



Rio 2016 Paralympic Games
Press by Number
Accreditation Manual
June 2015

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1 | PURPOSE OF THIS MANUAL

The Rio 2016 Organising Committee for the Olympic and Paralympic Games (Rio 2016) is working closely with the International Paralympic Committee (IPC) to provide a fair and efficient accreditation process for the press.

This manual provides an overview of that process, with information for National Paralympic Committees (NPCs), written and photographic press organisations, and non-rights-holding radio and television broadcasters interested in covering the Games.

The manual has been developed according to the guidelines in the *IPC Media Manual* and the *IPC Accreditation at the Paralympic Games Users' Guide*.

Please read this manual thoroughly and complete the required steps by the appropriate deadlines.

The accreditation application for press organisations is a two stage process.

Stage 1 is called 'Press by Number' - section 3 of this manual provides instructions for NPCs and section 4 for directly accredited press organisations. The primary focus of this manual is the detailed instructions for this stage of the process.

Stage 2 is called 'Press by Name' - refer to section 5 of this manual for a general introduction. Detailed instructions will be provided to NPCs and directly accredited press organisations in March 2016.

Table 1: Press Accreditation Timeline

RESPONSIBILITY	TASK	DATE
IPC	Distribution of the Press Accreditation Overview to all NPCs	5 March 2015
Rio 2016	Distribution of Press by Number Form to all NPCs and the IPC. NPCs/IPC to fill in names and contact details of press organisations interested in covering the Rio 2016 Paralympic Games NPCs should set a reasonable deadline for the return of information to allow for the timely submission to Rio 2016 by the following deadline	29 June 2015
Directly accredited press organisations	Deadline for directly accredited press organisations to return accreditation applications to the IPC	14 August 2015
NPC	Deadline to submit Press by Number Form to Rio 2016	28 August 2015
Rio 2016	Distribution of the Press by Name materials to NPCs and the IPC	7 March 2016

RESPONSIBILITY	TASK	DATE
NPC/IPC	<p>NPCs distribute materials to all interested press representatives to fill in and return to the NPCs</p> <p>IPC distributes to directly accredited press organisations to fill in and return to IPC</p> <p>NPCs should set a reasonable deadline for the return of information to allow for the timely submission to Rio 2016 by the following deadline</p>	March/April 2016
NPC/IPC	Deadline to submit Press by Name applications to Rio 2016	5 May 2016
Rio 2016	Distribution of Paralympic Identity and Accreditation Cards (PIACs) to NPCs and directly accredited press organisations	June/July 2016
NPC	Distribution of Paralympic Identity and Accreditation Cards (PIACs) to the relevant press organisations and individuals	July/August 2016
Rio 2016	Validation of Pre-Valid Cards begins	22 August 2016

2 | PRESS ACCREDITATION OVERVIEW

The success of all press services at the Games depends on the good management of accreditation. The goal of the IPC and Rio 2016 is to ensure that press accreditation processing is as fair and objective as possible.

In March 2015, the IPC distributed the Press Accreditation Overview to all NPCs. As in previous Games editions, the press accreditation process will be managed similarly to that of the Olympic Games. The IPC expects around 2,500 press representatives to be accredited for Rio 2016.

The written and photographic press, including technicians, and non-rights-holding radio and television personnel, are accredited to the Rio 2016 Paralympic Games under the general category “E”.

NPCs will facilitate the accreditation process for national media agencies and individuals. The IPC will facilitate the accreditation process for the world news agencies (Reuters, Agence France Presse, Associated Press and Getty Images), non-rights holding broadcasters, press organisations in a country without an NPC, and other international press organisations.

Eligible Persons

“E” category accreditations are allocated to media professionals who meet the criteria in the table below. Each person must be affiliated to one or several news organisations and his/her application must be validated by the news organisation they represent and by the respective NPC or the IPC.

Table 2: Press accreditation categories

CATEGORY	DESCRIPTION
E	JOURNALIST: Journalist, editor, photographic editor, employed or contracted by an international or national news agency, a general daily newspaper, a sports newspaper, magazine or internet site, a digital journalist, or independent or freelance journalist under contract
EP	PHOTOGRAPHER: Photographer meeting the same criteria as defined for category “E”
ET	TECHNICIAN: Technician, meeting the same criteria as defined for category “E”; Accreditations in this category are limited to technical support personnel of major news agencies, organisations and/or photo agencies only, generally identified by those organisations that rent Rate Card and telecommunications equipment at the MPC and venues
ENR	NON-RIGHTS-HOLDING BROADCAST ORGANISATION: Member of a non-rights holding radio and/or television organisation

Written and photographic press representing internet and social media platforms (digital journalists) are to be considered as “E” accreditations by the NPC and are subject to the same professional standards as described above.

