



Press Services and Facilities Guide 2018

Version 1.0 November 2018

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1 Introduction

Welcome to the Press Services and Facilities Guide for the Olympic and Paralympic Games Tokyo 2020.

The Tokyo 2020 Press Operations team has been working hard to provide a range of services and facilities that respond to the requirements of the world's press. You can find an overview of the services and facilities for members of the press in this guide.

The other press guides were also released online on 26 November 2018, which you can find on our Tokyo 2020 Press Operations Extranet website (https://tko2020.sharepoint.com/sites/ pressoperations).

"The Press by Number Accreditation Guide (Olympic Games version)" contains all the information you require regarding the "Press by Number" stage, together with the timeline for the entire press accreditation process.

"The Press Accommodation Guide" provides you with information to choose your press accommodation during the Olympic Games, with a full list of the hotels for accredited journalists and photographers, and non-rights-holding broadcasters.

"The Press Rate Card Catalogue" to be published toward the end of December 2018 lists a full lineup of the products and services available for press members to rent and purchase during the Olympic Games.

In "the Customs and Freight Forwarding Guide" released in the World Press Briefing, you can find an overview of customs regulations to arrange freight forwarding to and from Japan. The later edition is to be released in December 2018.

We hope the Press Services and Facilities Guide will assist you in your preparations for the Games. Please read through the guide carefully and do not hesitate to contact us at pressoperations@tokyo2020.jp if you have any questions.

We look forward to welcoming you to Tokyo in 2020.

Ryo Nishimura

Head of Press Operations

Tokyo 2020 Organising Committee

Head of

Press Operations

Ryo Nishimura

Press Operations Structure

Press Operations Management



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Press Services











Olympic Paralympic Information Services



Nobuyuki Oguma



Yuriko Kawamoto

Press Services and Facilities Guide 2018

3 Key Dates

Press Accreditation

26 November 2018 Tokyo 2020 distributes Press by Number Guide and associated materials to NOCs	
24 January 2019	IOC opens application process for non-rights-holding broadcast organisations (ENRs)
15 March 2019	Deadline for ENRs to request accreditation from IOC
29 March 2019	Deadline for NOCs to return Press by Number organisation names, contact details and quota distributions
21 October 2019	Tokyo 2020 distributes Press by Name Manual and associated materials to NOCs and all directly accredited press organisations
5 November 2019	Tokyo 2020 opens online system for Press by Name application submissions
7 February 2019	Deadline for Press by Name application submissions
April 2020	Tokyo 2020 starts distribution of Olympic Identity and Accreditation Card (OIAC) in Pre-Valid format (PVC) to NOCs, and all directly accredited press organisations
24 June to 6 October 2020	The PVC acts as a visa for entry into Japan for a maximum stay of 90 consecutive days

Press Accommodation

25 May 2019 Accommodation request form submission deadline	
30 June 2019 Accommodation Allocation Agreement (AAA) sent to press organisations	
1 August 2019	Deadline for AAA to contract
24 August 2019	Deadline for press organisations to release 30% of booked rooms without penalty
24 September 2019	First accommodation payment due (50%)
24 April 2020	Balance of accommodation payment due

Press Rate Card

Olympic Games order periods	From	Until
1st edition of the Press Rate Card Catalogue published online at Press Operations Extranet	End of December 2018	
Private Office Space "Intent to Rent" (Via e-mail: privateoffice@tokyo2020.jp)	4 September 2018	31 January 2019
Rate Card Ordering Portal Open	1 February 2019	
Private Office Space "Intent to Rent" (Via Rate Card Portal)	1 February 2019	28 February 2019
Normal Order Period	1 April 2019	20 December 2019
Cut-off Period	21 December 2019	19 January 2020
Late Order Period	20 January 2020	15 May 2020
Cut-off Period	16 May 2020	23 June 2020
Games-time Order Period	24 June 2020	9 August 2020

In order to assist Tokyo 2020 with the planning process, you can contact <u>privateoffice@tokyo2020.</u> <u>ip</u> before the end of January 2019 to consult and inform us about the number of modules you require.

After the Rate Card Ordering Portal opens on 1 February 2019, all requests to rent office space, including requests sent via e-mail before January, must be submitted via the "Intent to Rent" form in the Rate Card Ordering Portal by 28 February 2019.

4 Acronyms and Abbreviations

Tokyo 2020	Tokyo 2020 Organising Committee / Olympic and Paralympic Games Tokyo 2020		
ENR	Accredited Non-Rights-Holding Broadcaster		
IBC	International Broadcast Centre		
IF	International Sporting Federation		
IOC	International Olympic Committee		
IOPP	International Olympic Photo Pool (AP, Thomson Reuters, AFP, Getty Images)		
IPC	International Paralympic Committee		
JOC	Japanese Olympic Committee		
MAC	Media Accreditation Centre		
MPC	Main Press Centre		
NOC	National Olympic Committee		
NOPP	National Olympic Photo Pool (Kyodo News)		
OBS	Olympic Broadcasting Services		
OIAC	Olympic Identity and Accreditation Card		
OIS	Olympic Information Service		
OLV	Olympic Village		
PSA	Pedestrian Screening Area		
RHB	Rights-Holding-Broadcaster		
TM	Media Transport		
TP	Public Transport		
VAPP	Vehicle Access and Parking Permit		
VMC	Venue Media Centre		
WPB	World Press Briefing		

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Olympic and Paralympic Games Tokyo 2020 Overview

About the Tokyo Organising Committee of the Olympic and Paralympic Games

The Tokyo Organising Committee of the Olympic and Paralympic Games is the organisation responsible for ensuring the successful delivery of the Olympic and Paralympic Games in 2020. The city of Tokyo, Japan's vibrant capital, was elected as Host City of the Games of the XXXII Olympiad at the 125th IOC Session in Buenos Aires, Argentina, on 7 Sept. 2013.

The Organising Committee was launched on 24 Jan. 2014. Spearheaded by former Prime Minister of Japan Yoshiro Mori, who serves as President, the Organising Committee is composed of members from various organisations including the Japanese Olympic Committee, the Japan Paralympic Committee, the Tokyo Metropolitan Government and the national government of Japan.

The Olympic and Paralympic Games Tokyo 2020 Schedule

Tokyo Olympic Games will take place from Friday, 24 July to Sunday, 9 August 2020. The Tokyo 2020 Paralympic Games will be held from Tuesday, 25 August to Sunday, 6 September 2020.

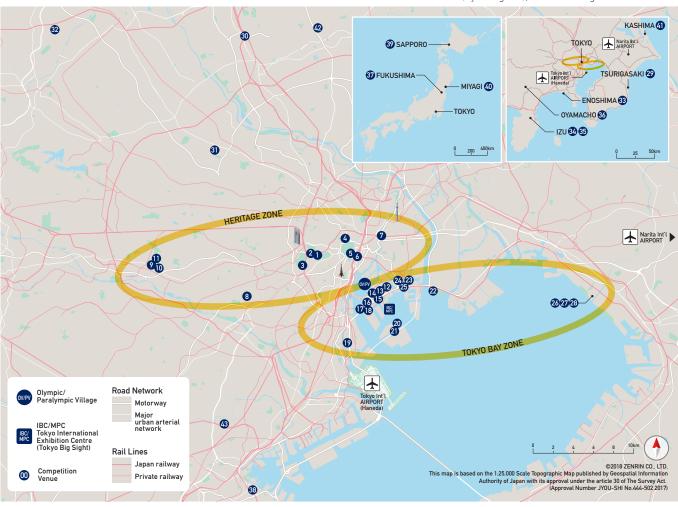
The competition schedule is available on the official website.

Olympic Competition Schedule https://tokyo2020.org/en/games/schedule/olympic/

Paralympic Competition Schedule https://tokyo2020.org/en/games/schedule/paralympic/

Competition Venues Review

The figures shown next to the names of the venues are travel distances from the MPC to the venues (by using TM), not the straight-line distances.



Heritage Zone



Design Works and Construction Works of Taisei Corporation, Azusa Sekkei Co., Ltd. and Kengo Kuma and Associates JV/Courtesy of JSC

*The renderings are intended to show conceptual image at completion and may subject to change. The greenery is a projection of approximately 10 years after completion.

1. Olympic Stadium (16 km)

SPORTS: Olympic: Opening and Closing Ceremonies, Athletics,

Football / Paralympic: Opening and Closing

Ceremonies, Athletics

VENUE MEDIA CENTRE CAPACITY: 550 PRESS CONFERENCE ROOM CAPACITY:

Olympic: TBD

TABLED TRIBUNE: Olympic: 900,

Paralympic: 500

NON-TABLED TRIBUNE: Olympic: 1,000,

Paralympic: 100



2. Tokyo Metropolitan Gymnasium [16 km]

SPORT: Olympic: Table Tennis / Paralympic: Table

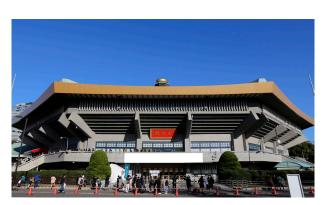
Tennis

VENUE MEDIA CENTRE CAPACITY: 140

PRESS CONFERENCE ROOM CAPACITY: Olympic: 130

TABLED TRIBUNE: Olympic: 75, Paralympic: 70

NON-TABLED TRIBUNE: Olympic: 50



4. Nippon Budokan (13 km)

SPORTS: Olympic: Judo, Karate / Paralympic: Judo

VENUE MEDIA CENTRE CAPACITY: 260

PRESS CONFERENCE ROOM CAPACITY: Olympic: 110

TABLED TRIBUNE: Olympic: 200, Paralympic: 55

NON-TABLED TRIBUNE: Olympic: 80



6. Tokyo International Forum (13 km)

SPORTS: Olympic: Weightlifting / Paralympic:

Powerlifting

VENUE MEDIA CENTRE CAPACITY: 150

PRESS CONFERENCE ROOM CAPACITY: Olympic: TBD

TABLED TRIBUNE: Olympic: 75 NON-TABLED TRIBUNE: Olympic: 50



3. Yoyogi National Stadium (19 km)

SPORTS: Olympic: Handball / Paralympic: Badminton,

Wheelchair Rugby

VENUE MEDIA CENTRE CAPACITY: 250

PRESS CONFERENCE ROOM CAPACITY: Olympic:

