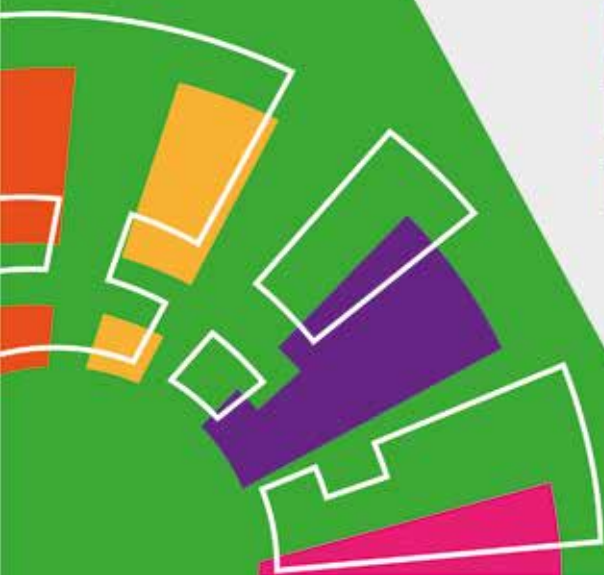




INDONESIA
2018
ASIAN PARA GAMES



MANUAL
HANDBOOK
MEDIA





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1. Media Accreditation

Media applications will be conducted through NPCs, similar with the athletes and trainers registration. The first phase of the accreditation process began on 6 March 2018, when Press by Name forms were sent to NPCs. The deadline to return the Press by Name forms to INAPGOC is 23 June 2018.

Reporters, photographers, television crew from the media who don't hold the broadcasting rights, and support staff, will be listed in category E at Asian Para Games 2018.

Each NPC reserves the right to designate a national news agency in accordance with the criteria set by APC.

Media are divided into five different categories:

1. **HB** - Host Broadcaster.
2. **RT** - Rights-holding Broadcaster
3. **E** - Press
4. **EP** - Photographer
5. **ENR** - Television crew from the media who don't hold the broadcasting Rights

Unaccredited media are expected to contact the media person in charge in case they want to do coverage.

PRESS ACCREDITATION TIMELINE

DATE	ACTIVITY
6 March 2018	Press by Name forms send to NPCs
22 May 2018	Deadline all NPCs to return completed Press by Name
23 June 2018	Final to return Press by Name forms to INAPGOC
10 - 12 August 2018	Distribution of Pre-Valid Accreditation Cards

2. Media Accreditation Centre

INAPGOC Accreditation will operate eight Accreditation Centers including one Main Accreditation Center. Location and function of the Accreditation Centers are explained below:

ACCREDITATION CENTRE	LOCATION	OPERATION PERIODE & TIME	CUSTOMER CATEGORIES	FUNCTION
Jakarta Gelora Bung Karno Main Stadium Accreditation Centre	Gelora Bung Karno Stadium	1 October 2018 - 15 October 2018 06.00 - 22.00	All categories	APGIAC Validation Reissuance of APGIAC Enquiry Service related to Accreditation

ACCREDITATION CENTRE	LOCATION	OPERATION PERIODE & TIME	CUSTOMER CATEGORIES	FUNCTION
Main Accreditation Centre	INAPGOC Headquarters Office / Athlete Village	1 October 2018 - 15 October 2018 24 Hr	All categories for APGIAC Production INAPGOC operational staff and workforce (during the Games)	Production of AGIA C APGIAC Validation Reissuance of APGIAC Enquiry Service related to Accreditation
Jakarta International Airport Validation Counter	Designated area after immigration Offices	1 October 2018 - 15 October 2018 08.00 - 22.00 (before 1 October) 24 Hr (after 1 October)	APC, IPC, WADA, IF/AF, S, G	APGIAC Validation Assistance of the visa waiver entry process
Venue Accreditation Offices	Games Venue	6 October 2018 - 15 October 2018 08.00 - 22.00	All categories	APGIAC Validation Issuance of Day Pass Enquiry Service related to Accreditation

3. Media Accommodation

The INAPGOC will designate a hotel located around the main Asian Para Games 2018 competition center for the media. Accredited media will be accommodated in a four-star star hotel. There will be no Media Village for the Asian Para Games 2018. The accommodation reservation system is by contact the accommodation call center.

4. Media Transport

There is a dedicated transportation system that will run to MPCs and competition venues. The accredited media will have access to use the transportation system. The transportation system consists of medium buses, mini buses, MPV and Golf Cart. The services will be available from 1 October 2018 until 15 October 2018.

5. Press Operations

Indonesian 2018 Asian Para Games Organizing Committee (INAPGOC) will provide a supporting service with a very pleasant and efficient working environment for accredited written and photographic media.

