

ISU.ORG



**ISU SHORT TRACK WORLD TOUR 2024
DECEMBER 6-8, 2024
BEIJING, CHINA**

Media Information



**INTERNATIONAL
SKATING UNION**

2024-2025

Table of Contents

1. Media Accreditation	2
1.1 Accreditation Requirements	2
1.2. Quotas	3
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>	4
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
2. Visa Application	5
3. Media Facilities at the venue	5
3.1. Media Tribunes and TV Commentator positions	6
3.2. Mixed Zone	6
4. Media Digital Services	8
5. Media Accommodation	9
5.1. Media Hotels	Error! Bookmark not defined.
5.2. Reservation Payment Conditions	Error! Bookmark not defined.
6. Transportation	11
7. Useful Information	12
8. Competition Information	13

The International Skating Union (ISU) looks forward to hosting media attending the ISU Short Track World Tour 2024 #3 in Beijing, China. The event will be held at the Capital Indoor Stadium (56 Zhong Guan Cun Da Jie, Haidian District, China, 100086) from December 6, 2024 to December 8, 2024.

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 Center and press tribunes will be open and operational as from the first practice/ training session on December 5, 2024.

The Press Center will be open daily from the beginning of the official practice until one hour after the conclusion of the last competition every evening (including any medal, gala, closing ceremony or other special event). The exact opening hours 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) under «[Media Accreditation](#)».

Chinese media:

- <https://www.bjcac.org.cn/>

!! When registering / applying, please make sure to upload all requested press credentials and to update these at the start of each season.

Accreditation is exclusively reserved for professional journalists employed by or representing media organizations (including agencies, print/web, TV/Radio), photographers, and, in some cases, content creators and social media reporters covering ISU Events for editorial or news purposes.

Representatives from ISU Member Federations involved in press and communication activities, and which have been officially approved by the ISU, are also eligible for accreditation.

Please note that individuals affiliated with sponsors, brands, or agencies will not be considered for media accreditation.

1.1 Accreditation Requirements

All media must provide the following up-to-date credentials when applying for media accreditation:

1. **Endorsement letter** confirming the journalist's affiliation with the registered media company or activity. The letter must include the date, the media company's logo, details about the role/function, and a signature from the editor-in-chief - * *Mandatory*
2. Copy of current **professional media or Press Card** - *if available*
3. Copy of a **valid ID/passport + headshot picture** - * *Mandatory*
4. Examples of **published work / portfolios** (e.g., past articles or photographs) - * *Mandatory*

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
	Major Agency or Newspaper: 2 journalists
Photographer	Media Organization: 1 photographer
	Major Agency or Newspaper: 2 photographers (limited to one rink side position, the other in an elevated position)
TV Non-Right Holder	Media Organization: 3 persons 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
	Freelancers must provide written evidence that they are assigned to cover the ISU Event on behalf of a media organization. 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).

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 for this event is as follows:

On-site media accreditation (subject to capacity)

Deadline for On-site media accreditation requests: **November 22, 2024**

⚠️ 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 a form ([available for download here](#)) and submitted to the ISU Media Team (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) 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

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 operational period and location of Venue Accreditation Desk is to be confirmed. International media who need to pick up the Accreditation Card on site could contact the Media team of Beijing Organizing Committee via email (media_bjcac@163.com).

2. Visa Application

Media representatives requiring an official invitation letter in order to apply for a journalist visa must contact the Organizing Committee (csa@chinacsa.net.cn).

To obtaining an official visa invitation letter, please provide the following documents:

- A scanned copy of the applicant's passport
- Press card or Employment certificate from media organization (stamped with official seal)
- Email of approved ISU media accreditation
- Completed Visa Application Form (here)

These documents need to be sent via email to the Organizing Committee (csa@chinacsa.net.cn) **at least 42 days prior to their arrival in Beijing**. Media representatives are responsible for visa application on their own.

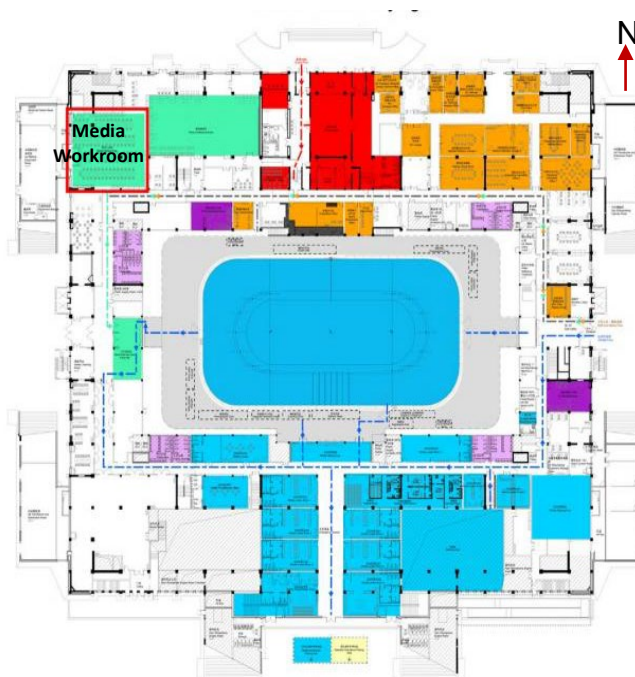
Please note that an official invitation letter will only be provided to approved media representatives.