Hybrid

TABLED TRIBUNE: Olympic: 72, Paralympic: 72

NON-TABLED TRIBUNE: Olympic: 100



5. Imperial Palace Garden (13 km)

SPORT: Olympic: Athletics (Race Walk) / Paralympic:-

VENUE MEDIA CENTRE CAPACITY: 150
PRESS CONFERENCE ROOM CAPACITY: 60

TABLED TRIBUNE: N/A NON-TABLED TRIBUNE: 100



7. Kokugikan Arena (13 km)

SPORT: Olympic: Boxing / Paralympic: - VENUE MEDIA CENTRE CAPACITY: 150

PRESS CONFERENCE ROOM CAPACITY: Hybrid

TABLED TRIBUNE: 80 NON-TABLED TRIBUNE: 70



8. Equestrian Park (23 km)

NON-TABLED TRIBUNE: Olympic: 60

SPORT: Olympic: Equestrian (Dressage, Eventing, Jumping) / Paralympic: Equestrian VENUE MEDIA CENTRE CAPACITY: 170 PRESS CONFERENCE ROOM CAPACITY: Olympic: 30 TABLED TRIBUNE: Olympic: 150, Paralympic: 50



10. Tokyo Stadium (35 km)

SPORTS: Olympic: Football, Rugby, Modern Pentathlon (Swimming, Fencing, Riding, Laser-Run) / Paralympic: -VENUE MEDIA CENTRE CAPACITY: 130 PRESS CONFERENCE ROOM CAPACITY: 90

TABLED TRIBUNE: 150 NON-TABLED TRIBUNE: TBD



9. Musashino Forest Sport Plaza (34 km)

SPORTS: Olympic: Badminton, Modern Pentathlon (Fencing) / Paralympic: Wheelchair Basketball VENUE MEDIA CENTRE CAPACITY: 110 PRESS CONFERENCE ROOM CAPACITY: Olympic: Hybrid

TABLED TRIBUNE: Olympic: 72, Paralympic: 60

NON-TABLED TRIBUNE: Olympic: 42



11. Musashinonomori Park (35 km)

 ${\tt SPORT: Olympic: Cycling (Road(Road Race: Start))} \, / \,$

Paralympic: -

VENUE MEDIA CENTRE CAPACITY: N/A PRESS CONFERENCE ROOM CAPACITY: N/A

TABLED TRIBUNE: N/A NON-TABLED TRIBUNE: N/A

Tokyo Bay Zone



Simulated image as of October 2015

12. Ariake Arena (2 km)

SPORTS: Olympic: Volleyball (Volleyball) / Paralympic:

Wheelchair Basketball

VENUE MEDIA CENTRE CAPACITY: 200

PRESS CONFERENCE ROOM CAPACITY: Olympic:

Hybrid

TABLED TRIBUNE: Olympic: 170 NON-TABLED TRIBUNE: Olympic: 90



14. Ariake Urban Sports Park (2 km)

SPORTS: Olympic: Cycling(BMX Freestyle, BMX Paging), Skatch pagding / Pagglympic.

Racing), Skateboarding / Paralympic:-VENUE MEDIA CENTRE CAPACITY: 200

PRESS CONFERENCE ROOM CAPACITY: Hybrid

TABLED TRIBUNE: 90 NON-TABLED TRIBUNE: 45



16. Odaiba Marine Park (4 km)

SPORTS: Olympic: Aquatics (Marathon Swimming),

Triathlon / Paralympic: Triathlon

VENUE MEDIA CENTRE CAPACITY: 200

PRESS CONFERENCE ROOM CAPACITY: Olympic:

Hybrid

TABLED TRIBUNE: Olympic: 150, Paralympic: 50

NON-TABLED TRIBUNE: Olympic: N/A



Simulated image as of November 2017

13. Ariake Gymnastics Centre (2 km)

SPORTS: Olympic: Gymnastics / Paralympic: Boccia

VENUE MEDIA CENTRE CAPACITY: 450

PRESS CONFERENCE ROOM CAPACITY: Olympic: 140 TABLED TRIBUNE: Olympic: 300, Paralympic: 70

NON-TABLED TRIBUNE: Olympic: 250





15. Ariake Tennis Park (2 km)

SPORTS: Olympic: Tennis / Paralympic: Wheelchair

Tennis

VENUE MEDIA CENTRE CAPACITY: 200

PRESS CONFERENCE ROOM CAPACITY: Olympic: 100 TABLED TRIBUNE: Olympic: 125(CC),30(C1), 25(C2), Paralympic: 80(CC), 20(C1), 12(C2), 10(C3-9) NON-TABLED TRIBUNE: Olympic: 75(CC), 45(C1),

25(C2), 10(C3-9)



17. Shiokaze Park (3 km)

SPORT: Olympic: Volleyball (Beach Volleyball) /

Paralympic:-

VENUE MEDIA CENTRE CAPACITY: 135

PRESS CONFERENCE ROOM CAPACITY: Hybrid

TABLED TRIBUNE: 145 NON-TABLED TRIBUNE: 50



18. Aomi Urban Sports Park (2 km)

SPORTS: Olympic: Basketball (3x3), Sport Climbing /

Paralympic: Football 5-a-side

VENUE MEDIA CENTRE CAPACITY: 150

PRESS CONFERENCE ROOM CAPACITY: Olympic:

Hybrid

TABLED TRIBUNE: (Basketball): 80
TABLED TRIBUNE: (Sport Climbing): 60
TABLED TRIBUNE: (Football 5 a-side): 60
NON-TABLED TRIBUNE: (Basketball): N/A
NON-TABLED TRIBUNE(Sport Climbing): 20
NON-TABLED TRIBUNE(Football 5 a-side): N/A



Simulated image as of June 2016

19. Oi Hockey Stadium [8 km]

SPORT: Olympic: Hockey / Paralympic: -VENUE MEDIA CENTRE CAPACITY: 130 PRESS CONFERENCE ROOM CAPACITY: Hybrid TABLED TRIBUNE: 75(Pitch 1), 50(Pitch 2) NON-TABLED TRIBUNE: 50(Pitch 1)



20. Sea Forest Cross-Country Course (5 km)

SPORT: Olympic: Equestrian(Eventing (Cross Country)) /

Paralympic: -

VENUE MEDIA CENTRE CAPACITY: 220
PRESS CONFERENCE ROOM CAPACITY: 150

TABLED TRIBUNE : N/A NON-TABLED TRIBUNE : N/A



Simulated image as of December 2017

21. Sea Forest Waterway (7 km)

SPORTS: Olympic: Canoe (Sprint), Rowing/

Paralympic: Canoe, Rowing

VENUE MEDIA CENTRE CAPACITY: 220

PRESS CONFERENCE ROOM CAPACITY: Olympic: 150

TABLED TRIBUNE: Olympic: 100, Paralympic: 50

NON-TABLED TRIBUNE: Olympic: 50



Simulated image as of May 2016

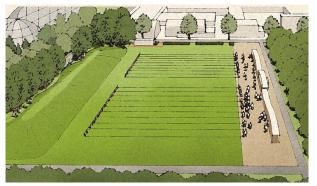
22. Kasai Canoe Slalom Centre (10 km)

SPORTS: Olympic: Canoe (Slalom) / Paralympic: -

VENUE MEDIA CENTRE CAPACITY: 135

PRESS CONFERENCE ROOM CAPACITY: Hybrid

TABLED TRIBUNE: 60 NON-TABLED TRIBUNE: 20



Simulated image as of November 2017

23. Yumenoshima Park Archery Field (9 km)

SPORT: Olympic: Archery / Paralympic: Archery VENUE MEDIA CENTRE CAPACITY: 125

PRESS CONFERENCE ROOM CAPACITY: Olympic:

Hybrid

TABLED TRIBUNE: Olympic: 75, Paralympic: 45

NON-TABLED TRIBUNE: Olympic: TBD



25. Tatsumi Water Polo Centre (8 km)

SPORT: Olympic: Aquatics (Water Polo) / Paralympic:-VENUE MEDIA CENTRE CAPACITY: 130

PRESS CONFERENCE ROOM CAPACITY: Hybrid

TABLED TRIBUNE: 80 NON-TABLED TRIBUNE: N/A



Simulated image as of November 2017

24. Tokyo Aquatics Centre (8 km)

SPORTS: Olympic: Aquatics (Swimming, Diving, Artistic

Swimming) / Paralympic: Swimming VENUE MEDIA CENTRE CAPACITY: 360

PRESS CONFERENCE ROOM CAPACITY: Olympic: 150 TABLED TRIBUNE: Olympic: 350, Paralympic: 200

NON-TABLED TRIBUNE: Olympic: 320



26,27,28. Makuhari Messe (Hall A, B, C) (30 km)

SPORTS: <Hall A>Olympic: Taekwondo, Wrestling /

Paralympic: Sitting Volleyball

<Hall B>Olympic: Fencing / Paralympic: Taekwondo,

Wheelchair Fencing

<Hall C>Olympic: - / Paralympic: Goalball

VENUE MEDIA CENTRE CAPACITY: Hall A,B,C:210(each)

PRESS CONFERENCE ROOM CAPACITY: Olympic:

 ${\sf Hybrid}$

TABLED TRIBUNE (Fencing): 75

TABLED TRIBUNE (Taekwondo/Wrestling): 165

TABLED TRIBUNE (Taekwondo/Wheelchair Fencing): 60

TABLED TRIBUNE (Goalball): 50 NON-TABLED TRIBUNE (Fencing): 50

NON-TABLED TRIBUNE (Taekwondo/Wrestling): 50

Other venues



29. Tsurigasaki Surfing Beach (94 km)

SPORT: Olympic: Surfing / Paralympic:-VENUE MEDIA CENTRE CAPACITY: 200

PRESS CONFERENCE ROOM CAPACITY: Hybrid

TABLED TRIBUNE: 18 NON-TABLED TRIBUNE: N/A



31. Asaka Shooting Range (42 km)

SPORTS: Olympic: Shooting / Paralympic: Shooting VENUE MEDIA CENTRE CAPACITY: 135

PRESS CONFERENCE ROOM CAPACITY: Olympic:

Hybrid

TABLED TRIBUNE (Rifle/Pistol): Preliminary – N/A, Final – 80

TABLED TRIBUNE (Shotgun): Preliminary/Final – 80 TABLED TRIBUNE (Paralympic Finals): 30

NON-TABLED TRIBUNE (Rifle/Pistol): Preliminary – 20,

Final - 60

NON-TABLED TRIBUNE (Shotgun): Preliminary – 20,

Final - N/A

NON-TABLED TRIBUNE (Paralympic Qualifications): 20



30. Saitama Super Arena (46 km)

SPORT: Olympic: Basketball (Basketball) / Paralympic: -

VENUE MEDIA CENTRE CAPACITY: 380
PRESS CONFERENCE ROOM CAPACITY: 200

TABLED TRIBUNE: 310 NON-TABLED TRIBUNE: 220



32. Kasumigaseki Country Club (76 km)

SPORT: Olympic: Golf / Paralympic: VENUE MEDIA CENTRE CAPACITY: 270
PRESS CONFERENCE ROOM CAPACITY: 95

