of television. Each position is separated from the next ones by transparent Plexiglas or plastic partitions.

The Commentary Positions area shall have its entrance with guard.

The price of the Commentary positions is listed in the Rate Card for broadcasters, which is approved by the Host Broadcaster and FIAS PR and Marketing Department 2 months prior to the event start.

9. MIXED AREA

The Mixed Area should be located right next to the place of the exit of the athletes after the fight.

Athletes, passing through the mixed areas are entitled to answer any questions of the press representatives.



10. PHOTO AND TV MEDIA AREA

The Press Service of the competitions with the concurrence of the panel of judges determines the number of TV and photo journalists who are given the opportunity to work directly at the podium with the competition mats.

The area is located in the area around the competition mats, next to the central television camera. It is preferable to have photo and TV media area on a special podium or platform.

Specially fenced off place is also allocated in this area (next to the sight places), designed for the pool photographers (not more than 10 people), who use tripods. It is preferable to construct a small platform for this area.

During the shooting of the official ceremonies of the competitions (opening, closing, awarding) it is preferable to use the space for photo and TV press as follows:

- International Information Agencies;
- The media representatives of the Host Country of the competitions;
- Representatives of the media.

The FIAS Organising Committee provides lighting of the mats area at least 1500 lux. Photographs are prohibited to use flashes at the competitions.

Order and scheme of work in the area of photo and television press is defined and controlled by Head of the Press Service of the event.

11. FIAS OFFICIAL PHOTOGRAPHER & FIAS TV Group

FIAS official photographer (is appointed by the FIAS PR and Marketing Department 1 month prior to the event) and FIAS TV group work at the competitions. The Press Service of the event provides all necessary conditions for the FIAS official photographer and FIAS TV group.

12. INFORMATIONAL MATERIALS FOR THE MEDIA REPRESENTATIVES

The Organising Committee's Press Service ensures timely provision of the following informational materials to the accredited journalists:

- a competitions program;
- a program of each competition day;
- press-releases;
- protocols (starting, intermediate, final);

Volunteers of the Press Service shall deliver hard copies of the materials to the Press Tribune and information stands of the Press Centre, to the area of photo and TV press work, to the area of the Host Broadcaster representatives work.

13. MEDIA GUIDE

The Press Service of the event develops and provides all the accredited journalists with the Media Guide of the event. The Media Guide shall be agreed with the FIAS PR and Marketing Department a month prior to the event).

The Media Guide contains the following documents:

- FIAS Press Kit (history, leadership);
- a program of the competitions and associate events;
- a list of the Organising Committee's representatives with contact information;
- a competition gym plan showing all working areas;
- a list of participating countries;
- a schedule of the transport;
- a map of the city, tourist information;
- FIAS, the event organisers, FIAS and event organisers sponsors and partners logos.

14. FINAL REPORT

Subsequent to the World Championship the Press Service shall provide the FIAS PR and Marketing Department with the activity report. The report should contain information on the infrastructure developed, expired costs, services, shortcomings of work in regard to the arrangement of the press work at the event.

FIAS uses these data to inform cities-candidates for the FIAS competitions (events). This report shall be a part of the Organising Committee's general report for the competitions (event).





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