While there is no applied quota to “E”, “EP” and “ET” categories, the IPC will determine if a press organisation nominated by an NPC is eligible for the nominated accreditation type.

Publishers, advertising or athletes’ agents, public relations and promotion agents, and representatives of press groups or newspaper/magazine/internet groups who perform an administrative role are not eligible for “E” accreditation, unless approved by the IPC.

Access

The table below outlines the level of access granted to each of the press accreditation categories.

Table 3: Press accreditation privileges

CATEGORY	VENUES	ZONES	SEATING	TRANSPORT
E	All sport venues MPC PLV (with Guest Pass)	4, WHITE	Seating in “E” stand	T-M
EP	All sport venues MPC PLV (with Guest Pass)	4, WHITE	Access to photo positions with special vest/bib/armband	T-M
ET	All sport venues MPC PLV (with Guest Pass)	4, WHITE	Access to photo positions and “E” stand for technical reasons	T-M
ENR	All sport venues (without audio/video equipment) MPC PLV (with Guest Pass, but without audio/video equipment)	4, WHITE	Seating in “E” stand (without audio/video equipment)	T-M

Definitions

- “All sport venues” - includes training venues when the session is defined as “open”. Full details about access to training venues will be available in the accredited press handbooks, to be published in August 2016.
- MPC: Main Press Centre, Barra

- PLV: Paralympic Village, Barra (Village Plaza/International Zone only). Details of the PLV Guest Pass process will be available in the accredited press handbooks
- Zone 4: Press areas at sport venues
- Zone WHITE: General circulation areas (front of house) at sport venues
- T-M: Media transport system, including free public transport systems

High-Demand Events

Certain events, including the opening and closing ceremonies, are categorised as high-demand events for press. The number of press and photographers wanting access to the venue may exceed the number of spaces available in the press tribunes and photo positions.

The list of high-demand events for the Rio 2016 Paralympic Games will be determined in 2016. Tickets for high-demand events will be distributed by the IPC to NPCs at the IPC Media & Communications Office in the Main Press Centre. Press accredited through their NPC will receive tickets from their NPC, not from the IPC or Rio 2016.

Holders of ENR accreditation are not eligible to receive tickets for high-demand events.

3 | NPC PRESS ORGANISATIONS

NPCs will be asked to identify the press organisations selected for press accreditation by completing and returning the Press by Number Form to Rio 2016. The information will allow Rio 2016 to provide each press organisation with access to Rio 2016's press services for the Paralympic Games. Each NPC will be provided with an Excel file customised to their NPC onto which the required information should be entered. This section of the manual explains the process for completion of the Excel file.

Step 1: Nominate point of contact within the NPC

To ensure a seamless communication throughout the Press by Number process, upon receipt of this Manual and your Press by Number Form, please send an email to the Rio 2016 media accreditation team at media.accreditation@rio2016.com with the name and contact details of the appropriate person within the NPC responsible for completion of the press accreditation process. We kindly request that your email subject includes your NPC code and a reference to the Paralympic Games.

Step 2: Complete the Press by Number Form

The Press by Number Excel file contains two worksheets - the first can be used to change the language of the fields on the form, and the second is the **Press by Number Form**.

The Press by Number Form in some cases may be pre-populated with information provided to Rio 2016 by the National Olympic Committee (NOC) for the NPC's territory during the Press by Number process for the Olympic Games. Where a press organisation in the NPC's territory indicated an interest in covering the Paralympic Games during the Olympic application process the organisation name and contact details will be shown. The number of representatives by category columns however will be empty.

Each NPC should use the form to indicate the distribution of accreditations to the various press organisations within its territory. It is necessary to provide a detailed breakdown of the number of accreditations to be distributed to each organisation in a category ("E", "EP" and "ET") as outlined in Section 2. The names of each accredited individual are not necessary at this stage, simply the names of the organisations (or freelance individuals).

For the press organisations that are pre-populated in the Press by Number Form, NPCs should contact the press organisation directly to find out if they still wish to cover the Rio 2016 Paralympic Games and how many accreditations they require for each category. If there are pre-populated organisations in the list that are no longer planning to attend the Paralympic Games then replace the prepopulated information in the Address Field with the words **OLYMPIC GAMES ONLY**.

If there are no organisations pre-populated in the Press by Number Form, or if there are organisations that are missing, then these can be entered on a new row.