TABLED TRIBUNE: N/A

NON-TABLED TRIBUNE: viewing area



33. Enoshima Yacht Harbour

SPORT: Olympic: Sailing / Paralympic:-VENUE MEDIA CENTRE CAPACITY: 160 PRESS CONFERENCE ROOM CAPACITY: 130

TABLED TRIBUNE: N/A NON-TABLED TRIBUNE: N/A



34. Izu Velodrome

SPORT: Olympic: Cycling (Track) / Paralympic: Cycling

(Track)

VENUE MEDIA CENTRE CAPACITY: 140

PRESS CONFERENCE ROOM CAPACITY: Olympic: 50 TABLED TRIBUNE: Olympic: 120, Paralympic: 80

NON-TABLED TRIBUNE: N/A



SPORT: Olympic: Cycling (Mountain Bike) / Paralympic: -

VENUE MEDIA CENTRE CAPACITY: 150
PRESS CONFERENCE ROOM CAPACITY: 50

TABLED TRIBUNE: 80 NON-TABLED TRIBUNE: N/A



36. Fuji International Speedway

SPORT: Olympic: Cycling (Road(Road Race: Finish, Individual Time Trial)) / Paralympic: Cycling (Road: Start and Finish)

VENUE MEDIA CENTRE CAPACITY: 170

PRESS CONFERENCE ROOM CAPACITY: Olympic: 140 TABLED TRIBUNE: Olympic: 150, Paralympic: 50

NON-TABLED TRIBUNE: N/A

38. Yokohama Baseball Stadium (41 km)

SPORT: Olympic: Baseball/Softball / Paralympic: - VENUE MEDIA CENTRE CAPACITY: 250

PRESS CONFERENCE ROOM CAPACITY: 84 TABLED TRIBUNE: 200

NON-TABLED TRIBUNE: 100



37. Fukushima Azuma Baseball Stadium

SPORT: Olympic: Baseball/Softball / Paralympic: - VENUE MEDIA CENTRE CAPACITY: 140

PRESS CONFERENCE ROOM CAPACITY: 100

TABLED TRIBUNE: 54 NON-TABLED TRIBUNE: 60



39. Sapporo Dome

SPORT: Olympic: Football / Paralympic: -VENUE MEDIA CENTRE CAPACITY: 155 PRESS CONFERENCE ROOM CAPACITY: 65

TABLED TRIBUNE: 150 NON-TABLED TRIBUNE: 100



40. Miyagi Stadium

SPORT: Olympic: Football / Paralympic: -VENUE MEDIA CENTRE CAPACITY: 150 PRESS CONFERENCE ROOM CAPACITY: 110

TABLED TRIBUNE: 150 NON-TABLED TRIBUNE: 100



42. Saitama Stadium (52 km)

SPORT: Olympic: Football / Paralympic: -VENUE MEDIA CENTRE CAPACITY: 145 PRESS CONFERENCE ROOM CAPACITY: 180

TABLED TRIBUNE: 150 NON-TABLED TRIBUNE: 100



41. Ibaraki Kashima Stadium

SPORT: Olympic: Football / Paralympic: -VENUE MEDIA CENTRE CAPACITY: 180 PRESS CONFERENCE ROOM CAPACITY: 125

TABLED TRIBUNE: 150 NON-TABLED TRIBUNE: 100



43. International Stadium Yokohama (42 km)

SPORT: Olympic: Football / Paralympic: -VENUE MEDIA CENTRE CAPACITY: 190 PRESS CONFERENCE ROOM CAPACITY: 140

TABLED TRIBUNE: 300 NON-TABLED TRIBUNE: 100

Non-Competition Venue



As of June 2018

Olympic Village / Paralympic Village

VENUE MEDIA CENTRE CAPACITY: 90
PRESS CONFERENCE ROOM CAPACITY: 50

6 Press Services

6.1 Accreditation

The information in this section refers to the Olympic Games, unless otherwise stated. Additional information about the Paralympic Games Accreditation process can be found in section 12 of this Guide.

The Olympic Identity and Accreditation Card (OIAC) is a personalised document given to eligible personnel to allow them to perform their role at the Games. This section of the Press Services and Facilities Guide outlines the criteria and processes for written and photographic press and non-rights holding radio and television broadcasters to follow to obtain their OIACs.

Categories and eligibility criteria

A quota of 6,000 accreditations for the Olympic Games Tokyo 2020 are available for allocation to the written and photographic press, and non-rights holding radio and television broadcasters. Accreditation is allocated to media professionals that meet the criteria for the relevant category outlined in the table below.

Category	Description	Definition
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 freelance journalist under contract.
Es	Sport-specific journalist	Journalist specialising in a sport on the Olympic Games programme, meeting the same criteria as those defined for category "E".
EP	Photographer	Photographer, meeting the same criteria as those defined for category "E".
EPs	Sport-specific photographer	Photographer specialising in a sport on the Olympic Games programme, meeting the same criteria as those defined for category "E".
ET	Technician	Technician, meeting the same criteria as those defined for category "E". Available to major news agencies and/or photographic agencies only, generally identified by those organisations that rent Rate Card and telecommunications equipment at the MPC and competition venues.
EC	Support staff	Support staff of an accredited press organisation (e.g. office assistant, secretary, interpreter, driver, messenger, etc.). Available only to accredited press organisations, NOCs or future OCOGs that reserve private office space in the MPC.
ENR	Non-rights holding broadcast organisation	Members of a non-rights holding radio and/or television organisation. Refer to the ENR section below for details of news access and filming rights.
Ex	Local journalist	Journalist of a press organisation generally from the city/region of selected venues outside the greater Tokyo area.
EPx	Local photographer	Photographer of a press organisation generally from the city/region of selected venues outside the greater Tokyo area.

The following general criteria also apply to all press accreditation categories:

 Each applicant must be affiliated to one or several press organisations and their

- application must be validated by the press organisation they represent, appropriate industry standard, or by the respective NOC;
- Sponsors, publishers, advertising or athletes' agents, public relations and promotion agents

- are not eligible for press category accreditation for the Olympic Games Tokyo 2020;
- Written and photographic press representing internet and social media platforms (digital journalists) will be considered for accreditations in the "E" category and are subject to the same professional standards as described above.

Quotas

National Olympic Committees (NOCs) are responsible for the accreditation allocation and application submission processes for written and photographic press representing media organisations within their territory.

The number of accreditations available to each NOC for allocation were determined by the IOC Press Committee Working Group and are based on various factors including the number of athletes and media representatives in attendance at previous editions of the Games, the number of medals won, geographic proximity to the host country, and the size and structure of the NOC's national media industry. In June 2018 the IOC informed each NOC about its press accreditation allocation for the Olympic Games Tokyo 2020.

Accreditation quota is also allocated to other media organisations directly by the IOC. For the Olympic Games Tokyo 2020 these organisations are:

- IOC-recognised world news agencies: Agence France-Press (AFP), The Associated Press (AP) and Thomson Reuters;
- Host national agency of the host country: Kyodo News:
- Host national agency of the subsequent host countries of the Olympic Games and Olympic Winter Games: Xinhua News Agency for the Olympic Winter Games Beijing 2022;
- Official photographic agency of the IOC and Tokyo 2020: Getty Images
- International news organisations that do not fall within the territory of any NOC;
- Members of non-rights holding radio and televisions news organisations;
- · International internet sites and other media;
- Written and photographic press specialising in a sport on the Tokyo 2020 programme that have not been included in NOC allocations;
- Staff journalists and photographers of the International Federations of sports on the Tokyo 2020 programme.

The IOC reserves the right to include, at its sole discretion, any qualified organisation whose

representatives comply with the established criteria and conditions.

Press organisations should contact their NOC in the first instance to inquire about availability of press category accreditation.

Non-rights holding broadcasters/ ENR accreditation

The IOC is responsible for allocating accreditation to non-rights holding broadcasters (ENRs).

During the Games, ENRs are only permitted to bring recording equipment into the MPC, with permission to film any media conferences taking place within the MPC, or interviews within the interview area. ENRs are not permitted to take their recording equipment into any of the training venues, Olympic competition venues or into the Olympic Village. The News Access Rules will be available on www.olympic.org/accred2020 during the summer of 2019.

Application process

The accreditation application process for press organisations is a two-stage process; the first stage is 'Press by Number' and the second stage is 'Press by Name'.

The 'Press by Number' stage is where the name of each organisation, and the allocated number of accreditations in each category are submitted to the Tokyo 2020 Organising Committee.

• 'Press by Number' - NOC press organisations

National Olympic Committees should refer to the Press by Number Accreditation Guide published alongside this Press Services and Facilities Guide for full instructions on the process to allocate quota to media organisations within the NOC's territory, and how to submit the required information to Tokyo 2020.

The timeline for the 'Press by Number' stage for NOCs is shown in the table.

Date	Activity		
Mid-June 2018	IOC provided each NOC with details of the press category accreditation allocation for press organisations within the NOCs' respective territory		
26 Nov 2018	Tokyo 2020 distributes Press by Number Guide and associated materials to NOCs		
29 Mar 2019	Deadline for NOCs to return organisation names, contact details and quota distributions		

Individual press organisations should communicate with their respective NOC to request allocation of press category accreditation quota. Organisations should note that it is within the rights of the NOCs to require press organisations to request accreditation by a date selected by the NOC prior to the date in the timeline table above. This is to allow the NOC sufficient time to consider all requests and prepare information for submission to Tokyo 2020.

Tokyo 2020 will not accept submissions of 'Press by Number' information direct from press organisations.

NOCs are not permitted to allocate accreditation to any member of a non-rights holding broadcast organisation either in the ENR or any other

category (unless approved by the IOC if they work in a written journalism capacity, i.e. website only). Non-rights holding broadcast organisations should refer to the paragraphs below for details of the application process.

• Non-rights-holding broadcast organisations

The IOC is responsible for the distribution of accreditation quota to all non-rights holding broadcast organisations in the ENR category. Organisations should refer to the IOC's website at www.olympic.org/accred2020 for full details of the application process. The timeline for the process is as per the table below.

Date	Activity	
24 Jan 2019	IOC opens application process for non-rights-holding broadcast organisations	
15 Mar 2019	Deadline for non-rights-holding broadcast organisations to request accreditation from IOC	
April-May 2019	IOC notifies all applicants (successful and unsuccessful)	

Other media organisations directly accredited by the IOC

The number of accreditations allocated to the other organisations in the list on page 17 will be provided to Tokyo 2020 by the IOC before the start of the 'Press by Name' stage and before the accommodation deadline where possible. The IOC will communicate directly with each organisation concerning their accreditation requirements.

• 'Press by Name' – all organisations

The 'Press by Name' stage is where the names and personal information of the individual media professionals within each organisation are submitted to Tokyo 2020. After submission, the OIACs will be produced and distributed ahead of travel to Japan for the Games.

The timeline for this stage is outlined in the table below.