3. Media Facilities at the venue

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

The Media Workroom is located in the north-west corner of the competition venue (see below map), with about 70 workstations, equipped with power supply, wired 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 is an information board with a pigeon hole system to provide journalists with timely event results and general information. Coffee, tea, snacks and other refreshments will also be provided on-site.

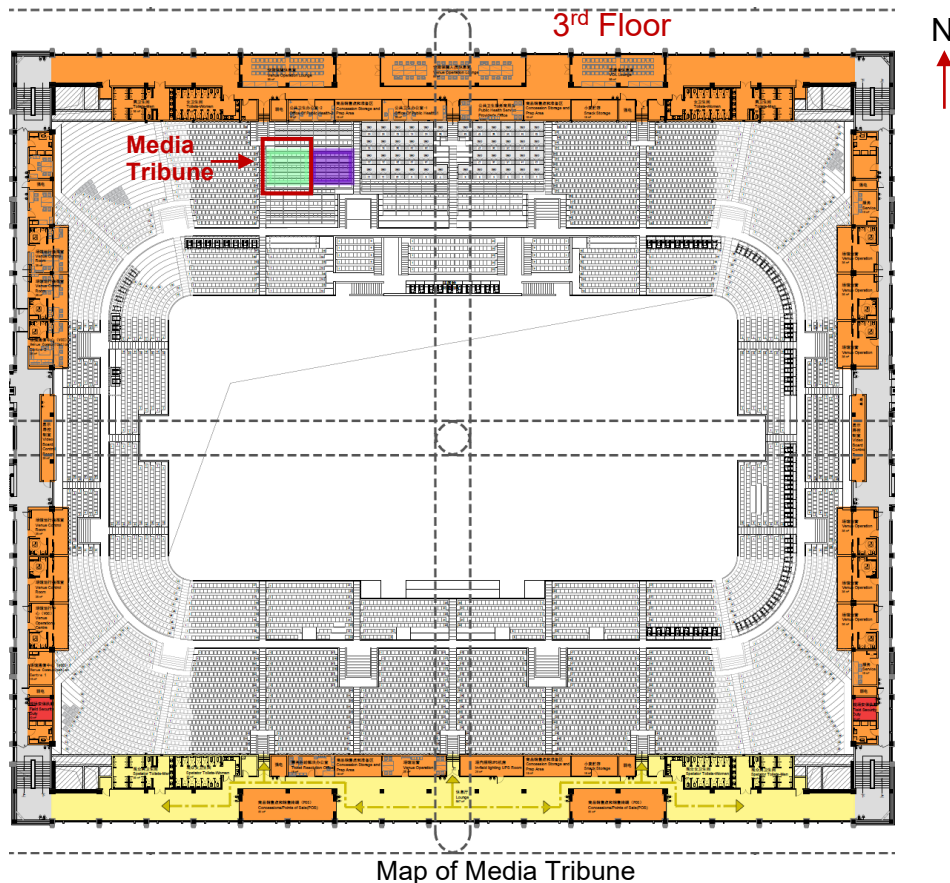


Map of Media Workroom

3.1. Media Tribunes and TV Commentator positions

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

The media tribunes will be located on the north-west side of the competition venue (see below map). There are about 20 tabled seats and 40 non-tabled seats. The seats are equipped with power supply and Wi-Fi connection, working tables and chairs.

