

ISU.ORG



 Grand Prix of Figure Skating® 2024/25,

NHK Trophy

ISU Grand Prix of Figure Skating NHK Trophy

November 8-10, 2024

Tokyo, Japan

Media Information



**INTERNATIONAL
SKATING UNION**

2024-2025

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Japan Skating Federation looks forward to hosting media attending the NHK Trophy in Tokyo, Japan. The event will be held at the Yoyogi National Stadium 1st Gymnasium (2 Chome-1-1 Jinnan, Shibuya City, Tokyo 150-0041, Japan) from November 8-10, 2024.

This information will assist you in planning your trip to Tokyo 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 Centre and press tribunes will be open and operational as from the first practice/ training session on Thursday, November 7, 2024 according to the following time schedule (it may be subject to changes and needs to be verified on-site):

Opening times:

November 7 (Thu)	From 09:30
November 8 (Fri)	From 06:30
November 9 (Sat)	From 06:00
November 10 (Sun)	From 12:00

1. Media Accreditation

Writing Press, photographers and freelancers must apply for media accreditation through the below website:

<https://forms.gle/nhbyrh1AXizNgJvX8>

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 documentation when applying for media accreditation and further information can be requested:

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
	Figure Skating Subcommittee Member in Japan: 2 journalists
Photographer	Media Organization: 1 photographer
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	<p>Freelance journalist or photographer: 1 person</p> <p>Freelancers must provide written evidence that they are assigned to cover the ISU Event on behalf of a media organization.</p> <p>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).</p>

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.

On-site media accreditation (subject to capacity) deadline:

Friday, October 18 at 18:00 (Local time in Tokyo)

⚠️ No late media accreditation applications will be accepted.

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. **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.

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:

Tomoyuki Kozuke (Mr.)
E-mail: kouzuke.t-dl@nhk-fdn.or.jp
Tel: +81 80 4425 2060

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.

Opening Time:

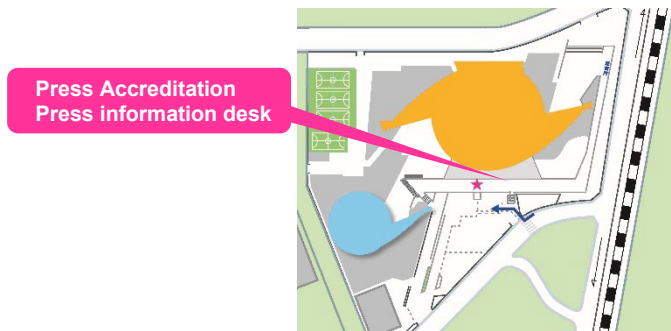
November 7 (Thu)	From 09:30
November 8 (Fri)	From 06:30
November 9 (Sat)	From 06:00
November 10 (Sun)	From 12:00

Accreditation Center Address:

Yoyogi National Stadium 1st Gymnasium
Address: 2 Chome-1-1, Jinnan, Shibuya City,
Tokyo 150-0041

2. Media Facilities at the venue

- Power plugs
- Wireless internet
- TV screens



If you want to book additional internet connectivity services - such as dedicated internet line in the Press Centre, Press Tribunes or rink side for agency photographers, please contact the media office.

nhk-t@mediaoffice.co.jp

2.1.. Mixed Zone & Press Conferences

1. *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)

Athletes will go through the Mixed Zone on completion of every competition. Coaches may also be requested for interviews. The media operations team onsite will do its best to make sure the requested skaters go through the Mixed Zone for media interviews, however it is not mandatory for the athletes to give interviews.

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

As the timing between the end of medal ceremonies and the start of press conferences is quite tight, note that medallists will go through the TV Right Holders' Mixed Zone for interviews and, if time permits, they could spend a limited time in the Non-Rights Holders area. If interviews in the Non-Rights holders area must be cut short, all questions should then be asked during the press conferences.

2. *Press Conferences*

Press conferences will feature the top-3 finishers after each competition and/or after victory ceremonies on final competition days at the Press Working Area.

3. 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

- Access information to the ISU photo galleries for editorial and non-commercial purposes will be made available 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](#)
- 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 following digital channels:

- Event Website: <https://nhk-trophy2024.jp/>
- Event Hashtags: #NHKTrophy #NHK 杯フィギュア
- OC Photo Event Gallery: <https://sport.aflo.com/category/gallery/skating/>
- Social Media Accounts: <https://x.com/skatingjapan>
<https://www.instagram.com/skatingjapan/>
<https://www.youtube.com/c/jsfchannel>

4. Media Accommodation

The Organizing Committee has designated the [Shinjuku Washington Hotel](#) as official media hotel. For reservation purposes, please contact:

Booking contacts (Travel Agency):
Kintetsu International Tokyo (KNT)

nhk-trophy@knt-ec.com

Every individual media person is responsible for booking their own accommodation and bearing any cancellation fees.

4.1. Media Hotels

[Shinjuku Washington Hotel](#)

Room rates (single room) : 35,400JPY/per night per person (Breakfast and VAT are included in the price)

4.2. Reservation Payment Conditions

Deposits:

We will have your credit card information as deposit beforehand.

Cancellation Policy:

From Oct. 18 to 24: 20% of room rate will be invoiced.

From Oct. 25 to 31: 50% of room rate will be invoiced.

From Nov. 1: 100% of the room rate will be invoiced.

Payment methods:

Advance payment by credit card only (VISA, Master, AMEX, Diners)

5. Transportation

Shuttle bus will be arranged from the official hotel ([Keio Plaza Hotel](#)) to the venue. It is a 8-minute walk from Shinjuku Washington Hotel to Keio Plaza Hotel. 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 hotel.

6. Useful Information

Climate (November):

- Day time Average 17.0 °C (63F)
- Nighttime Average 9.0 °C (50F)

Currency:

- Paper bills, we have 10,000Yen, 5,000Yen and 1,000Yen bills and coins, we have 500Yen, 100Yen, 50Yen, 10Yen, 5Yen and 1Yen coins are used. Most stores accept all bills but larger bills (10,000Yen or 5,000Yen) may not be accepted when you take public transportation like buses.

Electrical plug types: 100V plug type A

Time zone: 9 hours ahead of Greenwich Mean Time (GMT+9:00)

Emergency numbers: Emergency (119) Police (110)

Website of local tourist office:

Visit Tokyo - The Official Travel Guide of Tokyo, GO TOKYO
<https://www.gotokyo.org/en/index.html>

7. Competition Information

- [Competition schedule](#)
- [Entry List and Results](#)

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

Japan Skating Federation Media Office

E-mail: nhk-t@mediaoffice.co.jp

TEL: +81 5843 0415

<https://nhk-trophy2024.jp/>

[ISU Event webpage](#)