Date	Activity		
21 Oct 2019	Tokyo 2020 distributes the Press and Photographers Accreditation Manual and associated materials to NOCs and all directly accredited press organisations		
5 Nov 2019	Tokyo 2020 opens online system for 'Press by Name' application submissions		
7 Feb 2020	7 Feb 2020 Deadline for 'Press by Name' application submissions		
Apr 2020	Tokyo 2020 starts distribution of Olympic Identity and Accreditation Card (OIAC) in Pre-Valid format (PVC) to NOCs, and all directly accredited press organisations		
24 Apr to 6 Oct 2020	The PVC acts as a visa for entry into Japan for a maximum stay of 90 consecutive days		

The NOCs are responsible for completion of the 'Press by Name' phase on behalf of the press organisations that were identified in the 'Press by Number' stage. Tokyo 2020 will not accept submission of 'Press by Name' information direct from press organisations that were identified by their respective NOC.

All directly accredited press organisations, including ENR organisations, are responsible for submitting the 'Press by Name' information direct to Tokyo 2020.

All 'Press by Name' application information should be submitted through Tokyo 2020's online application system. User accounts will be created for the responsible person from each NOC and directly accredited press organisation.

For all 'Press by Name' applications received by the deadline of 7 February 2020, Tokyo 2020 will distribute the corresponding Olympic Identity and Accreditation Card (OIAC) starting from April 2020. The OIACs will be distributed in the form of a Pre-Valid Card (PVC), which should be kept safe, and carried in hand luggage ready for inspection alongside the holder's passport when required during the journey to Japan to attend the Games.

The PVCs for NOC-accredited press organisations will be sent to the NOCs. It will then be the NOCs' responsibility to forward the OIAC to the accredited organisations or named individuals. PVCs for directly accredited press organisations will be sent to each organisation.

For all 'Press by Name' applications received after the above deadlines, Tokyo 2020 will issue the OIAC to the individual at the Media Accreditation Centre (MAC) after arrival in Japan.

Entry and visa requirements for Japan

The Olympic Identity and Accreditation Card (OIAC) in its Pre-Valid Card format (PVC) will serve as an entry document to Japan when accompanied by a valid passport or travel document from **24 April to 6 October 2020**, for a maximum stay of 90 consecutive days. The OIAC will facilitate entry into Japan only; accredited members of the press coming to Japan via another country are responsible for obtaining the necessary documentation for entry/transit into that country.

The PVC is valid in this way for all nationalities, through all ports of entry. Accredited press representatives should travel with their PVC in their hand luggage ready for inspection with their passport or travel document by their airline, airport and immigration authorities if required during departure, transit and arrival.

Any press representative whose 'Press by Name' applications are submitted late and therefore do not receive their OIAC prior to travel, will be responsible for obtaining their own visa (if required for their nationality) to enter Japan through the normal entry process.

Accredited Games participants arriving with their PVC will be entitled to use dedicated or priority lanes at immigration and customs when entering Japan through selected Official Ports of Entry.

These entry and visa requirements also apply to the Paralympic Games. The only difference being that the Paralympic Identity and Accreditation Card (PIAC) in its Pre-Valid Card format (PVC) should be used.

Accreditation validation

The OIAC will grant access to Tokyo 2020 venues only after it has been validated. Validation must be completed in person at one of the Tokyo 2020 Accreditation Facilities. For the convenience of accredited persons arriving into Japan through Tokyo International Airport (Haneda, HND) or Narita International Airport (NRT), there will be Tokyo 2020 Accreditation Facilities located prior to the immigration desks at the international terminals. The PVC should be presented to at the desks alongside the valid passport or travel document that was used in the 'Press by Name' application form. The accreditation validation services at both airports are due to start from 24 June 2020, with opening hours to be confirmed.

The primary Accreditation Facilities for press category participants are the Media Accreditation Centres, which will be located outside the main entrances to the Main Press Centre and International Broadcast Centre complex. These centres will offer a full range of services including production of OIAC and an Accreditation help desk.

Facility	PVC validation	OIAC production	Accreditation Help desk
Tokyo International Airport (Haneda, HND) Narita International Airport (NRT)	0	×	×
Media Accreditation Centre (MPC/IBC)	0	0	0
Venue Accreditation Offices (VAOs) – at Competition Venues outside the Tokyo area	0	0	0
Venue Accreditation Offices (VAOs) – at venues inside Tokyo area	0	×	×

Located close the accredited entrance to all competition venues there will be a Venue Accreditation Office (VAO).

Opening dates and hours for all Accreditation Facilities will be confirmed in early 2020.

Access privileges

The table below provides details of the venue and zone access, as well as the seating and transport entitlements, for each category.

Category	Venue	Zones	Seating	Transport
E	All sport venues MPC	4 White	"E" stand	TM, TP
Es	Venue(s) for selected sport MPC	4 White	"E" stand	TM, TP
EP	All sport venues MPC	4 White	Photo positions and field of play with vest/bib/armband provided by Tokyo 2020	TM, TP
EPs	Venue(s) for selected sport MPC	4 White	Photo positions and field of play with vest/bib/armband provided by Tokyo 2020	TM, TP
ET	All sport venues MPC	4 White	Access to photo positions and "E" stand for technical reasons	TM, TP
EC	MPC only	-	-	ТМ, ТР
ENR	All sport venues (without audio/ video equipment) MPC	4 White	"E" stand (without audio/video equipment)	ТМ, ТР
Ex	Relevant local venue only	4 White	"E" stand	To be determined
EPx	Relevant local venue only	4 White	Photo positions and field of play with vest/bib/armband provided by Tokyo 2020	To be determined

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. In addition to the OIAC, a ticket will also be required to enter the venue, zones within the venue, and seating/photographic positions at these High Demand Events.

The list of High Demand Events for the Olympic Games Tokyo 2020 will be determined by the IOC,

OBS and the Tokyo 2020 Organising Committee in 2020 and published in the press and photographer handbooks and Info.

Tickets for High Demand Events will be distributed by the IOC to NOCs at the IOC Ticketing Office in the Main Press Centre. Accredited press will receive the tickets from their NOC, not from the IOC or Tokyo 2020.

6.2 Arrivals and Departures

About Arrivals and Departures

The Ports of Entry for the Tokyo area are Tokyo International Airport (Haneda, HND) and Narita International Airport (NRT), and airport services will be provided at these airports between 24 June and 9 September. The Ports of Entry for the Co-

Host Cities are the New Chitose Airport (Hokkaido) and Sendai Airport (Miyagi Prefecture). The dates during which airport services will be available at these airports are to be determined.

Ports of Entry

The following services will be provided at the Ports of Entry

Arrival services

Area	Content	Details
	OIAC/PIAC Validation Counter	Only available at Tokyo International Airport (Haneda, HND) and Narita International Airport (NRT)
	Quarantine	Dedicated Lane (quarantine booth during busy periods only)
	Immigration	Dedicated / Priority Lane
Air Side	Plant and Animal Quarantine	Dedicated / Priority Lane
All Side	Customs	Dedicated / Priority Lane
	Assistance by Tokyo 2020 (etc.)	Meet & Greet
		Queue control at Immigration and Customs
		Lost / Damaged Baggage Support
		Baggage pick up support at Baggage Claim area
Land Side	Information desk (AND·TRA)	AND and TRA information *LOG support currently under consideration
	Assistance by Tokyo 2020 (etc.)	Guide service at Arrival Lobby

• Departure services

Area	Content	Details	
Land Side	Assistance by Tokyo 2020 (etc.)	Guide service at Departure Lobby	
		Queue control at Security check	
Air Side	Security check	Dedicated / Priority Lane	
	Customs	Priority Counter	
	Inspection	Dedicated / Priority Lane	
	Assistance by Tokyo 2020 (etc.)	Queue control at Immigration	
		Farewell	

• Arrivals and Departures Information System

ADS is a system that provides smooth service to stakeholders by unifying their arrival and departure information. By imputting information

into the ADS, transportation upon arrival and departure will become smooth. We are currently developing the system.

6.3 Press Accommodation

To ensure that members of the press are able to work smoothly and comfortably, the Accommodation Functional Area at Tokyo 2020 has secured 81 hotels with a total of 3,557 rooms for the media in the Tokyo area, and 39 hotels with a total of 1,857 rooms in co-host cities.

The Tokyo area has been divided into six separate zones: Bay, West, Central, Yokohama, Makuhari and Suburban. The co-host cities have been divided into Sapporo, Sendai (Miyagi pref.), Fukushima, Kashima, Tsurigasaki, Enoshima, Izu and Fuji. Media hotels are located conveniently close to the competition venues.

- · No minimum stay regulations.
- Period for guaranteed rooms Olympic Games: 10 July to 12 August (33 nights); Paralympic Games: 18 August to 9 September (22 nights).
 - * Please note that periods for guaranteed rooms in areas outside the Tokyo area may be shorter
- One breakfast will be available for persons staying in single room accommodation, while two breakfasts will be prepared for persons staying in twin or double rooms and those in suite or Japanese-style accommodation.
- Internet connection fees will be included in the price of accommodation.
- Please note that check-in and check-out times differ by hotel.



Main timeline for accommodation

Main timeline

An accommodation guide and accommodation request forms will be distributed to the members of the press on 26 November 2018. The closing date for accommodation requests will be 25 May 2019. Tokyo 2020 will compile the requests and then allocate hotels. All press members will be notified of their allocated hotel by 30 June 2019. Members of the press are kindly requested to log in to the Accommodation Management System (AMS) to confirm the hotel they have been allocated. To enable access to the AMS, the URL, log-in ID and password will be sent by e-mail by 30 June 2019. After confirming your allocated hotel, please complete the Accommodation Allocation Agreement (AAA) on the AMS. Please note that the AAA must be concluded by 1 August 2019.

• Timeline for payment of accommodation fees

The payment of press accommodation fees is divided into two separate stages. Please make payment by bank transfer into the account designated by Tokyo 2020.

- Tokyo 2020 will issue an invoice approx. 30 days before each payment. These invoices will be issued through the AMS.
- The first invoice will be for 50% of the total accommodation charge, and payment must be made by 24 September 2019.
- The second invoice will be for the remaining 50% of the total accommodation charge, and payment must be made by 24 April 2020.

Co-host City Accommodation

Request forms for accommodation in the co-host cities of Tsurigasaki, Enoshima, Izu and Fuji must be submitted by the same date as those for Tokyo (i.e. 25 May 2019). However, the closing date for submission of request forms for accommodation for the football and baseball/softball competitions in Sapporo, Sendai (Miyagi pref.), Fukushima and Kashima will differ from those for Tokyo and the other co-host cities. The accommodation guide and specific timelines for accommodation in these co-host cities (Sapporo, Sendai (Miyagi pref.), Fukushima and Kashima) will be notified at a later date

6.4 Media Transport

Arrivals and Departures Transport Services

We will be providing arrivals and departures transport services for Narita International Airport and Tokyo International Airport (Haneda Airport). Please note these services may differ depending on the service period.

