



# **The Astana-Almaty 7<sup>th</sup> Asian Winter Games Media Accreditation Manual**

**Astana-Almaty Organizing Committee for 7<sup>th</sup> Asian Winter Games  
Accreditation Office's address:**

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**Developed by Accreditation Department of AWAGOC**

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## 1. Introduction

### Accreditation goals:

- To identify people and their roles during the 7<sup>th</sup> Asian Winter games 2011 in Astana and Almaty and allow them necessary access to perform their roles;
- To ensure that only appropriately qualified and eligible people are entitled to participate in official Games function during the 7<sup>th</sup> Asian Winter Games 2011 in Astana and Almaty;
- To limit participants' access to areas they need to go to perform their official Games function and keep unauthorized personnel out secure zones.

### Function of Accreditation:

- AWGIDs and AWGADs are proof of accreditation, and give their holder the right to participate in the Games and other activities related to the organization and conduct of the Games.
- AWGIDs and AWGADs accompanied by holder's valid travelling document will guarantee the rightful bearer free entry to and exit from Kazakhstan for the purpose of participating in the 7<sup>th</sup> Asian Winter Games in Astana-Almaty and will act as multiple visa to Kazakhstan during the Games-time period from 1<sup>st</sup> January to 21<sup>st</sup> February 2011.
- Individuals whose accreditation data arrives after the deadline will not receive an AWGIDs in advance and will need to follow normal visa procedures to enter and work in Kazakhstan. They may also experience delays receiving their AWGADs once in Kazakhstan.
- The rightful bearer of AWGADs will be granted the right to the access to certain venues and venue zones during Games-time.
- AWGIDs and AWGADs remains the property of the Olympic Council of Asia (OCA) and can be withdrawn, with immediate effect, at the OCA's sole discretion.

### Purpose of the Accreditation Manual

- All Media and Broadcaster organizations (MBO) must undertake these processes in order to obtain the Asian Winter Games Identification Cards (AWGID) and Asian Winter Games Accreditation Cards (AWGAD) for their delegation members.

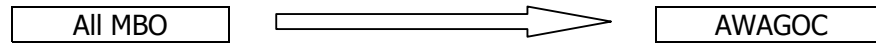
#### 1.1. Accreditation Timeline

Date	Content	Responsible Organization
By request	All Media and Broadcaster Organization should request AWAGOC to create individual Username and Password	All MBO /AWAGOC
After request	AWAGOC will provide MBO with Accreditation Manual, Username and Password	AWAGOC/ All MBO
July 30, 2010	Launch of Online Accreditation	AWAGOC
October 30, 2010	Deadline for Online Accreditation	All MBO
December 20-30, 2010	Data verification and confirmation for printing and distributing AWGIDs	AWAGOC/ Foreign MBO
January 1- February 21, 2011	Enter to Kazakhstan using AWGIDs with valid passports or other travel document	Accredited Foreign MBO delegates
After the Games 2011	Final Report and statistical data	AWAGOC

## 1.2. Accreditation procedures

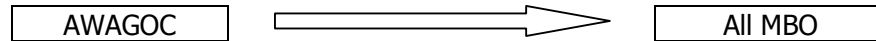
### 1<sup>st</sup> Step

All MBO should request to AWAGOC to create individual Username and Password



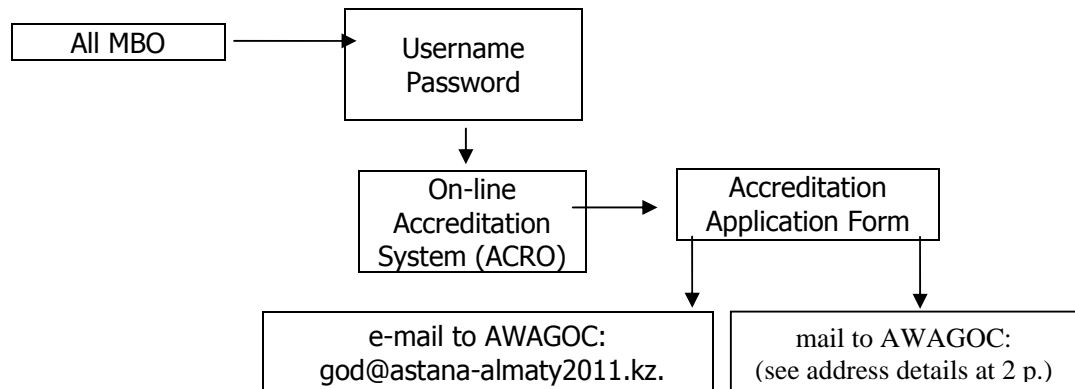
### 2<sup>nd</sup> Step

AWAGOC will provide all MBO with Media Accreditation Manual, including Username and Password to access the system.



### 3<sup>rd</sup> Step

MBO representatives access to On-line Accreditation system by using their own Username and Password to enter data of participants of each category. In the case of requiring offline submission, MBO will access the On –line Accreditation system with designated Username and Password then print Application form, fill it manually and have organization signed send back to AWAGOC Accreditation department by mail (see address details at 2 page) or submit it the following email: god@astana-almaty2011.kz electronically. Both offline submissions will be accepted till October 30, 2010.



