



**MEDIA ACCREDITATION RULES
OF THE
GRAND PRIX OF NATIONS RIGA 2017 &
3rd EUROPEAN CHOIR GAMES**

Riga, 2017

1. General provisions

1.1. These regulations prescribe the accreditation procedures for media representatives attending Grand Prix of Nations Riga 2017 & 3rd European Choir Games events and the issue and use of press accreditation cards.

1.2. The organisers of the Grand Prix of Nations Riga 2017 & 3rd European Choir Games Foundation Riga Tourism Development Bureau, Reg. 40008148699; Address: Rātslaukums 1, Riga, LV-1050, tel: +371 67037250, and INTERKULTUR; Ruhberg 1, 35463 Fernwald, Germany, tel:+49 (0) 6404 69749 (hereinafter - the Organisers).

1.3. Information concerning these Rules may be obtained by e –mailing to andra.rutkevica@riga.lv.

1.4. The Rules are published in the Media section of the Organisers' websites: www.singinriga.lv and www.interkultur.com (in Latvian and English).

2. Purpose of and time limit for accreditation

2.1. Those media representatives representing media (hereinafter - Media) registered in accordance with the provisions of the 'Law On the Press and Other Mass Media' shall be entitled to the Grand Prix of Nations Riga 2017 & 3rd European Choir Games accreditation.

2.2. News portals not registered in accordance with the 'Law On the Press and Other Mass Media' may also be considered Media within the framework of these Rules.

2.3. Accreditation of media representatives for the Grand Prix of Nations Riga 2017 & 3rd European Choir Games events is granted for the purpose of ensuring appropriate conditions for media representatives to carry out their professional activities as regards reporting on Grand Prix of Nations Riga 2017 & 3rd European Choir Games in their media.

2.4. Media employees or media representatives that have been authorised by their medium shall be entitled to receive accreditation.

2.5. Media representatives must provide written confirmation by the medium's editor for the relevant representative to receive accreditation as a media representative.

2.6. The Organisers have the discretion to grant accreditation to freelance media representatives and other writers.

2.7. Media accreditation for the Grand Prix of Nations Riga 2017 & 3rd European Choir Games events shall be granted for the period from July 14th – July 23th, 2017.

3. Applications for accreditation

3.1. Applications for accreditation from Latvian and foreign media to report on the Grand Prix of Nations Riga 2017 & 3rd European Choir Games events shall be accepted from May 15th, 2017.

3.2. Applications for accreditation shall be submitted electronically by completing an accreditation application (hereinafter – Application) available in the Media section of the websites: www.singinriga.lv and www.interkultur.com (in Latvian and English).

3.3. Accreditation can only be applied for electronically or in person at Grand Prix of Nations Riga 2017 & 3rd European Choir Games Media Centre (hereinafter – Media Centre) at K. Valdemāra street 5, Rīga.

3.4. The following details for a media representative (hereinafter – applicant) shall be specified when completing an accreditation application:

3.4.1. name and surname of applicant;

- 3.4.2. name of the medium for which the applicant is seeking accreditation;
 - 3.4.3. applicant's position in the respective medium;
 - 3.4.4. applicant's contact telephone;
 - 3.4.5. applicant's e-mail address;
 - 3.4.6. name and surname of medium's editor;
 - 3.4.7. contact telephone of medium's editor;
 - 3.4.8. e-mail address of medium's editor;
 - 3.4.9. mailing address for medium;
 - 3.4.10. medium's website.
- 3.5. Applications must be accompanied by the following, where indicated on the website:
- 3.5.1. photograph of applicant (passport photo);
 - 3.5.2. written declaration (signed and scanned) from the editor of the applicant's medium;
 - 3.5.3. freelance foreign media representatives who are not tied to a specific medium need not submit a written declaration (signed and scanned) from a medium;
 - 3.5.4. applicants will be notified of the issuing or refusal of accreditation by information being sent to the e-mail address indicated in their application within five working days of the application being received.
- 3.6. The Organisers have the right to limit the number of representatives from each medium.