• Services between airports and media hotels

<Service Period>

- 14 days before the Opening Ceremony until the day before the Opening Ceremony(10 – 23 July 2020)
- The day after the Closing Ceremony until three days after the Closing Ceremony(10 – 12 August 2020)
- We plan to provide services by combining the existing train and taxi services.

Service between airports and media transport mall (MPC/IBC)

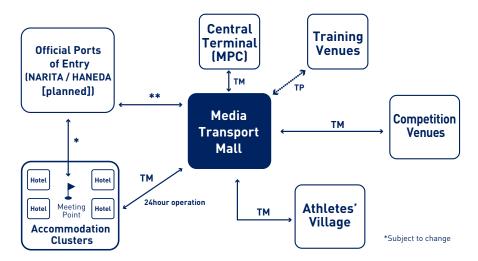
<Service Period>

- From the Opening Ceremony until the Closing Ceremony (24 July – 9 August 2020)
- Transport services between airports and the media transport mall will be provided by TM services. Please transfer to TM service that goes to media hotels at the media transport mall to travel to your hotel.

TM services

Accredited media are eligible to use TM services. The media transport mall which is the hub of TM service will be located at the east wing of the MPC/IBC, and transport services to various destinations as stated below will be available from here.

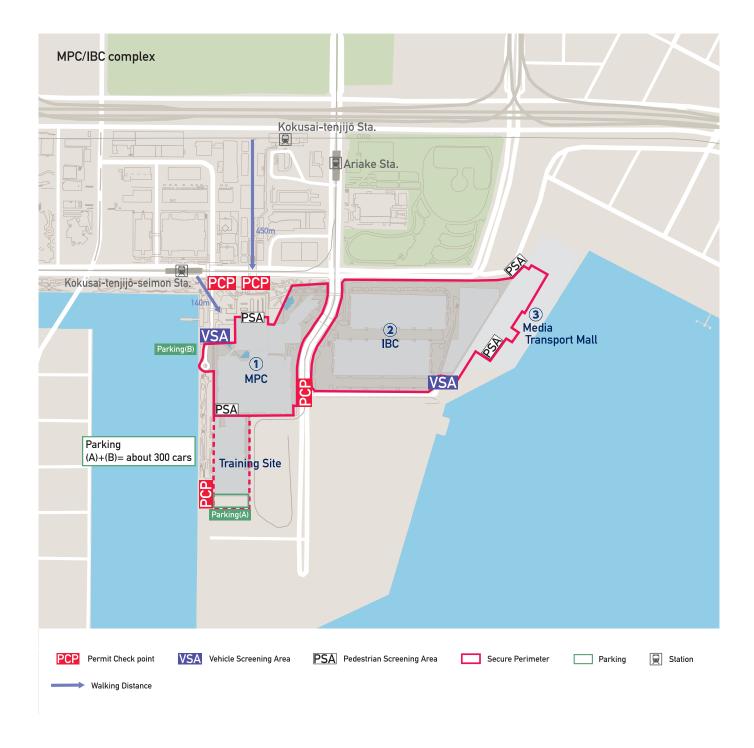
- · Media transport mall to Media Hotels
- Media transport mall to Competition venues
- Media transport mall to the Olympic Village
- Media transport mall to the Central Terminal (MPC)
- Media transport mall to Narita and Haneda Airports



**Accredited media will have free access to the TP system, inclusive of trains (except limited express and bullet train), subways and monorails in the area of Greater Tokyo and Narita/Haneda Airports. (Ex and EPx:TBD)

^{*}Arrivals & Departures transport service (prior to the Opening Ceremony, and after the Closing Ceremony)

^{**}Arrivals & Departures transport service (between the Opening Ceremony) and the Closing Ceremony)



Media transport mall to Media hotels

<Service Period>

- 14 days before the Opening Ceremony until three days after the Closing Ceremony (10 July –12 August 2020)
- <Service Contents>

Services linking the meeting points of each accommodation clusters with the media transport mall.

• To ensure efficient transport at the Tokyo 2020 Games, media hotels will be grouped into clusters, and a shared bus stop (meeting point) will be established for each cluster. TM buses bound for the media transport mall will depart from these meeting points.

- The meeting point will be established within walking distance (approx.500 metres) from each hotel.
- TM buses will stop at a few meeting points before arriving at the media transport mall.
- Please note that some hotels will be exclusive hotels dedicated to competition venues, and transport services to the media transport mall will not be provided from these hotels (please refer to the Press Accommodation Guide for details).

Media transport mall to Competition venues

<Service Period>

 In principle, TM services will operate according to the Venue Media Centre (VMC) at each competition venue, from three days before the start of the competitions until the final day of competitions.

<Service Contents>

Services linking the competition venues with the media transport mall.

• In principle, only one route per venue will be provided. However, routes may change depending on the particular venues being served, and other circumstances (e.g. circulation bus).

Other TM services

• Media transport mall to the Olympic Village

<Service Period>

- 14 days before the Opening Ceremony until the day after the Closing Ceremony (10 July – 10 August 2020) * Subject to change
- Media transport mall to the central terminal (MPC)

<Service Period>

 14 days before the Opening Ceremony until three days after the Closing Ceremony (10 July – 12 August 2020)

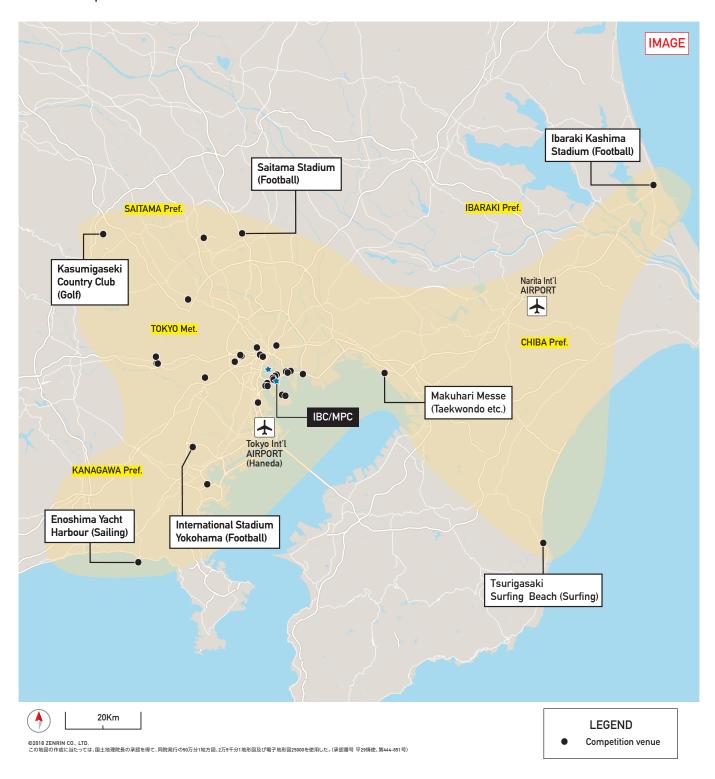
Public transport

In principle, a public transport card allowing travel free of charge across the Tokyo area will be provided to all accredited media members (Ex and EPx are TBD).

<Service Period>

- 14 days before the Opening Ceremony until three days after the Closing Ceremony (10 July – 12 August 2020)
- Applicable modes of public transport: railways, subway and monorail (use of certain bus services is currently under examination).
- Please note, however, that the card cannot be used on express and high speed trains (including the shinkansen bullet train).
- Extra fare such as seat reserved will be charged.
- Card distribution points: A card will be distributed at the accreditation validation counters (some counters are unable to provide this service).
- Applicable areas: Areas include competition venues and training venues located in the Tokyo area, stations close to media hotels, and Narita Airport and Haneda Airport.
- * Please note you will be required to cover any transport expenses if you travel outside the areas in which the card is valid.

Public Transport Free Area



6.5 Press Rate Card

The first edition of the Press Rate Card catalogue is to be published toward the end of December 2018 on the Tokyo 2020 Press Operations Extranet (https://tko2020.sharepoint.com/sites/pressoperations/).

The later edition is planned for release in 2019.

The Press Rate Card catalogue contains a list of products and services to be rented via the Press Rate Card Ordering Portal.

The intent to rent order period for private office space at the MPC is accepted by e-mail (privateoffice@tokyo2020.jp) from 4 September 2018 until 31 January 2019. The period of intent to rent order via the Press Rate Card Ordering Portal is from 1 February to 28 February 2019. No late requests will be accepted. Detailed information can be found in the Press Rate Card catalogue.

To ensure the availability of products and services, press organisations are advised to place their orders as soon as possible. The orders can be modified, and even cancelled after the order placements without charges until 20 December 2019. The invoices for the normal order will be issued in January 2020. Any orders submitted during the late order period will be invoiced after acceptance of the order by the Tokyo 2020

Organising Committee, and no later than 31 May 2020. All invoices must be paid within 30 calendar days of the invoice date.

All prices specified in the Press Rate Card catalogue are quoted in Japanese yen (JPY). All payments in the venues during the Games time will also be made in JPY.

Please make sure that your organisation has received accreditation allocation before you make any orders.

Vehicle Rental and Vehicle Access and Parking Permits (VAPPs)

Rental vehicles are available to order for the period of 31 days from 12 July to 11 August 2020. Vehicle rental may be extended additionally by 7-day periods.

Vehicle Access and Parking Permits (VAPPs) are not included in the vehicle rental and must be ordered separately.

The VAPPs are parking permits. Please note that having the VAPPs does not mean you have secured parking spaces.

The VAPPs line up will be included in a later edition of the Press Rate Card catalogue.

Key Dates for Rate Card Orders

Olympic Games order periods	From	Until
1st edition of the Press Rate Card Catalogue published online at Press Operations Extranet	End of December 2018	
Private Office Space "Intent to Rent" (Via e-mail: privateoffice@tokyo2020.jp)	4 September 2018	31 January 2019
Rate Card Ordering Portal Open	1 February 2019	
Private Office Space "Intent to Rent" (Via Rate Card Portal)	1 February 2019	28 February 2019
Normal Order Period	1 April 2019	20 December 2019
Cut-off Period	21 December 2019	19 January 2020
Late Order Period	20 January 2020	15 May 2020
Cut-off Period	16 May 2020	23 June 2020
Games-time Order Period	24 June 2020	9 August 2020

6.6 Press Technology

Press Network

Tokyo 2020 will be providing wireless and wired internet services for free in press areas. These services use shared bandwidth. Please note that bandwidth for exclusive use cannot be guaranteed.