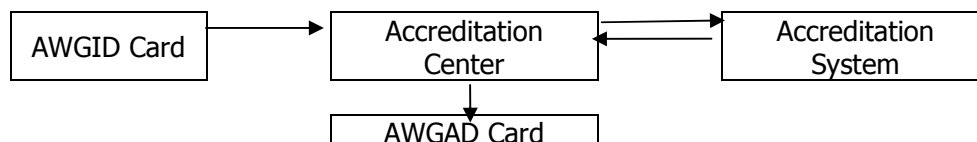
### 4<sup>th</sup> Step

After the data verification AWAGOC Accreditation Department will approve participant data in accordance with Final List and send relevant confirm to each Foreign MBO to print AWGIDs.



### 5<sup>th</sup> Step

On arrival to Astana or Almaty International Airports accredited Media representatives presents AWGIDs along with valid passport or other valid travel document at the Games Accreditation Center. Then AWAGOC will print, laminate AWGADs and give it to a participant.



## 2. Submitting Accreditation Information

ACRO is the web-based accreditation system that allows MBO to submit accreditation applications directly to AWAGOC via the Internet.

AWAGOC will e-mail a Username and Password (to access the accreditation system) to the MBO.

Once entered into the ACRO system, this Username and Password will allow you to submit applications to AWAGOC (refer to Section 2.2.) or save either complete or incomplete records to your account for completion and/or submission at a later date.

Saved records will not be sent to AWAGOC and as such will not be accepted until the record has been submitted to AWAGOC.

After October 30, 2010, access to the ACRO system will be restricted to a read-only basis. To submit any applications after this time, the MBO will need to request temporary submission access.

\* MBOs have also the option of completing and submitting paper forms (refer to the Games Accreditation Guide), **but AWAGOC recommends using the ACRO system as it is faster and more efficient.** An explanation of the fields and their formats can be found in Section 2.3.2., the Games Accreditation Guide.

### 2.1. Photo Requirements

1. The photo must be taken recently (no more than 6 –month old) in color with features clearly visible.
2. The background of the photo should be either white or plain light blue. The boundary between the person and the background should be clearly identifiable.
3. Head covering, such as caps, hats, scarves and hair band, face mask and dark-tinted glasses are not permitted in photos except for religious or medical reasons.
4. The applicants should submit photos with face square on the camera rather than rotated or tilted with both eyes open and clearly visible.
5. The photos should be in sharp focus and clear and un-retouched with no smears or creases.
6. The width and height of the photos should be 35mm by 45mm (W\*H) with the width of the head about 20mm and the length of the head about 25mm. The space between the top of the head and the boundary of the photo should be maintained at about 4 mm with face centered and eyes looking straight at the camera.

Additional Requirements for Digital Images:

7. The image format should be jpg or jpeg. The file size should be between 100kb and 150 kb.

File naming style: Registered Family name \_ Registered Given name \_ Registered Passport/ or Kazakhstan Resident Identity Document number

Example: ASALAN\_AMANOV\_2454535445451

## 2.2. Entering Data through On-line system

On-line ACR system can only be used by register organizations that have received a Username and Password from the AWAGOC Accreditation department.

These organizations can register and print Accreditation Application Form and AWGIDs through On-line ACR system

### Register applications online

To register participant details:

Go to On-line ACR system URL at <http://acro.astana-almaty2011.kz>

The login screen for ACRO appears.

Enter your Username and Password.