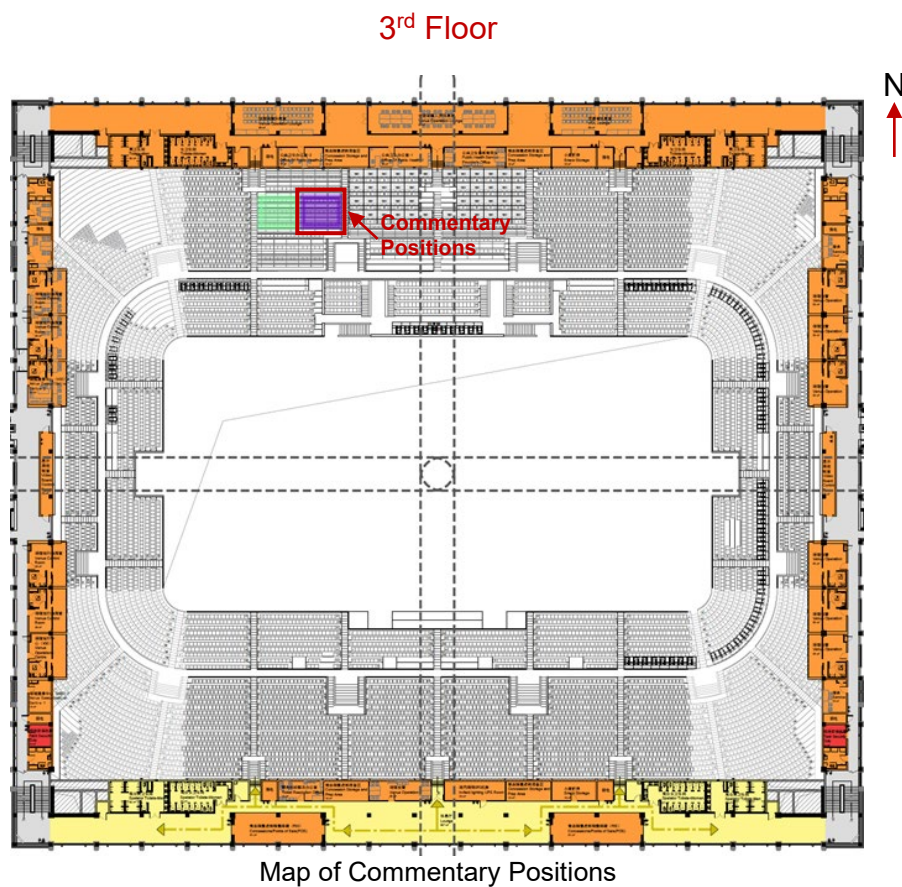


Commentary Positions are located on the north side of the venue (see below map), plan to have four positions in total. Three types of commentary positions:

- **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.



3.2. Mixed Zone

The Mixed Zone provides an opportunity for media to interview athletes immediately after competition.

The Mixed Zone area is split into the following sections and follows a pre-determined priority order:

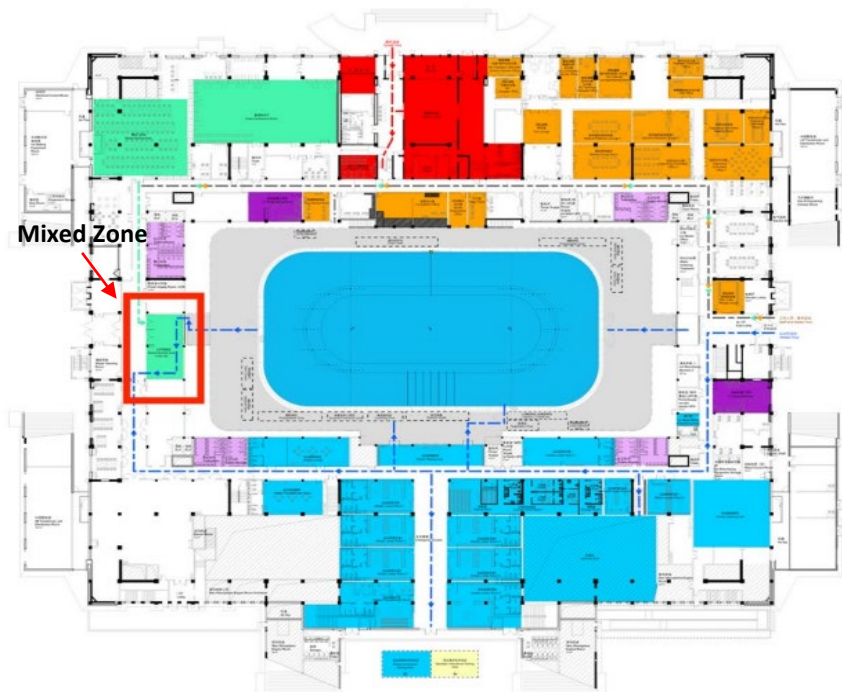
1. Quick Quotes (made available on the ISU website)
2. TV / Radio Rights Holders (with pre-booked positions)
3. ISU Production/Social Media crew
4. TV / Radio Rights Holders with ENG positions
5. Non-Rights Holders (print/web, TV/Radio, social media without any production rights)

The Mixed Zone is located on the west side of the venue near the skaters' exit (see below map). Basic broadcast lighting is provided.

Athletes will go through the Mixed Zone on completion of every competition/race.

!! Priority will be given to medal ceremonies and TV Right Holders.

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



Map of Mixed Zone

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

- Password to access the ISU photo galleries for editorial and non-commercial purposes will be provided on the Inside ISU Events App.
- 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](https://www.tiktok.com/@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.