4.4. Admission to the Grand Prix of Nations Riga 2017 & 3rd European Choir Games events

- 4.1. Accredited members of the media shall be admitted to the Grand Prix of Nations Riga 2017 & 3rd European Choir Games events on presentation of their accreditation cards, issued if the Organisers have approved the accreditation of the respective representative for the the Grand Prix of Nations Riga 2017 & 3rd European Choir Games.
- 4.2. Accreditation cards can be collected in person at the the Grand Prix of Nations Riga 2017 & 3rd European Choir Games Media Centre from July 14th on presentation of an ID card or a passport and a valid press card (or letter of accreditation from a media organisation).
- 4.3. The transfer of accreditation cards to other persons is prohibited.
- 4.4. Because of the limited number of seats at some venues, the issuing of a media accreditation card does not guarantee that the media representative will be able to attend the Grand Prix of Nations Riga 2017 & 3rd European Choir Games events.
- 4.5. It is advisable for media representatives to have personal ID with them when attending the Grand Prix of Nations Riga 2017 & 3rd European Choir Games events

5. Rights of accredited media representatives

- 5.1. To attend at the Grand Prix of Nations Riga 2017 & 3rd European Choir Games press conferences and Choir Games events, staying within the press access areas indicated by the Organisers;
- 5.2. To receive press releases, information and news materials about the Grand Prix of Nations Riga 2017 & 3rd European Choir Games intended for dissemination in the media.
- 5.3. To photograph open the Grand Prix of Nations Riga 2017 & 3rd European Choir Games events, make

audio and video recordings only in the locations specified by the Grand Prix of Nations Riga 2017 & 3rd European Choir Games Organisers, in accordance with the Grand Prix of Nations Riga 2017 & 3rd European Choir Games Organisers' instructions;

5.4. To seek assistance at the Media Centre and make use of the organisational capabilities of the Media Centre.

6. Obligations of accredited representatives:

6.1. to respect the interests of the Grand Prix of Nations Riga 2017 & 3rd European Choir Games participants, guests and the Organisers while carrying out their professional duties;

6.2. to observe that any materials obtained from the Grand Prix of Nations Riga 2017 & 3rd European Choir Games, used in any way whatsoever, must have an explicit reference to the Grand Prix of Nations Riga 2017 & 3rd European Choir Games;

6.3. Media representatives are requested to inform the Organisers about any article published relating to the Grand Prix of Nations Riga 2017 & 3rd European Choir Games, sending a link to or copy of the article to andra.rutkevica@riga.lv;

7. Refusal of accreditation

7.1. The Organisers are entitled to refuse accreditation for the following reasons:

7.1.1.1. if the submitted accreditation application contains incorrect information;

7.1.1.2. if applicants have not submitted Accreditation Rules to the Organisers signed by themselves and the editor/manager of their media, confirming their acceptance of them;

7.1.1.3. in other cases, at the discretion of the Organisers.

7.2. Media representatives' accreditation may be revoked in the following cases:

7.2.1.1. if the representative of the respective medium are in breach of these rules;

7.2.1.2. if the Organisers have compelling reasons to do so.

7.3. A decision to revoke the accreditation of an accredited media representative shall be Communicated in writing to the medium's manager.

7.4. A decision to refuse or revoke accreditation cannot be appealed.

8. Purpose of and validity period for media accreditation cards

8.1. Media cards issued to members of the media by the Organisers grant the right to attend the Grand Prix of Nations Riga 2017 & 3rd European Choir Games events, where the Organisers will, where possible, provide appropriate conditions for the media to carry out their professional activities related to reporting on the Grand Prix of Nations Riga 2017 & 3rd European Choir Games programme.

8.2. The Grand Prix of Nations Riga 2017 & 3rd European Choir Games media accreditation cards are valid from July 16th to July 23rd.

8.3. The Grand Prix of Nations Riga 2017 & 3rd European Choir Games media accreditation cards are the property of the Organisers.

9. Issue of media accreditation cards

9.1. Media accreditation cards may be obtained from the Organisers' Media Centre (K.Valdemara street 5, Riga) from July 14th, 2017 from 09.00 to 18.00.