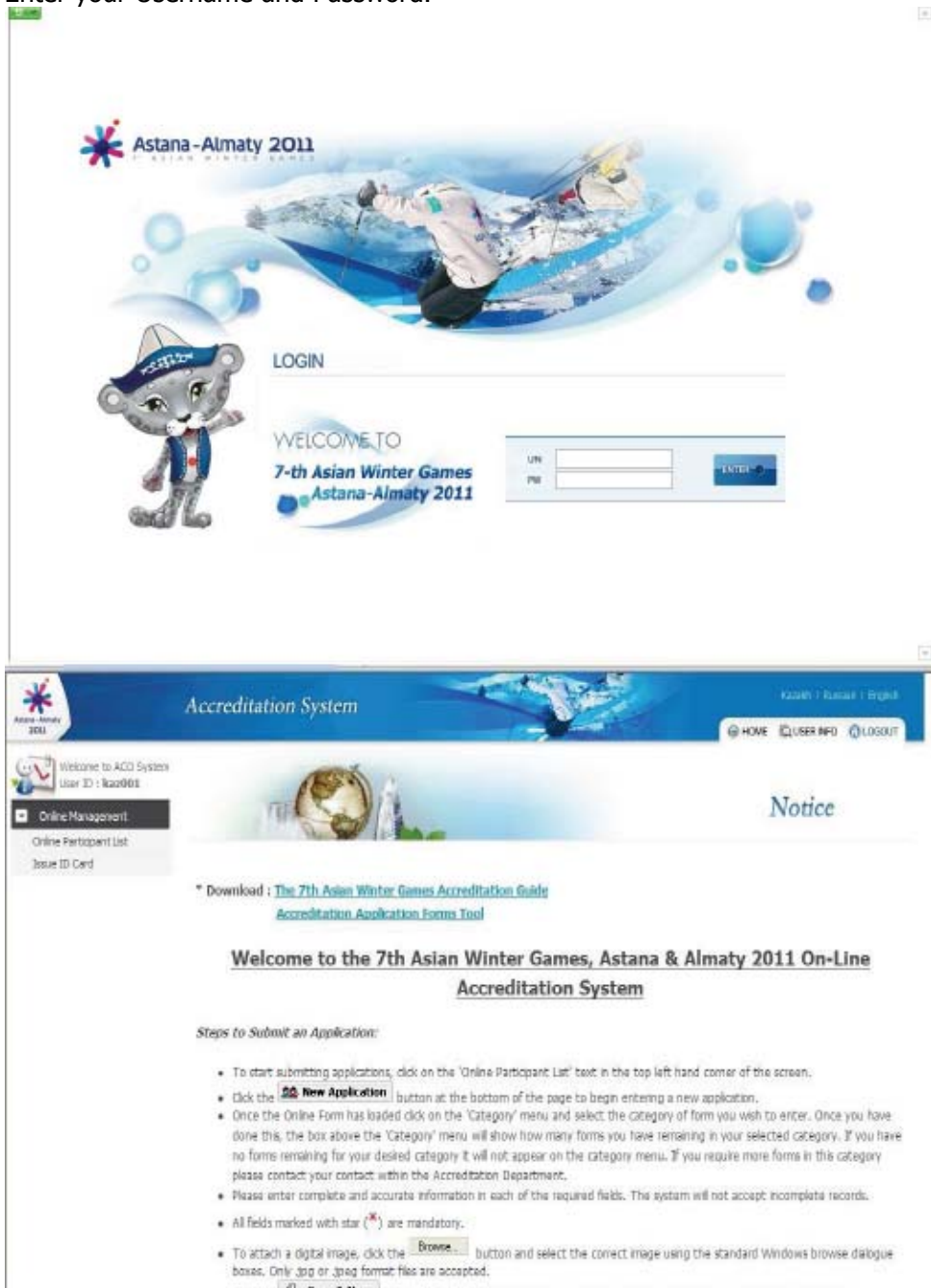
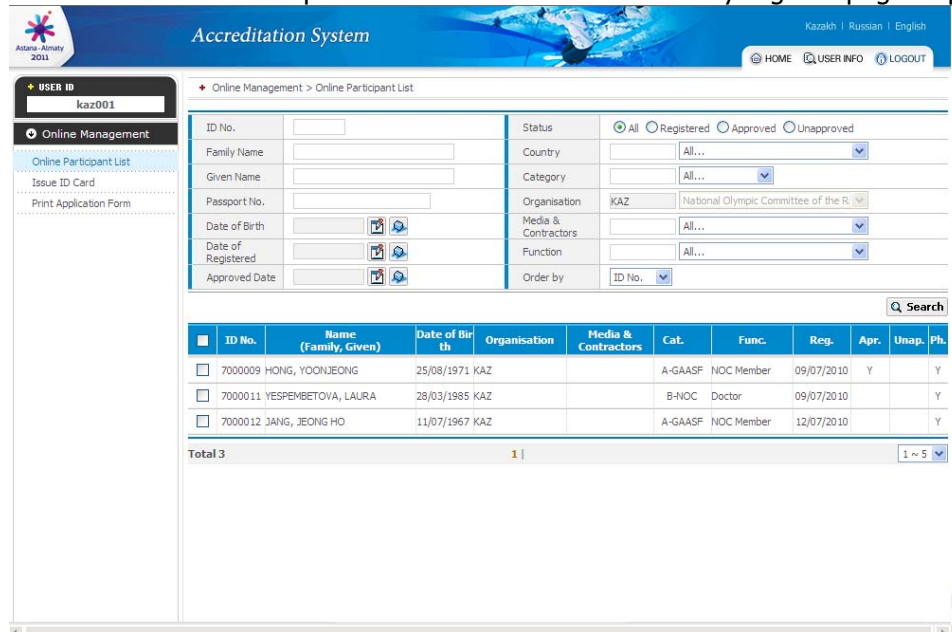


Figure 1.1. – Online Management screen

Click the “On-line Participant List” menu. The On-line family register page displays, figure 1.2.



**Figure 1.2. – On-line Participant screen**

Click the “New Application” button. The On-line family register page displays, figure 1.3.:

The fields getting populated with data are:

Responsible Organization: Name of Organization.

Category of E, Ep, Es, EPs, ET, ENR, RTa, RTb, RTc, HBa, HBb, Hbc.

Now, enter details in given fields.

Category: Functions and organizations related to the category selected here become available on Function and Organization Code drop-box as a selection.

Photo Image: Register JPG photo file. Size: 3.5X4.5, 100 ~ 150KB.

Passport Copy: Register JPG image file. Size: 100 ~ 150KB.

