



## **AUSTRALIAN INTERNATIONAL 3 DAY EVENT MEDIA ACCREDITATION GUIDELINES**

### **General:**

To cover the 2016 Australian International 3 Day Event, representatives of media organisations must apply for accreditation. Interested parties are required to complete and return an application form by the required deadline.

Organisers of the 2016 Australian International 3 Day Event are solely responsible for determining which organisations and individuals receive accreditation.

All media approved for accreditation at the 2016 event will receive free access to the event as well as access to the Media Centre. Information and results will be available for all accredited media, as are nightly press conferences with the leading riders of the CCI4\*. Wifi will be available as will tea and coffee making facilities. FEI rules prohibit media from accessing the stables, however the #AUs3DE media officers will be able to facilitate interviews with riders.

Each accredited media operator will be issued with an accreditation pass which must be worn and displayed at all times.

On Cross Country day Media bibs will be issued to Official TV Crews and photographers. As space on the island at the water jump in Rymill Park is limited, it may not be possible to accommodate all photographers. Please advise media centre staff when you arrive at the event if you wish to be positioned on the Island and we will do our best to accommodate your request. For safety and security, accreditation **MUST BE** worn at all times for media to gain access to the Cross Country track and designated media areas.

Any media in the designated media areas without accreditation and bibs **WILL BE REMOVED** by security.

### **Dressage and Show Jumping:**

A designated media area adjacent to the main arena will be set aside for media use during the Dressage and Show Jumping phases.

### **Cross Country Day:**

The cross country phase field of play (FOP) is designated by ropes and barriers. Media wearing bibs and credentials may move inside the FOP at no further than arm's distance from the tape or barrier. Media are not allowed to cross the FOP except at designated cross over points or at jumps (at the permission and instruction of the jump judge.)

Photographers and media personnel must abide by all directions given by competition officials, including jump judges (located at each cross country jump), the technical delegate, cross country course designer or any other identified event official.

Personnel who do not comply with the directions of competition officials may be removed from the event and their accreditation immediately cancelled.

We seek your cooperation in ensuring the accreditation guidelines are respected.

The safety of those involved in the event is our prime concern and we are certain all media will be able to do their jobs within the guidelines. A breach of the guidelines or refusal to follow the reasonable direction of the Event Organisers and security will result in the immediate forfeit of accreditation.

General Information - Please provide details of necessary additional information, including any physical limitations that may require special accommodation at the Media Centre.

For a freelance media accreditation pass to be issued the applicant must provide a 'Letter of Assignment' from a recognised media organisation. The organisers will be verifying the nature of all commissions.

Media accreditation application forms must be returned to the Media Coordinator, 2016 Australian International 3 Day Event by 15<sup>th</sup> October 2016. They can be posted to Katherine Maitland RSD 18 Clare SA 5453 or emailed to: [Katherine@lightbulbmedia.com.au](mailto:Katherine@lightbulbmedia.com.au)

They must be:

- Completed in English.
- Completed in pen only and signed by each applicant and their respective editor/producer.
- One application per person and returned with a photograph of each person requiring accreditation.

### **Completing the form:**

Terms and Conditions of Accreditation Waiver - All accreditation application forms MUST include the signature of the applicant. By signing the application form, the applicant agrees to the terms and conditions outlined in this manual and to the terms and conditions of use of the Media Accreditation Pass during the trials.

Please send completed accreditation application forms to the following address:

Media Accreditation  
Katherine Maitland  
2016 Australian International 3 Day Event,  
RSD 18 CLARE 5453 SA

Media organisations requiring accreditation for more than one staff member must fill out individual forms for EACH applicant. For ease of processing, these forms should be sent in together. Each application must include a photograph of the person requiring accreditation.

## **Photographs:**

To gain media accreditation for the 2016 Australian International 3 Day Event, **one** photograph must accompany each application.

- The photograph should be an accurate likeness of the applicant
- The photos must be colour originals (can be sent via email)
- The dimensions of the photographs must be standard Passport photo size.
- The photograph should be a front view of the applicant's head and shoulders
- Hats, hair bands or dark sunglasses may not be worn, unless always worn for religious reasons. The background must be plain
- The photographs must not have been altered in any way.

## **Confirmation of Media Accreditation Applications:**

Following the application deadline, the 2016 Australian International 3 Day Event will process all received applications. Applicants will be notified if they have been successful in gaining media accreditation. Applicants will also be advised what level of accreditation they have been assigned.

## **Receiving Media Accreditation Pass:**

Media Accreditation Passes will be available for collection from the Media Centre under the Victoria Park Grandstand on Wednesday 2<sup>nd</sup> November between 12pm and 2pm or on Thursday 3<sup>rd</sup> November from 8.30am to 4.00pm. Passes must be worn at all times and especially to gain access to the event site and Media Centre.

## Media Centre

The Media Centre for the 2016 Australian International 3 Day Event will have a number of facilities that will be available to accredited media at the centre.

These include:

- Photocopier
- Wifi
- Official Results and Event Information
- Daily rider lists
- Coffee / tea facilities
- Media conferences

The Media Centre will commence operation from 12pm on Wednesday 18th November. The Media Centre will open one hour prior to the daily start time and close two hours after competition finish time (closing hours may vary depending upon demand.)

Any questions, please email:

Katherine Maitland

[Katherine@lightbulbmedia.com.au](mailto:Katherine@lightbulbmedia.com.au)

or telephone (08) 8846 2137 or 0407721004.