



Memo of Specifications for the Press for the Organisation of Grand Prix

In order to ensure a better promotion of its Grand Prix, the International Fencing Federation (FIE) established this memo of specifications for the press for the organisers of Grand Prix competitions.

1. Accreditation:

Before the competition, the organiser must prepare *specific accreditation forms for the press*, which must include the following information: name and first name of the journalist, nationality, passport or identity card number, national or international press card number (AIPS), name, address and stamp of the media, the category (newspaper press, photographer, webmaster, radio), as well as the space for an identity photo.

2. Press Officer

A press officer must be designated (preferably a journalist). He will be in charge of journalists, press equipment (press gallery, press room, mixed area) as well as press conferences. He will supervise the accreditations and make sure that the results are properly distributed.

3. Press Gallery:

The press gallery is under the responsibility of the press officer. It is meant for journalists as well as press officer. The seats must be equipped with tablets and electric sockets. The journalists can ask for private telephone lines to be installed, at their own expense.

4. Photographers:

Accredited photographers must wear a chasuble of a different colour than the one worn by cameramen of the channel owning the rights.

5. Press Room:

The press room is meant for the journalists. It opens half an hour before the beginning of the competitions and closes once the last journalist has finished his work. It is equipped with tables and electric sockets.

6. Mixed Area:

This is a place where journalists can meet fencers and trainers immediately after their competitions. It is therefore situated just behind the exit door, well delimited. It means that there is only one exit for the athletes, and if possible, not too far from the press gallery.

7. Press Conferences

A room must be set up for press conferences dedicated to Grand Prix issues, its stakes or interviews of medallists. Ideally, this room should be located the closest possible of the mixed area.

8. Accommodation:

The organiser must provide the journalists with a list of hotels.

9. Transportation:

The organiser must check the transportation of journalists between the airport, the hotels and the competition venue.