Given Name: Enter Given name, Family name

Preferred Name: You can enter your preferred name.

Nationality: Select from the drop down list the country of passport.

Gender: Select Male or Female.

Date of Birth: Select date of birth from pop-up calendar. The data appears in dd/mm/yyyy order.

Passport No.: Enter passport number to be used for duplication check.

Expiry date of Passport: Enter passport expiry date in dd/mm/yyyy order

Country/Region of Birth

- Country : Select country from the drop down list.

- Region : Enter city of birth.

Permanent address

- Country : Select country of residence, .

- Region, Province/State, City

Card Type: Automatically appears when Function code is selected.

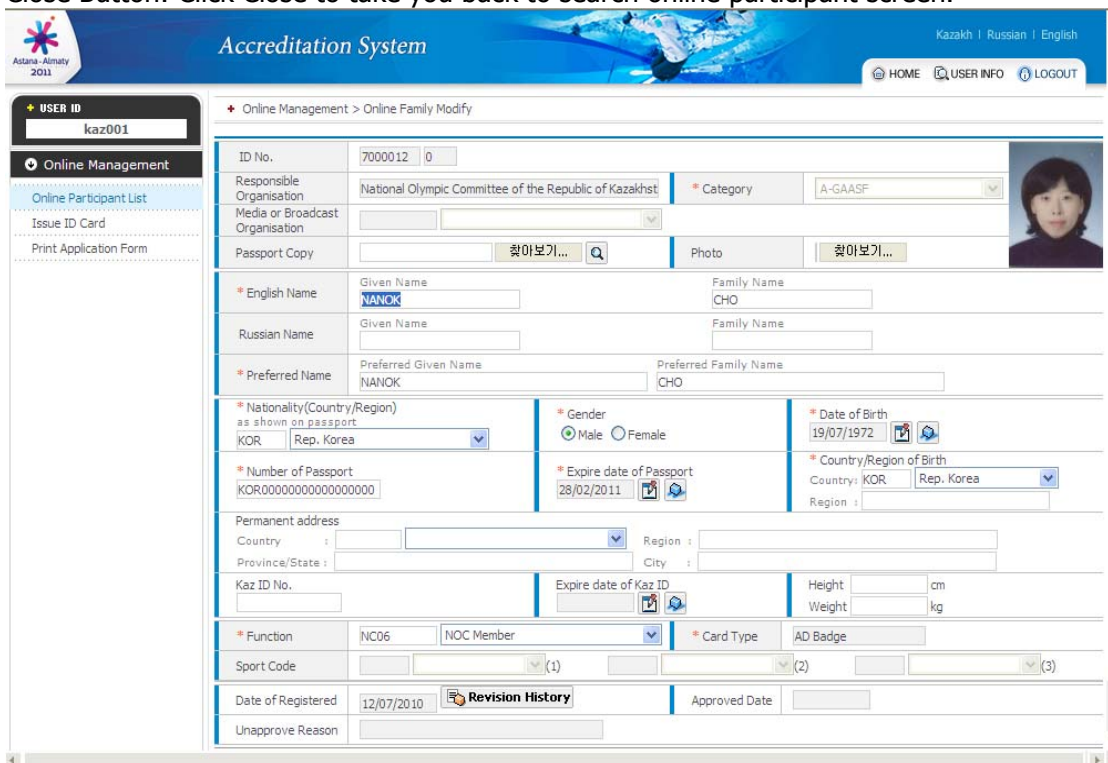
Function: When you select function code, the card type will be entered automatically. By default a single function will be selected.

Sport Code 1, 2, 3: This field appears when the Function Code with Sport condition is selected. The Sport condition is chosen from Function Code Add/Edit screen.

Date of Registered: Date of registration appears when you save the details in the form. Approved Date displays  
Unapproved reason displays.

Save and New Button: For new registrations this button displays on the screen. When you click this button, the data you entered saves and the screen resets to register another application. For edit operation the caption of the button is Save. When you click Save, it saves the updates information on the existing screen. The screen does not resets after the save operation.

Close Button: Click Close to take you back to search online participant screen.



**Figure 1.3. – Participant registration**

After Save the details of new applicant appears on the On-line Participant List.

This application is sent for approval to AWAGOC Accreditation department.

The ACR department verifies details of the applicant. If the applicant is found valid the application is approved. The applicant is registered to the ACRO system.

### 2.3. Submitting Undertaking Forms (UF)

**Before you still filling in the Forms, please read through the following information:**

- All information provided on the application form should be true and accurate.
- All applicants using CAPITAL LATIN LETTERS (A-Z); Arabic numerals should be used for numbers (0 - 9).

- Any form must be duly signed by leader of the responsible organization (NOC President or Secretary General) or his/her authorized representative and affixed with the stamp of the Responsible organization. Application forms which are not signed or stamped will not be accepted by AWAGOC.
- The applicants must choose the Undertaking Form suitable for his/her identity and accreditation category, in accordance with the correspondence of accreditation category specified in the appendixes. AWAGOC will check relevant information of the forms.