Press Operations Department is responsible for planning, preparing, providing services and facilities for accredited journalists and photographers, and is responsible for providing access to non-broadcasting television stations to report Indonesia 2018 Asian Para Games in an efficient and hassle-free environment.

1. Main Press Centre

The Main Press Center (MPC) will be located at Lagoon Garden, The Sultan Hotel Jakarta. MPC will be the main business center of accredited registered media personnel that will report on Indonesia 2018 Asian Para Games.

MPC will provide media facilities for reporters and photographers, such as shared workspace, interview room, and media lounge. Reporters, photographers, and crew from the non-partnership media will be able to perform their duties in this area.

MPC operation period start/ is from 4 October 2018 until 15 October 2018, with the following operational hours: 8.00am - 11.00pm.

MPC will operate a central information desk for media activities and language services.

MPC will provide workspaces for reporters and photographers with electricity and internet connection, as well as printers. There will be wireless connection and limited cable connection which provided for those who need more stable connection. Faster internet connection - both wireless and cable - is provided upon request.

There is a media lounge with press conference room facilities, office space, meeting room and snack service.

MAIN PRESS CENTRE SCHEDULE

PHASE	DATES	HOURS
Soft Opening	4-5 October 2018	TBC
Games Time	6-13 October 2018	8.00am - 11.00pm
Closing	15 October 2018	TBC

MEDIA ACCESS TO MPC

All accredited personnel and media personnel with MPC denotation are allowed to access the MPC. Asian Para Games members with MPC access on accreditation cards are allowed to access the MPC. Individuals may apply to MPC to obtain MPC inquiries by filling out forms at least 24 hours in advance.

All Athletes and Committee Members who will be attending a press conference may enter the MPC and will be accompanied by the NPC press attaché.

PRESS CONFERENCES

Media conference rooms are located inside the MPC. LOC briefs, press conference, or NPC press conference (with translator facilities) will be held in the main conference room of the MPC.

MPC CONFERENCE ROOM RESERVATION

All conferences and interview facilities can be used with prior 24 hours reservations. Reservation can be made through MPC Media Manager or responsible party.

ATHLETES ATTENDING THE MPC PRESS CONFERENCE

Athletes who do not have access to MPC need a guest pass card. LOC must provide MPC guest pass cards on the NPC press attaché so they can assist athletes to enter the MPC at any time. If the MPC guest pass card is lost there will be no any replacement.

PHOTO SERVICES CENTRE AT MPC

The camera repair center is located near the photographer's workspace to provide services to registered cameras.

LANGUAGE SERVICES AT MPC

Language Services will offer professional interpretation for press conferences hosted at the MPC in the following languages: English, Japanese, Mandarin, Russian and Arabic.

2. Venue Media Centres

COMPETITION VENUES

Venue Media Centre (VMC) will be available in several locations, with press conference area, working space and internet connection - both wireless connection and cable connection. The VMC will open 1 hour before the competition and will run for 2 hours after the competition is over.

VMC will hold a press conference after the competition is over. Each NPC should make a reservation for a press conference through the Venue Manager. Press conferences for coaches and athletes will be conducted only when sufficient demand from the media.

TRAINING VENUES

The accredited media will have access to the training venues during the training sessions for take photos, watch training and conduct interviews with the athletes. There will be no dedicated facilities and services nor Venue Media Centre at the training venues.

ATHLETES VILLAGE

There will be no Venue Media Centre at the Athletes Village.

3. Interview Facilities at Venues: Mixed Zones

Mixed zones will exist in most competition venues. The media can conduct short interviews with athletes and coaches after they leave the field. Athletes will pass through the mixed zone, but they

are not obligated to serve requests for interviews from the media. The duration of the interview depends on the willingness of the athlete.

Backdrop will be available in mixed zone, with the official logo of Indonesia 2018 Asian Para Games.

Personnel who have access to the mixed zones are:

1. Competing Athletes.
2. Team of Coaches.
3. Accredited Media.
4. Mixed Zone Manager.
5. NPC Press Attaché.
6. Doping Control Supervisor

4. Interview Facilities at Venues: Press Conference Room

The press conference room is located in every competition venue. The press conference will be held after the awarding ceremony of the winner or after the competition, depending on the situation. The press conference room is equipped with chairs, backdrop, sound system, stage and refreshment. The equipment will be prepared according to the size of the room.

5. Photo Operations at Venues

There is a specific place for photographers, located around the stands and the competition field. This position is well-designed so that photographers can get the best shot from the game. This area will be supervised by personnel from VMC. There is also available Media Tribune: Media stands at every venue.