Press Network areas (Free)

Area	Wireless internet	Wired internet
MPC Press/Photo workroom	~	~
MPC Private Office area	~	
MPC common areas	~	
Tabled tribunes	~	V
Non-tabled tribunes	~	
VMC-Press/Photo workrooms	~	V
Media Conference rooms	~	
Media Lounge	~	
Mixed zones	~	
Prime photo positions		V
Photo filing centre		V
Athletes' Village: Press/Photo workroom	~	~
Athletes' Village: Press Conference room	~	

Dedicated Internet Access

There will be a choice of four dedicated connection speeds - 5, 20, 50 and 100 Mbps in the MPC, each with symmetric throughput and one static public IP address. The service is delivered via a dedicated plug to the location indicated on the order via Rate Card.

Dedicated bandwidth internet for prime photo positions, tabled tribunes, and press/photo work rooms in competition venues and the Athletes' Village can still be ordered as a non-standard order. Please note that confirmation and designating seats/positions is subject to the approval of the Tokyo 2020 Organising Committee.

Other Press Technology

CATV

- Live sport feeds produced in the competition venues is provided in the MPC
- In-venue Local Feed is provided in competition venues

• Radio Frequency Coordination

During the Olympic and Paralympic Games Tokyo 2020, all users planning to use wireless devices are encouraged to submit their requirements to Tokyo 2020 during the period 1 February –31 August, 2019 via the Spectrum Order portal.

The "Spectrum Management Plan For the Olympic and Paralympic Games Tokyo 2020" is already available on the official website (https://tokyo2020.org/en/news/notice/20180717-01.html).

Users are strongly encouraged to apply early, due to limited availability of radio resources within the Olympic and Paralympic Games venues. Once the request has been reviewed and approved, a radio license will be issued outlining the specifications of the assigned radio frequencies.

Upon arrival in Japan, press will be required to have their equipment validated (tested and tagged) at a Spectrum Desk.

The Spectrum Desks are located at the Athletes' Village, the MPC, IBC, and other locations. The Radio team will examine the wireless equipment to ensure that it matches the specifications outlined in the certificate of approval.

All wireless equipment must be programmed with the assigned frequency ahead of time. Once validation is complete, the wireless equipment will have a colour-coded label affixed to it, indicating that it is permitted to operate in a particular venue. Failure to apply for radio frequency coordination and absence of a label will result in denial of entry of the wireless equipment into the venue.

For further details on whether approval is required for the use of wireless equipment, please refer to the "Spectrum Management Plan."

6.7 Customs and Freight Forwarding

The official logistics sponsor for Tokyo 2020 is Yamato Holdings. Yamato Holdings' subsidiary company Yamato Global Logistics Japan (YGL) is the official customs broker.

Press organisations can use their own freight forwarder, but we recommend that press organisations work with the official customs broker for the following reasons: the official customs broker is able to advise on simple ways to produce required documents for Japanese Customs, assist with simplifying Japanese customs procedures to enable press organisations to pass through customs clearance quickly and smoothly.

If you have any enquiries about Japanese customs-related matters, please contact YGL directly: tokyo2020yql@y-loqi.com

Tokyo 2020 has produced a Customs & Freight Forwarding Guide.
This guide includes:

- Procedures for import and re-export
- Importer procedure for non-residential organisations
- Duty exemption system
- Information on prohibited or restricted items, food products, donated goods, ATA Carnet, etc.
- Please note that duty exemption cannot be applied if items are imported for sales purposes.

The 1st version of the Customs & Freight Forwarding Guide was published in August 2018. The final version will be published in November 2019. You can find this guide on the PRS extranet site and NOCs/NPCs extranet site. Regular updates will be provided until the final version is released.

6.8 Security

Security Measures

Access Control

- Regarding access through the secure perimeter, strict access control shall be ensured, by implementing ingress/egress control and security check for stakeholders, goods and vehicles.
- Accredited stakeholders entering the secure perimeter must carry a valid accreditation card authorised by IOC/IPC. Also, spectators must carry a valid ticket.
- To ensure security, stakeholders shall be classified based on accreditation cards or tickets, and access control shall be exercised in accordance with the classification. Security check shall be carried out in a reliable manner, to prevent unauthorised entry and to stop hazardous items and other prohibited items from being brought in the venues.

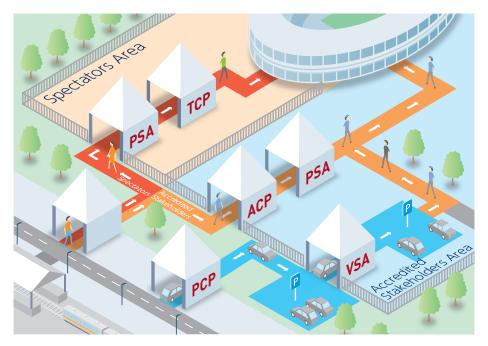
Various Checks

ACP (Accreditation Check Point)

Consider security measures to prevent unauthorised entry such as strict personal identification for accredited stakeholders by utilising accreditation card with IC chips and Face Recognition.

• PSA (Pedestrian Screening Area)

Every stakeholder entering a venue is subject to security check. If a person is found to possess prescribed prohibited items and other hazardous items that will compromise security, the person may be prohibited or restricted from entering the venue. Security check at PSA shall be conducted by using X-ray scanning equipment, metal detector gates (walk-through metal detectors) and handy metal detectors, as well as inspections by opening baggage.



• TCP (Ticket Check Point)

Spectators are checked for their tickets.

• PCP (Permit Check Point)

Every vehicle entering a venue is checked for their VAPP (Vehicle Access and Parking Permit), and only appropriate vehicles can access the venues.

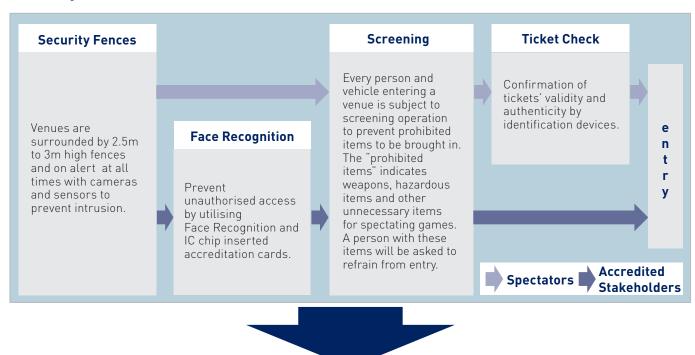
VSA (Vehicle Screening Area)

Every vehicle entering a venue is subject to security check. If a vehicle is found to load

prescribed prohibited items and other hazardous items that will compromise security, the vehicle may be prohibited or restricted from entering the venue. Security check at VSA shall be conducted by using under vehicle scanning equipment, handy metal detectors, etc. Also, personal identification and security check shall be conducted to occupants of the vehicle at ACP and PSA colocated with VSA.

Note, every item which shall be brought into venues must be delivered by delivery procedures stipulated by Tokyo 2020.

Concept of Access Control



Maintain venues clean to ensure "Safety & Security"

7 Publications

7.1 Press Operations Extranet

Our Press Operations Extranet (PRS Extranet) (https://tko2020.sharepoint.com/sites/pressoperations) provides useful information to assist members of the press to prepare for the Olympic Games. Log in regularly for updates from the Press Operations team to help your planning.

The contents include news from the Press Operations team, key dates for press, official publications from Tokyo 2020 (e.g. Press by Number Accreditation Guide, Press Accommodation Guide, Press Rate Card Catalogue, Customs and Freight Forwarding Guide), and our Press Operations newsletters.

If you have not registered yet, visit our PRS Extranet registration website (https://tokyo2020-extranet.secure.force.com/press).

IMPORTANT: Before you start your registration process, please make sure you have your Office365/MS account ready to register and log in to the PRS Extranet.



7.2 Press Operations Publications

In line with the sustainability concept of the Tokyo 2020 Games, the latest official publications for press (Press by Number Accreditation Guide, Press Accommodation Guide, Press Rate Card Catalogue, and Customs and Freight Forwarding Guide) are published only online. You can download them from the PRS Extranet.

7.3 Press Operations Newsletter

The Press Operations newsletter is issued online twice a year with important updates and useful information for members of the press. The latest and back issues can be found on the PRS Extranet.

8 The Main Press Centre

The Main Press Centre (MPC) will be within the secure perimeter at Tokyo Big Sight (Japan's largest international exhibition centre). The MPC will be co-located with the International Broadcast Centre (IBC) at this complex building but the MPC will be separated from the IBC, providing all the necessary facilities and services for the accredited press to perform efficiently and effectively.

8.1 Access

Both press (all E-category except Ex and EPx) and broadcasters will have access to the MPC, as well as any accredited individuals with 'MPC' on the accreditation. Individuals accredited for the Main Press Centre can request guest passes for visitors who do not have accreditation, provided that they can claim a valid reason for the guest's entry. Guest passes can be requested from the Guest Pass Office at the Media Accreditation Centre, at least one day prior to their visit. All guest passes are valid for one day only, and non-transferable to anyone else.

8.2 Transport and Parking

The Media Transport Mall (MTM), located next to the East Halls where the IBC is situated, will be the main transport hub for media using the TM system, with the services to and from major competition venues, the Olympic Village and the major press accommodation points.

Two parking lots with approx. 300 car spaces are planned for MPC parking, The first lot will be in the MPC West Halls with one site located on the ground floor (1st) and the other on the 4th floor. The second parking lot will be located in the multistory parking garage at the South Hall, next to the West Halls, which is now under construction.

8.3 The Main Press Centre Building

The MPC will consist of two buildings – the West Halls and the Conference Tower.

The West Halls

• 1st Floor (The Main Floor)

This level will be the main floor of the MPC, accessible from the main entrance level on the 2nd floor, and will feature fully equipped Press and Photo Workrooms. Main Help Desk, Photo Service Centres, Private Offices, IOC Offices (incl. Ticketing Office) and Tokyo 2020 Press Operations Office will be also located adjacently on the same floor level.

Press & Photo Workrooms

The MPC's main floor will feature press and photo workrooms with over 800 seats. All seats will be equipped with cabled internet and power outlets, and they will be available on a first-come, first-served basis

Both workrooms will feature TV monitors that will air the live feeds of competitions, as well as Info terminals with networked printers.

Press and Photo Workroom Help Desks will provide general assistance to those who are working in the respective areas. Press and Photo lockers will be available, and keys can be obtained at each help desk.

Photo Service Centre

The Photo Service Centre will offer dedicated support to the accredited photographers here on the 1st floor at the MPC West Halls. This is adjacent to the Press and Photo Workrooms. At Tokyo 2020, we are delighted to announce that Sony will join as a photo service provider in addition to long-trusted providers Canon and Nikon.

Comprehensive professional services will be provided by Canon, Nikon and Sony for the photographers, including photographic equipment maintenance and minor repairs by engineers, as well as camera and lens loan services.