**Electronic form of the Undertaking must be provided to AWAGOC until October 30, 2010 at the following E-mail address: [god@astana-almaty2011.kz](mailto:god@astana-almaty2011.kz), [S.Nurzhanova@astana-almaty2011.kz](mailto:S.Nurzhanova@astana-almaty2011.kz)**

#### **2.4. Data Verification**

The purpose of data verification is to ensure that all the delegations' accreditation information was full completed and is correct before their approval.

If any mistakes or changes are detected after the October 30<sup>th</sup>, 2010 deadline, these must be communicated to AWAGOC Accreditation Department with written request to correct this information.

### 3. AWGID and AWGAD validation procedures

#### 3.1. Print AWGID through On-line system (for Foreign MBOs delegates)

Click the Issue ID Card menu. The Issue ID Card page displays, figure 1.4.

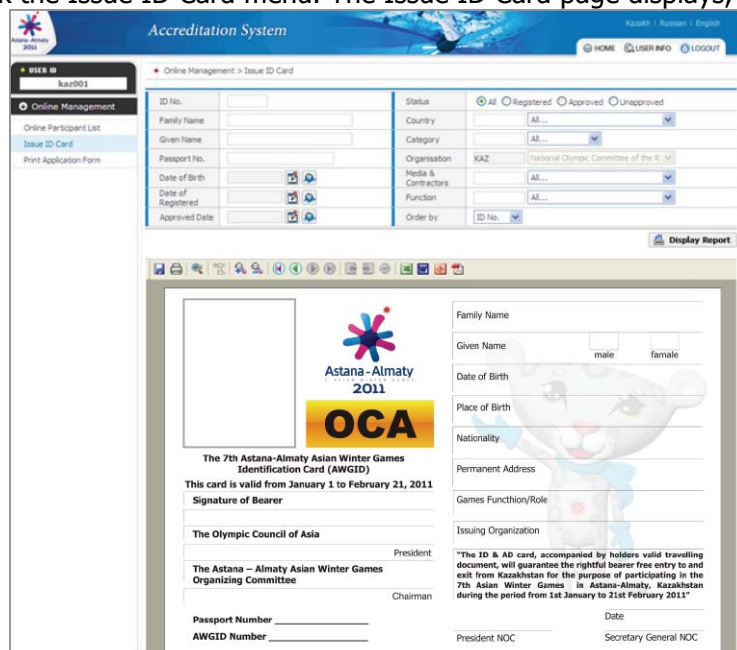



Figure 1.4. – Issue ID Card

In the upper section, select the search criteria for printing and press “Display Report” The search displays the result ID Card on screen. Use this print  button to print **Note:** Only approved AWGIDs by AWAGOC Accreditation Department can be printed

#### 3.2. Validation of AWGID at the Games Official Ports

The AWGIDs for the 7<sup>th</sup> Asian Winter Games are valid between 00:00 January 1<sup>st</sup>, 2011 and 24:00 February 21<sup>st</sup>, 2011.

Only participants whose application for accreditation was received by AWAGOC by October 30<sup>th</sup>, 2010 will be eligible to receive an AWGID.

It is responsibility of the Issuing organizations to ensure the successful distribution of their AWGIDs to eligible members of their delegation before they depart for Kazakhstan.

The AWGIDs is important document, and as such the Responsible organizations must take great care to ensure that each participant receives his/her AWGIDs s and that it is intact upon arrival.

#### 3.3. Loss or Damage of AWGID before Entry into Kazakhstan

In case of lost or damaged AWGIDs before entry into Kazakhstan, the card holders concerned report to their Responsible organizations, who must notify AWAGOC of the case in written report.

Lost or damaged AWGIDs will then be cancelled in the Accreditation System, after which such AWGIDs will not be re-validated under any circumstances.

The applicants will need to make their own visa arrangements for entering Kazakhstan.

After their arrival in Kazakhstan, the applicants may visit Central Accreditation Center or other Accreditation Centers to apply for AWGAD issuance.

### **3.4. Issuance of AWGAD at the Games Accreditation Centers (for all MBOs delegates)**

AWGAD will be issued to bearer of the AWGIDs upon individual's arrival in Kazakhstan and after verification of his/her AWGID and to other accredited persons at the Games Accreditation Centers.

AWAGOC will provide AWGAD with special Hologram Sticker for authenticity.

Validity of Supplementary Access Cards should be subject to the needs of designated special access purpose. (Refer to the Games Accreditation Guide)

### **3.5. Loss or Damage of validated AWGAD**

In the event that a validated AWGAD is lost or damaged, the card holder should report to their relevant Responsible organization, which is responsible to notify AWAGOC in written report about the case.

Under no circumstance will such lost or damaged AWGADs be re-validated after they are cancelled from the Accreditation System by the AWAGOC.

New AWGADs will not be issued until the applicants submit written applications duly signed or stamped by relevant Responsible organizations.

The applications may be submitted to the Central Accreditation Center or other Accreditation Centers.

Damaged AWGAD or AWGAD requiring corrections must be returned to the Central Accreditation Center or other Accreditation Centers before AWGAD can be issued.