An example of a completed Press by Number Form is shown below. NPCs should fill in the full name of each press organisation in the appropriate column. The complete full/formal organisation name should be used (do not use abbreviations) as the name specified will be used throughout the accreditation process, including appearing on the printed Paralympic Identity and Accreditation Cards (PIAC).

Figure 1: Example Press by Number Form



Comitê Organizador dos Jogos Olímpicos e Paralímpicos Rio 2016
Rio 2016 Organising Committee for the Olympic and Paralympic Games

Press by Number Form for National Paralympic Committees

National Paralympic Committee		BRA					
		Number of representatives by category			Total		
Category	Allocation	E	EP	ET			
		5	1	0	6		
Number of press organisations entered		3					
Number	Press organisation's name	E	EP	ET	Total	Address	City
EXAMPLE	Gazeta do Brasil	5	2		7	Avenida do Brasil, 123, Cidade Nova	Rio de Janeiro
1	Extra	2	1		3	Av. Cidades, 2016	Rio de Janeiro
2	O Dia	2			2	Rua Jardim Botânico, 2016	Rio de Janeiro
3	The Rio Times	1			1	Av. Paulo de Frontin 2016	Rio de Janeiro

Template Date: 29 Jun 2015
Form version: 1

Step 3: Enter contact details for each Press Organisation.

NPCs are required to provide contact details for each organisation on the Press by Number Form. The following information is requested:

- Press organisation's address:
 - Address
 - City
 - County/state/province
 - Post/ZIP code
 - Country
 - Phone number
 - Fax number
 - Email address
- Press organisation's accreditation representative:
 - Family name
 - Given name

- Position
- Phone number
- Email address

NPCs should fill in the organisation’s address and the name and contact information for one person responsible for press accreditation within each organisation. This portion of the form will allow Rio 2016 to contact the organisation in the event any issues arise. The person’s contact details will also be used for all matters related to press services (accommodation, rate card, etc.) at the Paralympic Games, unless the press organisation indicates a different contact by sending an email to pressoperations@rio2016.com

Rio 2016 strongly recommends that each NPC contact its accredited press organisations, preferably by email, well in advance of the 28 August 2015 deadline to request the contact information required to complete the Press by Number Form.

Step 4: Send completed forms to Rio 2016

The completed Press by Number Excel file should be returned electronically to Rio 2016 at media.accreditation@rio2016.com

The contact details for each organisation will be passed to the Rio 2016 Press Services team. The sooner that the completed Press by Number Form is returned, the sooner the NPC’s press organisations can begin concrete planning of Games Time coverage.

The deadline for NPCs to return the Press by Number Form to Rio 2016 is **28 August 2015**.

If changes to the press allocation are necessary after the Press by Number Form is submitted (e.g. adding additional organisations or increasing accreditation requests), NPCs must send the changes to Rio 2016 in writing, bearing the signature of the president or secretary general and the NPC’s official seal. Requests from an individual press organisation will be redirected to the responsible NPC or IPC.

Table 4: NPC Press by Number timeline

RESPONSIBILITY	TASK	DATE
IPC	Distribution of the Press Accreditation Overview to all NPCs	5 March 2015
Rio 2016	Distribution of Press by Number Forms to all NPCs. NPCs to fill in names and contact details of press organisations and individuals interested in covering the Rio 2016 Paralympic Games	29 June 2015
NPC	Deadline to submit Press by Number Forms to Rio 2016	28 August 2015

4 | DIRECTLY ACCREDITED PRESS ORGANISATIONS

Non-rights-holding broadcasters

A limited number of non-rights-holding television and radio broadcaster organisations will receive accreditation in the “ENR” category in order to cover the Rio 2016 Paralympic Games.

The IPC is directly responsible for the allocation of all “ENR” accreditations - they are not included in the NPC process. Non-rights-holding broadcast organisations must abide by the IPC’s News Access Rules and sign an undertaking on behalf of the organisation and all persons assigned by the organisation to cover the Paralympic Games.

Table 5: Non-rights-holding broadcaster accreditation timeline

RESPONSIBILITY	TASK	DATE
IPC	ENR accreditation process for non-rights holding broadcasters opens Interested ENRs should contact IPC Media Operations via email to media.accreditation@paralympic.org with their request and contact details for the person responsible for the accreditation process and communication with IPC and Rio 2016 IPC to provide Press by Number form to interested ENRs	29 June 2015
Non-rights-holding broadcast organisation	Deadline for ENR accreditation applications to be returned to the IPC	14 August 2015
IPC	IPC notifies all applicants if their application was successful News Access Rules and ENR Undertaking Form sent to successful organisations	28 August 2015
Non-rights-holding broadcast organisation	Complete and return ENR Undertaking Form to IPC	January 2016
IPC	Press by Name materials sent to ENRs (see section 5 for details and timeline)	March 2016

Applications for non-rights-holding broadcast organisations submitted after 14 August 2015 will not be considered for accreditation by the IPC.