• Photo Workroom Help Desk

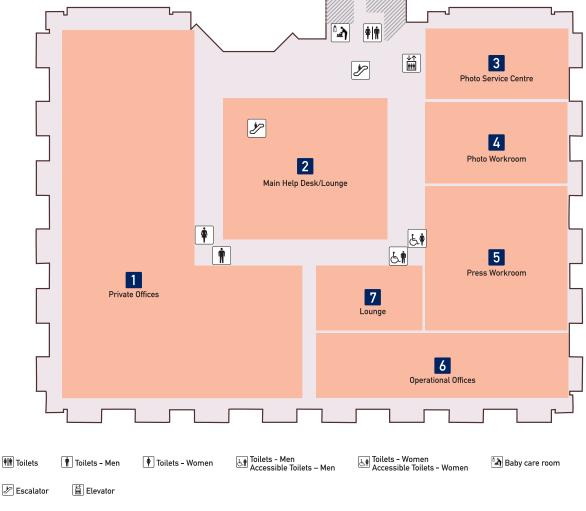
This facility will be available and managed by the Photo Chief and Photo Operations staff. The accredited photographers can obtain all required information and advice on operational matters.

Service Points

On the same floor level, the service points listed below will be available.

- Main Help Desk
- · Accommodation Desk
- · Accreditation Help Desk
- Arrival and Departure Desk (under examination / TBD)
- Transport Desk
- Marketing Partners Desk
- Press Workroom Help Desk
- Photo Workroom Help Desk
- Pro Photo Shop (under examination / TBD)
- TEC Help Desk (under examination / TBD)
- · Internet Lounge

MPC West Halls 1F



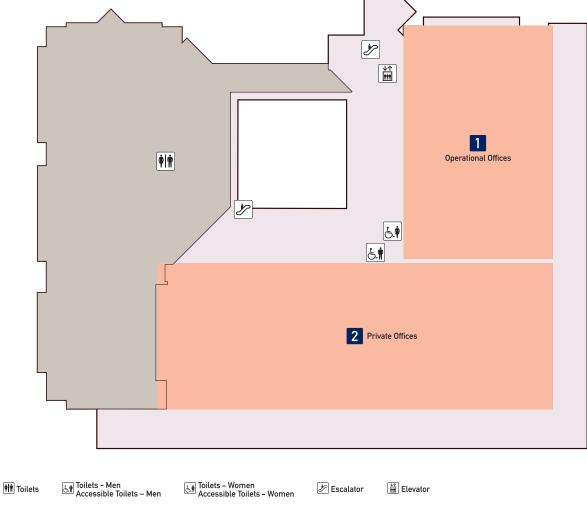
^{*}Subject to change.

• 4th Floor

This level will provide the space for private offices, the below listed service desks and Tokyo 2020 operational offices.

- · Rate Card Desk
- Service Centre

MPC West Halls 4F

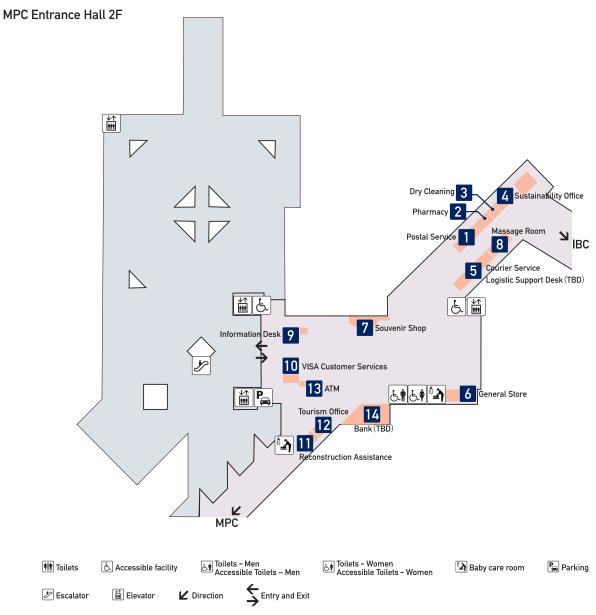


^{*}Subject to change.

The High Street (2nd Floor Entrance Hall)

A common area, known as the High Street, is located at the concourse on the 2nd floor connecting the two buildings that will house the MPC (West Halls) and the IBC (East Halls). The High Street will provide shared services and the below listed shops for press, photographers and broadcasters.

- ATM
- Bank (TBD)
- General Store
- Souvenir Shop
- Postal Services
- Courier Counter / Logistic Counter (TBD)
- Dry Cleaning
- VISA Customer Services
- Tourism Office
- · Massage Room
- Sustainability Office



^{*}Subject to change.

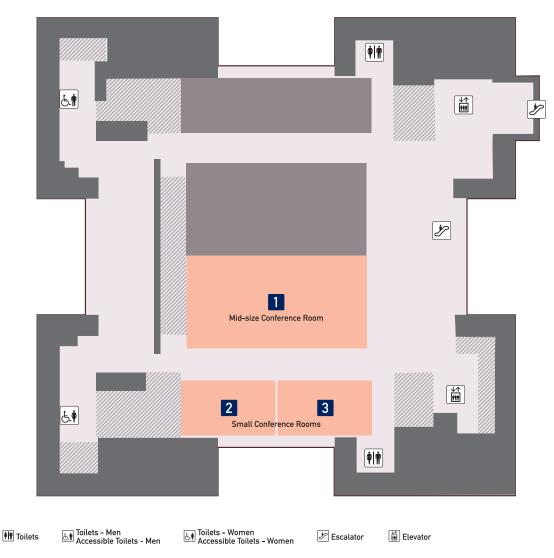
The Conference Tower

The Conference Tower will function as the Press Conference Centre. Five conference rooms and other pertinent rooms (including a One-to-One Interview Room, and Green Rooms) will be provided on both the 6th and 7th floors to manage approximately three hundred conferences and meetings throughout the entire period of the two Games.

• 6th Floor

One mid-size room (seating 200 people) and two small-size rooms (each seating 80 people) will be provided. The Press Conference Booking Office (PCBO) will also be located here.

MPC Conference Tower 6F

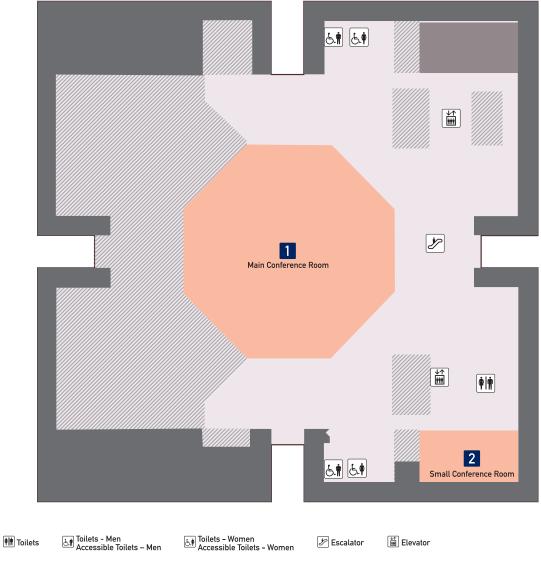


*Subject to change.

• 7th Floor

The main conference room (seating 700 people) will be situated here for Daily Briefings and other major conferences. One small-size room (seating 80 people) will also be located on this floor.

MPC Conference Tower 7F



*Subject to change.

8.4 Private Offices

Office Spaces

Private office spaces will be made available in the MPC building on the 1st and 4th floors. The size of each module unit will be 25 square metres, and will include:

 External walls, carpeted flooring, general lighting, general ventilation, daily cleaning and waste removal services, external lockable doors and two keys*, external nameplate*.

NB: * these will be provided per office, not per module unit basis.

Ordering Process

Accredited press organisations, NOCs, and NPCs can request office spaces through the process described below:

- 1. The 'Intent to Rent' period for private office space will be from 4 September 2018 through to 31 January 2019 for both the Olympic and Paralympic Games. Please send your intent with any enquiries via e-mail (privateoffice@tokyo2020.jp).
- 2. 'Private Office Orders' will be accepted on the Rate Card Ordering Portal from 1 to 28 February 2019 for both Games.
- 3. Please note that there will be no 'late order' period for private office spaces.

8.5 The Main Press Centre – Key Dates

The MPC will operate from 24 June 2020 (soft opening date) to 6 September 2020, with a brief closure during the transition period between the Olympic and Paralympic Games. The venue will be open for 24-hour operations throughout the period 14 July through to 9 August for the Olympic Games.

Olympic Games

24 June 2020	Soft Opening
13 July 2020 (TBD)	Lockdown
14 July – 9 August 2020	24-hour Operations
10 – 14 August 2020	Bump Out

Paralympic Games

22 August 2020	Soft Opening
25 August – 6 September 2020	Games-Time Operations*
7 September 2020	Bump Out

^{*}Not 24-hour operations (hours to be determined)

9 Venue Press Operations

9.1 Venue Media Centres (VMC)

There will be a Venue Media Centre (VMC) in all competition venues. A VMC will also be available at the Olympic Village.

Each VMC will be available on a first-come, first-served basis. Among the services offered in the VMC are:

- · Help Desks
- Free internet connectivity
- Desks equipped with cabled internet and power outlets
- INFO terminals and printers
- CATV with live feed / Olympic News Channel feed
- Lockers for photographers and journalists
- Pigeonholes with printed start lists, results and other releases

Operational days

· Olympic Games

The VMC will open three days before the first day of competition (or on the first day of official training at the venue) and will close on the last day of competition at the venue.

· Paralympic Games

The VMC will open one day before the first day of competition (or on the first day of official training at the venue) and will close on the last day of competition at the venue.

Operational hours

On non-competition days, the VMC will open from 09:00 until 18:00.

• Olympic Games

On competition days, the VMC will open three hours before the start of competitions and will close four hours after competitions have concluded.

On training days, the VMC will open one hour prior to training and close one hour after training has been concluded.

· Paralympic Games

On competition days, the VMC will open two hours before the start of the competitions and will close two hours after competitions have concluded. On training days, the VMC will open one hour prior to training and close one hour after training has been concluded.

9.2 Press Tribunes

At each competition venue, Press Tribunes will be available with both tabled and non-tabled positions.

- Free Internet connectivity in the press tribune
- Tabled positions will be equipped with CATV providing live feed in some seats, and with cabled internet and power outlets in each seat

9.3 Mixed Zones

A dedicated area close to the field of play will be set up at each competition venue to provide an opportunity for all written press to conduct brief and informal interviews with athletes immediately after they compete.