## APPENDIXES

### A. List of Accreditation Application Forms

<b>Media / Broadcaster Organizations</b>	AWGAF 401	E - Journalists
		EP - Photographers
		ET - Technician (Computer Operator, Electrician, Member of Lab. Technician)
		Es - Sport-specific Journalists
		EPs - Sport-specific Photographers
	AWGAF 402	RTa - RHBs Senior Staff
		RTb - RHBs Production and Technical Staff (Directors, Commentators, Producers)
		RTc - RHBs Support Staff (IBC only)
	AWGAF 403	HBa - HBs Senior Staff
		HBb - HBs Production and Technical Staff (Directors, Commentators, Producers)
		HBc - HBs Support Staff (IBC only)
	AWGAF 404	ENR – Non-rights-holding broadcaster

### B. Access Codes and Symbols

#### Zone Access Privileges:

Zone access codes	Accessible zones
ALL ZONES	Blue, 2, 4, 5 and 6
Blue Zone	Field of Play, Venue Operations Area (Back of House), General Circulation Area (Front of House)
Red Zone	Venue Operations Area (Back of House), General Circulation Area (Front of House)
White Zone	General Circulation Area (Front of House)
2	Athletes' Preparation Area
4	Press Operations Area (mixed zone, press centers, places for interviews)
5	Broadcast Area
6	Games Family Member Area
R	Residential Zone in the Games Official Hotels

#### Venue Access codes:

Venue	Code
All Competition Venues and Training Venues	<b>∞</b>
All Non-competition Venues (HQ, MPC, IBS, OH excluded)	<b>ALL</b>
Main Press Center	<b>MPC</b>
International Broadcast Center	<b>IBC</b>
OCA Headquarter Hotels	<b>HQ</b>
Games Official Hotels	<b>OH</b>
<i>NOCs Hotels</i>	<i>NOCH</i>
<i>Athletes' Hotels</i>	<i>AH</i>
<i>Technical Officials' Hotels</i>	<i>TOH</i>
<i>Media' Hotels</i>	<i>MH</i>



### C. Privilege Matrix

E (Red)	E	Journalist	Admission by AWGAC	∞ MPC MH (Es and Eps are entitled to enter Competition Venues of relevant competition of their disciplines)	White Zone Zone 4 E Seat / EP Seat  (EP, and EPs have access to the Field of Play)	T3	
	EP	Photographer					
	Es	Sport - specific journalist					
	EPs	Sport - specific Photographer	Admission by AWGAC			ENR have the opportunity to use their equipment in accordance with AWAGOC	T3
	ET	Technician (Computer operator, electrician, laboratory staff, and technical staff)					
	ENR	Non-rights-holding broadcaster	Admission by AWGAC				
RT (Red)	RTa	RHBs Senior Staff	Admission by AWGAC	∞ MPC IBC MH	Red Zone Zone 4 and 5 Zone 6 RT Seat		T3
	RTb	RHBs Production, Broadcast and Technical Staff					

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					RT Seat	
	RTc	IBC supporting staff of rights-holding broadcasters	Admission by AWGAC	MPC IBC MH	NO Zone	
HB (Red)	HBa	HBs Senior Staff	Admission by AWGAC	∞ ALL	Blue Zone Zone 2,4 and 5, Zone 6 HB Seat	T3
	HBb	HBs Production, Broadcast and Technical Staff		Corresponding venues MPC IBC	Red Zone Zone 4 and 5 No seats available, The Blue Zone may be added depending on the actual needs	
	HBc	IBC supporting staff of host broadcaster	Admission by AWGAC	MPC IBC MH	NO Zone	T3

**Note:** the media community representatives of the category E have the following quotas to the Games:

- For E, EP, Es, EPs are not more than 2 representatives from 1 MBO to 1 media event;
- ET for no more than 3 representatives from 1 MBO to 1 media event;
- ENR for no more than 3 representatives from 1 MBO to 1 media event.



## D. Accreditation centers Location

Accreditation centers		Location	Operation Period	Category
<b>ASTANA</b>				
<b>AIR</b>	Validation Desk (on arrival)	Astana International Airport	January 1 <sup>st</sup> to February 21 <sup>st</sup> , 2011	ALL
<b>MAC</b>	Media Accreditation Center	Duman Hotel	January 1 <sup>st</sup> to February 6 <sup>th</sup> , 2011	E / RT/ HB
<b>ALMATY</b>				
<b>AIR</b>	Validation Desk (on arrival)	Almaty International Airport	January 1 <sup>st</sup> to February 21 <sup>st</sup> , 2011	ALL
<b>MAC</b>	Media Accreditation Center	Almaty Towers	January 1 <sup>st</sup> to February 6 <sup>th</sup> , 2011	E / RT/ HB

## E. Sample of the Undertaking Forms (UF) AAF 401.1.



### Photographers' Undertaking

Please TYPE in the white boxes in CAPITAL LATIN LETTERS

As shown on Passport/Identity Document			
● Family Name (CAPITAL LATIN LETTERS)		● Given Name (CAPITAL LATIN LETTERS)	
● Gender		Male	Female
		● Type of ID Document	
		Passport	Kazakhstan Resident Identity Document
● Number of Passport/ Kazakhstan Resident Identity Document		● Expire date of Passport	
		Day	Month
			Year
● Responsible Organization			
● Press Organization			