Agencies and other press organisations directly accredited by the IPC

The world news agencies (Reuters, Agence France Presse, Associated Press, Getty Images) press organisations in a country without an NPC, and other international press organisations will be accredited directly by the IPC. The contact details for the person responsible for accreditation within each organisation will be passed to Rio 2016 for distribution of Accommodation, Rate Card and related information.

Table 6: Agencies and other press organisations directly accredited by the IPC accreditation timeline

RESPONSIBILITY	TASK	DATE
IPC	Accreditation process for agencies and other press organisations directly accredited by the IPC opens IPC to provide Press by Number form to agencies and other directly accredited press organisations	29 June 2015
Agencies and other press organisations directly accredited by the IPC	Deadline for Agencies and other press organisations directly accredited by the IPC accreditation applications to be returned to the IPC	14 August 2015
IPC	IPC notifies all applicants if their application was successful	28 August 2015
IPC	Press by Name materials sent to agencies and other directly accredited press organisations. (see section 5 for details and timeline)	March 2016

5 | PRESS BY NAME APPLICATION PHASE

Having successfully completed the first stage of accreditation, each NPC and the IPC will receive the Press by Name materials in March 2016.

NPCs are responsible for coordinating the distribution and collation of the Press by Name applications, and the submission of completed forms to Rio 2016. IPC is responsible for coordinating the distribution and collation of the Press by Name applications of directly accredited press organisations, and the submission of completed forms to Rio 2016.

The accreditation application form will request the following information for each accredited representative in the press categories:

- Responsible organisation
- Name of the press organisation
- Subcategory
- Function
- Family name
- Given name
- Middle name(s)
- Preferred family name
- Preferred given name
- Gender
- Date of birth
- Nationality
- CPF number (Brazil nationals only)
- Identification type
- Identification number
- Identification issuing authority
- Identification issue date

- Identification expiry date
- Mother's full name
- Home telephone number
- Mobile telephone number
- Email address

A recent passport photo is also required as part of this stage of the process in order for Pre-Valid Cards to be printed and distributed.

The deadline for NPCs and the IPC to submit all Press by Name accreditation applications to Rio 2016 is **5 May 2016**. Incomplete or inaccurate applications will not be accepted.

All press organisations should ensure that they have provided all information requested for the purposes of accreditation to their NPC or the IPC well in advance of the Press by Name deadline to allow for follow up by the NPC/IPC.

Table 7: Press by Name accreditation timeline

RESPONSIBILITY	TASK	DATE
Rio 2016	Distribution of the Press by Name materials to NPCs and the IPC	7 March 2016
NPC/IPC	NPCs distribute materials to all interested press representatives to fill in and return to the NPCs IPC distributes to directly accredited press organisations to fill in and return to IPC NPCs should set a reasonable deadline for the return of information to allow for the timely submission to Rio 2016 by the following deadline	March/April 2016
Press organisations	Press organisations submit their representatives applications for press accreditation to the NPC or IPC	March/April 2016
NPC/IPC	Deadline to submit Press by Name applications to Rio 2016	5 May 2016
Rio 2016	Distribution of Paralympic Identity and Accreditation Cards (PIACs) to NPCs and directly accredited press organisations	June/July 2016
NPC	Distribution of Paralympic Identity and Accreditation Cards (PIACs) to the relevant press organisations and individuals	July/August 2016
Rio 2016	Validation of Pre-Valid Cards begins	22 August 2016

6 | PARALYMPIC IDENTITY AND ACCREDITATION CARD

The Paralympic Identity and Accreditation Card (PIAC) provides an accredited individual with access to venues and other services during the Rio 2016 Paralympic Games, in accordance with their specific accreditation category.

Rio 2016 is working closely with the Brazil Government's security agencies to ensure the safety and security of everyone participating in the Rio 2016 Paralympic Games. One measure that has identified as integral to ensuring safety and security is an identity check and assessment of all accredited individuals.

Once a positive assessment has been received, Rio 2016 will issue a PIAC to facilitate the participant's involvement in the Games. For each Press by Name application received by Rio 2016 on or before **5 May 2016**, Rio 2016 will send the corresponding Pre-Valid Card (PVC) to the relevant NPC or directly accredited press organisation from June 2016. For NPC-nominated press organisations, it is then the NPC's responsibility to forward the PVC to the accredited organisations or named individuals.