The press mixed zones will immediately follow the broadcast mixed zone. Services offered in the mixed zones include:

- · CATV with live feed
- · Microphones and speakers
- Risers to improve the operations and visibility of the area at the busiest mixed zones
- Info terminals at the Olympic Stadium (Athletics), the Tokyo Aquatics Centre (Swimming, Diving and Artistic Swimming) and the Ariake Gymnastics Centre (Gymnastics)
- · Cooperation of the NOC Press Attachés

9.4 Press Conference Rooms

The Press Operations team will organise postevent press conferences at the competition venues. These will usually take place after each medal event, as well as after team sport matches.

- Plan to provide simultaneous professional interpretation service for press conferences for medallists in all events.
- Platforms for photographers and RHB electronic news-gathering
- Free Wi-Fi connectivity

9.5 Media Lounges

The media lounges offer a relaxing area for the media to partake of refreshments during the day.

- Refreshment stations with free coffee, tea and water
- Media lounge with light meals and beverages available for purchase
- · CATV with live feed
- Free Wi-Fi connectivity

9.6 Training Venues

At training venues, journalists and photographers will be able to access dedicated press areas during open training sessions to view the training sessions, take pictures and interview the athletes. However, there will be no workroom facilities at the training venues.

10 Photo Operations

A variety of services for photographers will be available at the Main Press Centre, as well as at each Venue Media Centre. Each media centre will have a work area and lockers for all photographers.

10.1 Photo Positions

The best possible photo positions will be delivered in each competition venue. Photo positions are operated on a first-come, first-served basis as a rule. These photo positions, however, may be allocated on a session by session basis where necessary. In all prime photo positions, free internet with shared ports as well as power outlets will be available. Photographers can work from unoccupied spectator seats as long as they do not disturb any spectator and must leave immediately if the ticket holder arrives.

10.2 Photographers' Undertaking

For an Olympic Identity and Accreditation Card (OIAC) to be granted by the IOC, photographers are required to sign the Photographers' Undertaking. The undertaking stipulates that images taken at the Olympic Games can be used for "still photographic editorial purposes only", and that the use of photographs for advertising or any other commercial purpose, in any medium or in any manner whatsoever, is expressly prohibited by the IOC. The IOC reserves the right to change or alter the Photographers' Undertaking from Games to Games.

10.3 Photo Vests

Accredited photographers will be issued with appropriate photo vests. These will allow access to photo positions and other working areas. The photo vests must be worn at all times whilst at a venue. They are individually numbered and are not transferable. Photographers may be asked to change their issued vests for a "Pool" vest to allow them access to 'Pool' positions. However, as soon as the photographers leave those areas, they must give back the 'Pool' vest and put their originally issued vest back on.

10.4 Robotic/Remote Cameras

The use of robotic/remote cameras is a fundamental part of sports photography. All robotics and remotes will be subject to photo operations' approval and must be approved by the Photo Chief.

10.5 Photo Service Centre

A dedicated photo service centre will be available for all accredited photographers at the MPC. For further information please refer to the MPC section of this guide.

11 Olympic Information Service

The Olympic Information Service (OIS) is responsible for the collection, production, and distribution of a wide range of news and historical data to the Olympic Family, with the main recipients being the accredited media.

The OIS is delivered as a turnkey solution by the IOC for the Olympic Games, in line with Olympic Agenda 2020 proposal 2.3. OIS is a valuable tool for the press, allowing journalists to follow events and developments they may have missed during the day.

During the Games, OIS swiftly generates reports such as news articles, results, event previews and reviews, flash quotes and press conference highlights. To further assist the press, OIS also provides a wide range of background information such as athlete biographies, historical results, facts and figures, and statistics on the various sports and disciplines.

OIS news is presented without bias or favour and is independent of all external influence. The service is run by experienced and professional journalists to ensure accuracy, thoroughness, consistency and speed. OIS will operate with a central editorial desk and experienced venue-based sports reporting teams.

11.1 Info and myInfo

All information gathered and published by OIS can be accessed through Info, a web-based platform available on dedicated terminals located throughout the Olympic venues, including the MPC, the VMCs and selected non-competition sites such as the Olympic Village.

The remote version of the system, will be provided free of charge, and will be accessible on personal devices such as computers, tablets and smartphones by secure sign-in. It offers additional options of customisation, enhanced navigation, live scoring and the ability to cut and paste text.

11.2 Content Available on Info and myInfo

Schedules and results

Competition and non-competition schedules, including press conferences, IOC activities and the Cultural Olympiad.

Competition results viewable by sport, date and country. Including entry lists, start lists and additional sport-specific reports.

Live Sports

Live information of competitions available.

News

Flash quotes, press conference highlights, sport previews and reviews, news articles, statistic-driven reports, media communications and IOC news.

Biographies

Athlete biographies, coach biographies, referee/official biographies, horse biographies, team profiles and NOC profiles.

Medals

Medal standings by sport, overall medal standings, medallists by day and by sport/event, historical medallists

Sports

Viewable by sport: schedules, recent results and news, medal standings and medallists.
Historical data, statistics, competition formats and rules, qualification system and venue descriptions.

Records

World and Olympic records, including current records, record holders and broken or equalled records

Video and Audio

Live streamed and on demand videos of post competition press conferences and audio files of interviews from mixed zones and post competition press conferences available for streaming only, not downloadable.

12 Paralympic Games and Press Operations

The Tokyo 2020 Press Operations team has been working closely with the International Paralympic Committee to create press operations for the Paralympic Games in parallel to the planning for the Olympic Games. Most of the press areas and facilities in the venues, including the Main Press Centre, will be maintained during the Paralympic Games for the accredited press.

Press Accreditation

The press accreditation process for the Tokyo 2020 Paralympic Games will follow a similar process to that described for the Olympic Games in section 6 of this Guide.

There is no overall quota for press accreditation for the Paralympic Games.

The National Paralympic Committees (NPCs) are responsible for collating requests for accreditation from press organisations within their respective territories. The International Paralympic Committee is responsible for requests from the same directly accredited press organisations identified in section 6, including representatives from non-rights-holding broadcast organisations.

The timeline for accreditation for the Paralympic Games is shown in the table below.

Press Accommodation

The details on the press accommodations during the Paralympics Games for the accredited press will be available online on the Tokyo 2020 Press Operations Extranet in 2019.

The Main Press Centre

The Main Press Centre for the Olympic Games will remain in operation during the Paralympic Games, with reduced areas but appropriate level of service.

Date	Activity
10 May 2019	Tokyo 2020 distributes Press by Number Guide (Paralympic Games version) and associated materials to NPCs and the IPC
10 May 2019	The IPC opens the application process for non-rights-holding broadcast organisations
12 Jul 2019	Deadline for non-rights-holding broadcast organisations to request accreditation from the IPC
26 Jul 2019	Deadline for NPCs and the IPC to return organisation names, contact details and quota distributions
2 Mar 2020	Tokyo 2020 distributes Press and Photographers Accreditation Manual (Paralympic Games version) and associated materials to NPCs and the IPC; Tokyo 2020 opens online system for 'Press by Name' application submissions
15 May 2020	Deadline for 'Press by Name' application submissions
May 2020	Tokyo 2020 starts distribution of Paralympic Identity and Accreditation Card (PIAC) in Pre-Valid format (PVC) to NPCs, and to press organisations registered through the IPC
24 Apr to 6 Oct 2020	The PVC acts as a visa for entry into Japan for a maximum stay of 90 consecutive days

13 Miscellaneous

The following general information about Japan is not specifically press-related but may be useful in helping you to prepare for a visit to Japan.

13.1 Driving

Vehicles are driven on the left-hand side of the road in Japan. Foreigners require an international driver's license that conforms to the Geneva Convention, or a driving license of certain countries and regions. Please refer to "Press Rate Card Catalogue" for details regarding driving licenses and insurance. Use of a handheld mobile or smart phone is strictly prohibited while driving. Driving under the influence of alcohol is strictly prohibited by law.

13.2 Electricity

The voltage in Japan for most commercial equipment is 100V. Frequencies in eastern Japan are 50Hz, while those in western Japan are 60Hz. The frequency used at Tokyo 2020 Games competition venues will be 50Hz.



13.3 Emergency and Medical Services

Emergency telephone numbers

Ambulance: 119 Fire Department: 119

Police: 110 (Police calls in English 03-3501-0110)

Further details regarding medical services, health and vaccines will be published in the second edition of the Press Services and Facilities Guide in 2019

13.4 Measurements

The metric system is used in Japan. Distance is measured in kilometres, with speed signs in kilometres per hour. Weight is measured in kilograms, and gasoline is sold by the litre. Temperatures are measured in Celsius.

13.5 Money

Currency

Japanese yen (JPY) is used throughout Japan and foreign currency can be exchanged at designated locations throughout Tokyo. Visa credit cards are widely accepted.

Credit Cards

Most major credit cards such as Visa are accepted at major stores and facilities. When checking in to a hotel, credit cards can serve as identification in lieu of a cash deposit. Note, however, that some shops, facilities, etc. do not accept credit cards at all, so you are advised to carry some cash at all times.

13.6 Telephone Services and Internet Access

Telephone Services

The country code for Japan is 81. When calling from outside Japan, dial the international dialing access code, which differs by country, then dial 81. If the number you wish to call starts with a zero, omitting the leading zero and dial the number. When making an international call from Japan, dial the international dialing access code (010), then dial the country code of the country you are calling. If the number you wish to call starts with a zero, omit the leading zero and dial the number. When you make a domestic call inside Japan, just dial the desired number.

Connectivity

The terminal buildings of Haneda and Narita airports and many of the train and bus companies offer free Wi-Fi, along with many of the major tourist facilities. Registration procedures vary — some require an e-mail address, a social networking account, and some have a time limit — and service ranges from good to patchy. The service is often available in a number of languages to help you connect with maximum ease. You can find free Wi-Fi spots at many public transportation hubs, including stations on the Tokyo Metro and JR stations. Free Wi-Fi in Tokyo is also available at many of the city's parks, museums, zoos, and gardens.

X Tokyo Metro https://www.tokyometro.jp/en/tips/freewifi/index.html

% JR stations
https://www.jreast.co.jp/e/pdf/free_wifi_02_e.pdf

Free Wi-Fi in Tokyo http://www.wifi-tokyo.jp/list.html

For details regarding connectivity at the competition venues for the Olympic and Paralympic Games Tokyo 2020 during Games time, please refer to "Press Technology" in this guide and also the "Press Rate Card Catalogue".

13.7 Tipping

There is no tipping culture in Japan, so the final bill you receive at cafes, bars and restaurants is the final price that you need to pay. In some restaurants, a fixed percentage service charge is added to the bill.

13.8 Time Zone

Japan is nine hours ahead of GMT. Days can stay light until around 19:30 during the summer, but the nights draw in at around 17:00 in the winter.

The Tokyo Organising Committee of the Olympic and Paralympic Games

The information on this Guide is subject to change.

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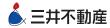
















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