#### ATTENTION

COMPLETION OF THIS UNDERTAKING IS MANDATORY FOR EVERY ACCREDITED PHOTOGRAPHER. PLEASE RETURN WITH THE ACCREDITATION FORM TO YOUR NATIONAL OLYMPIC COMMITTEE (NOC). THE NOC MUST SEND FORMS AND PHOTOGRAPHERS' UNDERTAKING TO AWAGOC BY OCTOBER 30 2010. MEDIA ORGANIZATIONS WHO SUBMIT ACCREDITATION APPLICATIONS DIRECTLY TO AWAGOC MUST RETURN THE ACCREDITATION FORM AND THE PHOTOGRAPHERS' UNDERTAKING DIRECTLY TO AWAGOC BY OCTOBER 30 2010. PHOTOGRAPHERS MUST SIGN THE UNDERTAKING IN ORDER TO HAVE THEIR ACCREDITATION CARD VALIDATED.

**I hereby acknowledge and agree that:** (a) any photographs taken by me at the Astana-Almaty 2011 Asian Winter Games, including those of athletes competing within any Games Venue, will be used in news services for still photographic editorial purposes only; and (b) the use of such photographs for advertising or any other commercial purpose, in any medium or in any manner whatsoever, is expressly prohibited without prior written consent of OCA.

Signature \_\_\_\_\_

● Stamp of Responsible Organization and Signature of the President/Secretary General		
Day	Month	Year

**The application form must be returned to the Accreditation office of AWAGOC not later than October 30, 2010**

## AAF 404.1.



# Accreditation Application

Please TYPE in the boxes in CAPITAL LATIN LETTERS

**ENR**  
Non-rights Holding Broadcasters

Given Name (CAPITAL LATIN LETTERS)		Family Name (CAPITAL LATIN LETTERS)	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female			
Family Name (CAPITAL LATIN LETTERS) <input type="text"/>			
Responsible Organization <input type="text"/>			
Press Organization <input type="text"/>			
<p><b>ATTENTION</b> COMPLETION OF THIS UNDERTAKING AND TO ABIDE BY THE AWAGOC NEWS ACCESS RULES IS MANDATORY FOR EVERY ACCREDITED NON-RIGHTS HOLDING BROADCASTERS AND ALL AUTHORIZED STAFF WORKING FOR THE ORGANIZATION. NON-RIGHTS HOLDING BROADCASTERS MUST SEND FORMS AND NON-RIGHTS HOLDING BROADCASTERS' UNDERTAKING TO AWAGOC BY 30 OCTOBER 2010. NON-RIGHTS HOLDING BROADCASTERS AND ALL AUTHORIZED STAFF WORKING FOR THE ORGANIZATION MUST SIGN THE UNDERTAKING IN ORDER TO OBTAIN THEIR ACCREDITATION CARD SUCCESSFULLY.</p> <p><b>In consideration of the Asian Winter Games Accreditation Card being granted by the Olympic Council of Asia (OCA), for use at the 7th Asian Winter Games Astana-Almaty for any person(s) _____ (Name of Organization)</b>  <b>The above mentioned Non-rights Holding Broadcast Organization (NORG), on behalf of itself and all authorized staff working for the organization, hereby agrees to:</b></p> <p><b>a.</b> Act in conformity with the Astana-Almaty Asian Winter Games Organizing Committee's (AWAGOC) Radio and/or Television News Access Rules Applicable to Non-rights Holding Broadcast Organizations at the 7th Asian Winter Games (from here on referred to as the News Access Rules), which the NORG acknowledges having read;</p> <p><b>b.</b> Act in conformity with all other AWAGOC rules and regulations;</p> <p><b>c.</b> Use all still and moving images and audio content captured during the 7th Astana-Almaty Asian Winter Games only in manner permitted by AWAGOC;</p> <p><b>d.</b> Film, televise, photograph, identify or otherwise record any sports or otherwise record any other content captured during the 7th Asian Winter Games only in a manner permitted by AWAGOC and only for purposes now or hereafter authorized by the Organizer in relation to promoting the 7th Asian Winter Games;</p> <p><b>e.</b> That any Accreditation Card(s) so issued shall remain the property of the OCA and may be revoked at any time by the OCA, at its discretion;</p> <p><b>f.</b> Resolve any dispute, controversy or claim arising from, or in connection with, the execution or these news Access Rules or any breaches thereof, during the 7th Asian Winter Games, in an amicable manner wherever possible. The NORG also agrees to have any outstanding disputes, not resolved after exhaustion of all amicable efforts, followed by all legal remedies established by the OCA to do so, submitted exclusively to the Court of Arbitration for sport (CAS), for final and binding arbitration, in accordance with the Statute and Regulation of the CAS. It also agrees that any decision made by the CAS shall be final, binding and not open to further appeal. Furthermore, it agrees that neither the NORG nor any person(s) working for the NORG shall institute any claim, arbitration or litigation or seek any other from relief in any other court or tribunal, after any such final judgment has been made.</p> <p>Read and agreed to by the NORG on behalf of itself and all authorized person working for the NORG:</p>			
Signature		Job Title	Date