9.2. Media accreditation cards shall be issued to media representatives in person or to a representative of the media authorised to collect all the media accreditation cards for their media.

9.3. Media representatives shall sign for the receipt of their media accreditation cards in the register kept for this purpose. With their signature, mass media representatives attest that they agree to the procedure set down by the regulations on the issuing and use of Grand Prix of Nations Riga 2017 & 3rd European Choir Games media accreditation cards.

10. Use of media accreditation cards

10.1. When attending Grand Prix of Nations Riga 2017 & 3rd European Choir Games events, press cards must be presented on request to event organisers, security and ticket/pass checking personnel. Media cards shall be worn visibly during events.

10.2. Accreditation cards are issued in four categories: A, B and C:

10.2.1. **category A (Official Grand Prix of Nations Riga 2017 & 3rd European Choir Games media)** media accreditation cards allow entry to all Grand Prix of Nations Riga 2017 & 3rd European Choir Games outdoor and indoor events free of charge, as well as behind-the-scene opportunities. Category A media accreditation cards enable photographers or video operators to take close-ups, side views and long shots at all events);

10.2.2. **category B (photo and video)** media cards enable holders to attend Grand Prix of Nations Riga 2017 & 3rd European Choir Games events* to carry out their professional activities (photography or filming). Venues will allocate special zones for the needs of photographers and video operators. Flash photography is prohibited at indoor events. Professional photo and video equipment may not be used outside the special press area. The Organisers cannot guarantee access to press areas where there are a limited number of places and great media interest in an event. Moving through venues is not allowed during performances. Category B media cards do not permit attendance at rehearsals, qualifying competitions and non - competitive evaluation concerts and workshops. The Organisers may limit photo and video recording time during Grand Prix of Nations Riga 2017 & 3rd European Choir Games events;

10.2.3. **category C (journalist)** media cards enable media editors, correspondents and journalists to attend Grand Prix of Nations Riga 2017 & 3rd European Choir Games events* to carry out their professional activities. The Organisers cannot guarantee access to press areas where there are a limited number of places and great media interest in an event. Moving through venues is not allowed during performances. Category C media cards do not permit attendance at rehearsals, qualifying competitions and non - competitive evaluation concerts and workshops.

10.3. Because of the limited number of places at venues, the Organisers cannot guarantee seating for media representatives at Grand Prix of Nations Riga 2017 & 3rd European Choir Games programme events, nor can the Organisers guarantee that media representatives will be able to attend and report on all Grand Prix of Nations Riga 2017 & 3rd European Choir Games programme events. Accredited media are not entitled to seats if ticket holders for those seats arrive with their tickets.

* When completing the accreditation application form, media representatives are also requested to complete the information questionnaire about the events they wish to attend. The questionnaire is for information purposes only. The Organisers cannot guarantee access to press areas where there are a limited number of places and great media interest in an event.

11. Other provisions

11.1. If a Grand Prix of Nations Riga 2017 & 3rd European Choir Games media accreditation card is lost, the media representative shall immediately notify the Organisers (K.Valdemāra street 5, Rīga, mob.phone +37129427529, e-mail: andra.rutkevica@riga.lv).

11.2. Media representatives shall inform the Organisers (K.Valdemara street 5, Riga, mob.phone +37129427529, e-mail: andra.rutkevica@riga.lv) about any person who no longer works for them. Such media accreditation cards will be annulled.

11.3. The Organisers have the right to annul Grand Prix of Nations Riga 2017 & 3rd European Choir Games media accreditation cards for failure to comply with these regulations and if the instructions of event organisers are not followed.

Diāna Čivle
Project manager of the Grand Prix of Nations
Riga 2017 & 3rd European Choir Games

Guenter Titsch
President of Interkultur and World Choir Council

On media application form

SAMPLE

Confirmation by editor of medium

Place, _____. _____ 2017

/Name Surname/, editor of /Name of medium/, hereby confirms that /Name Surname/position/ should receive accreditation for Grand Prix of Nations & European Choir Games 2017 programme events as a representative of /Name of medium/.

Editor of medium

Name Surname