



HANDBOOK OF SPECIFICATIONS FOR THE PRESS ORGANISATION FOR THE SENIOR WORLD CHAMPIONSHIPS

In order to ensure a better promotion of its competitions through the media, and notably the world championships, the International Fencing Federation (FIE) established a handbook of specifications for the press organisation, which must be respected by the organising federations.

PRESS OFFICER

Immediately after the announcement of the designation, the organiser must designate a press officer (preferably a journalist). This press officer will take part in all the preparatory meetings, notably those dealing with the lay-out of the chosen hall, the conditions of accreditation, the accommodation and the transportation.

During the competition, the press officer will be responsible for the press gallery, the press room, the mixed area and press conferences. He will in particular make sure that the distribution of the results is done properly. His role is detailed in the different following chapters.

ACCREDITATIONS

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
- Category : newspaper press

photographer

webmaster

radio

television without rights

- Specific requirements (personal telephone line, photographic development ..)
- Space for an ID photo

These accreditation forms will be sent to national federations and published on the internet website of the FIE and of the organiser, four months before the beginning of the world championship.

The registrations must reach the organiser at least six weeks before the beginning of the competition.

The FIE press officer will be charged to verify the requests and to accept or refuse them. Non professional journalists are often asking for press accreditation cards. If they have been appointed for a journalistic task, their requests of accreditation must be proposed by their national federation and validated by the FIE. The FIE press officer is entitled to withdraw an accreditation to a person, who is obviously not exercising a press activity.

The individual press cards, remitted to each accredited journalist at the beginning of the competition, must be of a different colour or have a special mark in order to differentiate them from the other families of the competition.

Marks/abbreviations:

PR: written press

PH: photography

NR: television and radio non-rights holders, and webmasters

TVR: television and radio rights holders

The FIE TV officer is responsible for the accreditations for the television owner of the rights, as well as for the other persons related to this company.

PRESS GALLERY

Situated in the main gallery, in front of the piste for the final, the press gallery must provide about sixty seats equipped with tablets, electric plugs and sufficient lighting.

The seats for TV-commentators will be at the back of this gallery.

The names of the media will be posted on the seats, it is advised to seat journalists from a same country together.

No camera and/or projector must disturb the vision of journalists seated in the gallery to work.

Media can install at their expenses, personal telephone lines.

The press gallery is under the absolute responsibility of the press officer, who must delimit it in order to have only one access. Any person penetrating the gallery without accreditation card must be expelled by the service of security.

The results will be regularly distributed by volunteers.

PHOTOGRAPHERS

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

During eliminations, they are allowed to circulate around the pistes.

For the finals, they will be placed on both sides of the piste, behind the fencers, between the main gallery and the piste, in such a way not to disturb the television cameras.

For the transmissions, the photographers can order at their expenses telephone lines, either in the press gallery or in the press room.

PRESS ROOM

The press room will be located within the hall of sports, if possible just behind the press gallery. The press officer, who is responsible for the press room, will have an office in this room.

This press room will be equipped as follows:

- working tables with electric plugs
- pigeon holes for the start lists and the results, differentiated, weapon by weapon
- a photocopier
- lockers (especially for photographers)
- a rest area (and eventually a small bar)

The media can install, at their expenses, personal telephone lines.

The press room is for journalists only. Other persons such as team captain or trainer are not allowed to come in to take results.

The press room opens half an hour before the beginning of the competitions and closes once the last journalist has finished his work.

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.

The organiser must provide a service of security to prevent the persons without chasuble from penetrating around the pistes.

PRESS CONFERENCES

A room must be set up for press conferences of either the FIE President, the organiser or, and above all, the medallists. This room must be equipped with a sufficient number of seats, a public address system and wireless microphones. Interpreters must be arranged either by the organisation or the teams themselves. The medal-holders (individual gold and silver, and team) must come to this room, just after the awards ceremony, under the responsibility of the press officer.

Ideally this room should be located the closest possible of the mixed area.

It is advisable for the press officer to designate an assistant to manage the mixed zone and organise the press conference.

ACCOMMODATION

The organiser must send, together with the accreditation form, a list of hotels (two, three and four stars), which will be considered as hotels for the media, even if there are also other families of the championship. The journalist can either ask the organiser to make the reservation or book directly with information of the reference.

TRANSPORTATION

If the distance between the hotels and the hall of sports is important, it is necessary to organise shuttles for both ways. The last shuttle in the evening must wait for the last journalist.

The transportation of journalists from the airport to the hotels will be greatly appreciated if the arrival time and air company were sent together with their accreditation form. Finally, it is desirable that transportation be free, upon presentation of the accreditation card, in the cities equipped with an underground.