On receipt of the PIAC, the card will act as an entry document into Brazil from 5 July 2016 up to 28 October 2016, provided the participant's passport or travel document is valid until at least 31 December 2016. The PIAC can be used for multiple entries into Brazil as long as it is presented at the border in conjunction with the valid passport or travel document.

Upon arrival in Brazil, each individual must attend a Rio 2016 accreditation validation facility to complete the accreditation process. The main validation facilities for press participants are at Tom Jobim International Airport (Rio de Janeiro, GIG) and the Media Accreditation Centre (located outside the MPC). Validation will also be possible at a Venue Accreditation Office (VAO) which are located in close proximity to competition venues. Opening times for all facilities will be confirmed in 2016.

Any Press by Name accreditation applications received by Rio 2016 after 5 May 2016 will only be accepted in exceptional circumstances and must be approved by the IPC. Should approval be granted, Rio 2016 will issue the corresponding PIAC to the individual at the Media Accreditation Centre. In all such cases, it will be the sole responsibility of the individual to obtain an entry visa into Brazil, if required, through the normal process.

Note, any persons arriving in Brazil with their PIAC in the lead up to and during the Olympic Games will not be able to validate their PVC prior to 22 August 2016.

7 | CONTACT DETAILS AND FURTHER INFORMATION

Information about the facilities and services for the press at the Rio 2016 Paralympic Games can be found in the Press Services and Facilities Guide, available on Rio Exchange, the Rio 2016 Press Operations extranet.

To request a login, please go to <https://rioexchange.rio2016.com> and click on 'To request a login, complete the user request form'. Ensure you choose the Press Operations option on the application menu. A login and password will be sent back to the email address you indicate in the form.

Further assistance with the extranet and press services in general can be obtained by contacting Rio 2016 Press Operations at pressoperations@rio2016.com

For more information on the Press by Number accreditation process, or for assistance in completing the forms, please contact the Rio 2016 Media Accreditation team at media.accreditation@rio2016.com

Directly accredited press organisations can contact IPC Media Operations by email to media.accreditation@paralympic.org

Frequently asked questions

Do members of the press need to apply for a visa for Brazil if accredited for the Paralympic Games?

Rio 2016 will send a Paralympic Identity and Accreditation Card (PIAC) to the relevant National Paralympic Committee or directly accredited press organisation for each participant for whom the NPC or directly accredited press organisation has returned the press accreditation application before 5 May 2016. The PIAC will serve as the individual's visa into Brazil when it is accompanied by a valid travel document (passport) between 5 July 2016 and 28 October. The PIAC will facilitate access into Brazil only - accredited members of the press coming to Brazil via any other country are responsible for obtaining any necessary visas for entry into, or transit through, that country.

How can members of the press find accommodation in Rio de Janeiro?

The Rio 2016 Press Accommodation Guide is available in PDF on Rio Exchange. The guide lists accommodation options that are available exclusively to the accredited press as well as outlines the whole process to reserve accommodation for the Rio 2016 Paralympic Games. The deadline to book accommodation in the system and payment due: 60% of the total (or the full amount) is 30 September 2015. If a balance remains, payment will be due by 31 March 2016.

Does the IPC provide accreditation for new media or internet organisations?

The IPC accepts the accreditation of internet and new media organisations. They are to be considered as part of the NPC press allocation and the same professional standards apply for all applicants.

What are News Access Rules?

News Access Rules apply to radio and television broadcasting by non-rights-holding broadcast organisations (ENRs). Accredited ENRs can access all competition venues and the Main Press Centre, but under specific conditions as outlined in the News Access Rules. News Access Rules are designed to protect the exclusivity of broadcasters who have paid for rights, while permitting fair access for ENRs to broadcast news highlights for news purposes. The News Access Rules clearly outline the rules that apply to coverage by ENR organisations, as well as venue access rules and restrictions within the host city. If an organisation is granted ENR accreditation, it is obliged to sign an Undertaking on behalf of the organisation and all persons accredited by the organisation are obliged to abide by the News Access Rules.

Will my accreditation allow me to cover the Olympic Games? / How do I obtain accreditation for the Olympic Games?

The press accreditation application process outlined in this manual relates only to the Paralympic Games. A similar process for the Olympic Games was conducted with the National Olympic Committees (NOCs) and the International Olympic Committee (IOC) earlier in 2015. Press organisations should communicate with the National Olympic Committee (NOC) for their territory, and check for updates on Rio Exchange extranet site for details of the application process.