<p><b>ATTENTION</b> Please return the original form no later than 30 October 2010 to:</p>	<p>Rm.511, 5/F Business center Nur-Saulet 13 Imanov street Astana, 010000, Kazakhstan</p>
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**The application form must be returned to the Accreditation office of AWAGOC not later than October 30, 2010**

## AAF 404.2.



### Radio and/or Television News Access Rules Applicable to Non-rights Holding Broadcast Organizations

When exclusive radio and/or television rights to broadcast the 7th Asian Winter Games are granted to an organization for a Particular country or region (Rights Holding Broadcasters), no other Organization may broadcast any part of games-related events, including competition events, any other sport action, the Opening and Closing Ceremonies, Victory (medal) Ceremonies or any other Games-related activities (including, but not limited by, training and interviews). These broadcasts – collectively known as Games Material – that occur within Games venues, are not available for broadcast by other organization except material permitted under the stipulations following.

Games venues include all venues which require an Asian Winter Games Identification and Accreditation Card or ticket to gain entry, including the Athletes' Hotels, competition venues, training venues and venue(s) where Victory (medal) Ceremonies are held, during the time medal ceremonies are actually taking place.

Games material may not be transmitted, broadcast or otherwise shared via the Internet or any other electronic medium or interactive media without prior written approval from the Olympic Council of Asia (OCA).

The Rules are subject to national laws and regulation. Where appropriate, AWAGOC may agree with Right Holding Broadcasters in particular countries or regions regarding issuing supplementary rules regarding news access at these locations.

All Non-rights Holding Broadcast Organization are bound by the following:

**a.** Games Material may only be used as part of a regularly scheduled daily news programme of which the actual news element constitutes the main feature. Any such programmes shall not be positioned or promoted as 7th Asian Winter Games programmes.

**b.** Non-rights Holding Broadcast Organization shall not broadcast play-by-play commentary or any similar Games-related Material, whether live or on a delayed basis. These Organizations shall also not broadcast any other material obtained whilst inside an Asian Winter Games venue, including interviews, except official press conferences in the manner described below.

**c.** Non-rights Holding Broadcast organizations, provided they are holders of ENR accreditation, will have access:

- Without equipment (audio or video), to all Asian Winter Games Venues, except the Main Press Centre (MPC).

- With equipment (audio or video), to all official press conferences in the Main Press Centre (MPC).

- Holders of ENR accreditation will not have access to Asian Winter Games Venues for Games events that are deemed 'high-demand', eg. the Opening Ceremony.

**d.** Non-rights Holding Broadcasters are not eligible to order Press Rate Card telephone to the Press Tribunes or rent office space in the MPC. However, telephones can be ordered in the MPC Press Room.

**e.** Non-rights Holding Broadcast Organization may not broadcast their own or any other news organization's programming or feed, including via the Internet or mobile phone devices, from Games venues or other Games Facilities, including the MPC.

**f.** Non-rights Holding Broadcast Organizations may broadcast, via the Internet, all or any portion of any press conferences held in the MPC, as long as a delay of at least 30 minutes – that is, at least 30 minutes after the conclusion of the press conference.

**g.** Non-rights Holding Broadcast Organization shall ensure that no advertising or other messages are placed before, during or after the broadcast of any Games Material in such a way that it implies an association or connection between any third party, or third party's product or services and 7th Asian Winter Games or said Games Material.

**h.** The accreditation of any organization or person(s) at the Games may be withdrawn without notice, at the discretion of the Olympic Council of Asia (OCA), if this is deemed necessary to ensure compliance with the Rules.

**I.** The rules shall come into effect when an Asian Winter Games Identification and Accreditation Card or ticket holding individual or representative of a broadcasting organization enters a Games Venue. The Rules will be in effect from the first time the card or a ticket, required to obtain access into any of the Games venues, has been accepted upon entry until 48 hours after the conclusion of the Games. The Rules and compliance with them shall be supervised and enforced respectively by AWAGOC's Broadcasting and Media Services Department.

In the event of any breach of the Rules, appropriate action will be taken, according to specific guidelines pertaining to this breach. Any penalties handed out for offenders, may, depending on the severity of the offence, include withdrawal of an individual or organization's ENR accreditation.

It is a condition of ENR accreditation that application forms must include a copy of the Rules and an Undertaking Document. Individuals and organization that have been issued with ENR accreditation application forms are required to read the Rules and sign the Undertaking Document, before returning the forms to AWAGOC, if they wish to be granted accreditation.

**ATTENTION**

Please return the original form no later than 30 October 2010 to:

Rm.511, 5/F  
Business center Nur-Saulet  
13 Imanov street  
Astana, 010000, Kazakhstan

**The application form must be returned to the Accreditation office of AWAGOC not later than October 30, 2010**