The OC also offers media information relevant to the Event on the event website:

<https://www.bjcac.org.cn/>

5. Media Accommodation

The Organizing Committee has designated **Beijing Xiyuan Hotel** as the official media hotel.

Media personnels are responsible for booking their own accommodation and bearing the cost themselves.

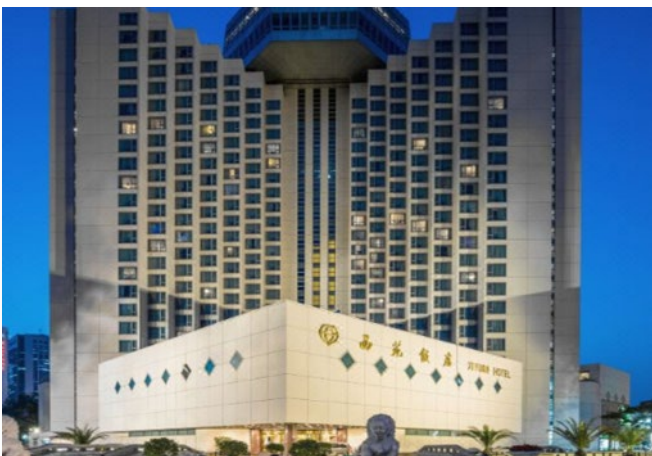
Booking contacts:

zhangqian@xiyuanhotel.com.cn

5.1. Media Hotel

- **Hotel Name:** Beijing Xiyuan Hotel
- **Star-rating:** ★★★★★
- **Address:** No. 1 Sanlihe Road, Haidian District, Beijing
- **Distance to the competition venue** (Capital Indoor Stadium): 0.6 km

Beijing Xiyuan Hotel, a five-star courtyard business hotel, is located at the junction of Beijing's West 2nd Ring Road and West 3rd Ring Road, with a courtyard area of 80,000 square meters and a green area of 20,000 square meters, consisting of a 26-story main building and ten 3-story Soviet-style small buildings. The hotel has more than 600 guest rooms, 5 restaurants, 13 meeting rooms of different size, 15 banquet rooms and supporting recreational and entertainment facilities, and nearly 200 parking spaces.



- **Room Category & Rate (CNY per room/night)**

- ◇ Room Type: **Standard King Room**
Room Rate: 920 CNY (including one breakfast)



- ◇ Room Type: **Standard Twin Room**
Room Rate: 920 CNY (including two breakfasts)



- **Catering**

Beijing Xiyuan Hotel has six restaurants: the 100-meter-high Zijin Genting Revolving Restaurant, the new-style Lu and Yue cuisine of Penglachen Chinese Restaurant, the Beijing-style Yangyi Garden Restaurant, the German-style 1958 beer bar, the authentic Xinjiang-style Restaurant, and the Lobby Garden Cafe. Located on the west side of the lobby, it provides coffee, tea and western snacks. It is an ideal place for business negotiation and leisure break.



5.2. Reservation Payment Conditions

- **Reservation Procedure**

Reservation Request (room type, number of rooms, check-in/check-out dates, etc.) from media needs to be sent via email to the hotel directly **before November 15, 2024**.

Hotel Reservations Department:
 Email: zhangqian@xiyuanhotel.com.cn
 Fax: 8610-68346681

!! Please give a clear indication in the reservation email - "the booking request is from accredited media for the ISU Short Track World Tour".

- **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 rates.

Exchange rate reference

USD to CNY exchange rate: 1 USD = 7.0781 CNY
 EUR to CNY exchange rate: 1 EUR = 7.7304 CNY

6. Transportation

Arrivals/Departures 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 or to departure at Beijing Capital Airport, passengers can take a cab between the airport and the hotel. 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 or to departure at Beijing Daxing International Airport, you can take a taxi between the airport and the hotel from the taxi waiting area at the airport. Payment Method: RMB cash.

Transportation from media hotel to venue:

Shuttle bus services will be arranged from all the official media hotels to the main venue and the practice arena. Schedules will be provided on site and on the Inside ISU Events App.

⚠ 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 October 15, 2024 Bank of China foreign exchange rates (foreign exchange rates change in real time, only for reference)

USD to CNY exchange rate: 1 USD = 7.1078 CNY
JPY to CNY exchange rate: 1 JPY = 0.0475 CNY
EUR to CNY exchange rate: 1 EUR = 7.749 CNY
KRW to CNY exchange rate: 1 KRW = 0.0052 CNY
CAD to CNY exchange rate: 1 CAD = 5.1491 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

- Schedule
- [Entry List, Results and Rankings](#)

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

The Media Operations Team of Beijing Organizing Committee:
media_bjacac@163.com