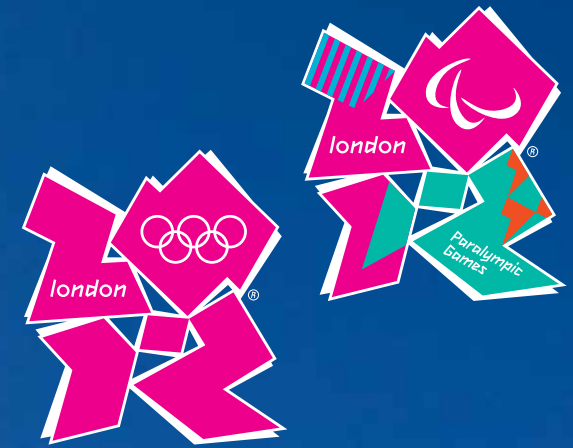


The London Organising Committee of the Olympic Games and Paralympic Games
Press Operations newsletter
December 2011



Update 8



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The Exchange

You will find all the latest news and information on the Press Operations Exchange site. To register:

- Visit london2012.com/PressOperationsExchange and enter your contact details
- You will receive two emails from DoNotReply@London2012.com

- containing your username and password (you should receive these emails within 24 hours, please make sure you check your junk email folder if you have not received them to your inbox)
- Log in to the Press Operations Exchange and start using

Once you've registered, don't forget to save the homepage london2012.com/PressOperations to your favourites!

Welcome to Update, the London 2012 Press Operations newsletter

There are now less than seven months to go until the London 2012 Games. As our planning for Games-time operations nears its final stages, several important deadlines for your organisation's preparations are also fast approaching. In this issue of Update, find out more about:

- The Press Rate Card – normal ordering period ends 31 December 2011
- Accommodation payments – first 50 per cent due by 5 January 2012
- Press by Name accreditation applications – individual deadlines approaching

It is vital that you meet these deadlines. The Press Operations team is on hand to talk through any issues and provide further information to help you do so. You can find all of our contact details on pages 13 and 14 of this booklet.

We would like to give our thanks again to all who attended the third World Press

Briefing in October. We were pleased and proud to welcome so many of our press colleagues to London, to update you on progress and show you some of the London 2012 venues. More than 500 delegates representing 49 countries were able to meet the team and hear updates from London 2012 colleagues in Sport, Olympic Park operations, Rate Card and Security, among others. If you were not able to attend, please don't worry – all presentations from the event are available to download from the Press Operations Exchange site via [this link](#).

On behalf of the whole Press Operations team, we wish you a very merry festive season and a happy New Year!



Jayne Pearce
Head of Press Operations



Press Facilities and Services guides

The Olympic Press Facilities and Services guide was distributed at the World Press Briefing in October 2011 and will be posted to all accredited press in the first week of January 2012. Both the Olympic and Paralympic guides will also be available on the Exchange from the first week of January 2012.

The Press Facilities and Services guides are the essential resources for your London 2012 planning. They contain all the information you need on the services and facilities available to accredited press during the London 2012 Olympic and Paralympic Games; from Venue Media Centre opening hours and transport options to and from every venue, to media catering information.

You can download e-copies from the Exchange site via [this link](#)



Accommodation

We would like to thank you for your input so far in providing us with your accommodation requirements. We are working hard with our colleagues in the Accommodation team to finalise all bookings.

You will have received an email with login details to the online accommodation portal. You will need to visit the portal in order to confirm your accommodation booking. You will be able to reduce your number of nights and/or number of rooms without penalty until 10 January 2012.

Accommodation payment – first 50 per cent due by 5 January 2012

You will now have received your invoice, with payment instructions for accommodation during the 2012 Olympic Games. It is very important that the first 50 per cent of your Olympic Games-time accommodation charge is with us by 5 January 2012.

The second 50 per cent payment – your final balance – is due by 27 March 2012.

Paralympic Games-time accommodation

You can download the Press Accommodation Guide for the Paralympic Games from the Exchange. You will have until the end of April 2012 to reserve rooms.



Press Rate Card

– order by 31 December 2011

The normal ordering period for the Olympic Press Rate Card ends at midnight on 31 December 2011. Please make sure you have placed your orders for all office items, power, internet, Olympic Data Feed, Info+ and myInfo+ packages and fixed telephone services by then.

Orders placed before 31 December 2011 will be invoiced in January 2012. Payment will be due within 30 days of the invoice date.

Late ordering period commences on 1 January 2012 with most prices increasing by 25 per cent.

Normal ordering period for the Paralympic Press Rate Card ends 29 February 2012.

Order your Main Press Centre private office space now!

If you require private office space in the Main Press Centre and have yet to book it, please contact us to do so now. There is limited space available and we would strongly encourage you to talk to the MPC team as soon as possible. Mandy Keegan, MPC Manager, can be contacted via email at mandy.keegan@london2012.com

Only ordering internet?

If the only service you require from the Rate Card is internet access, you can simply select the internet package you require (please see page 6 of the Press Rate Card for full details) and email

pressratecard@london2012.com with your request.

We will contact you directly to arrange the order.

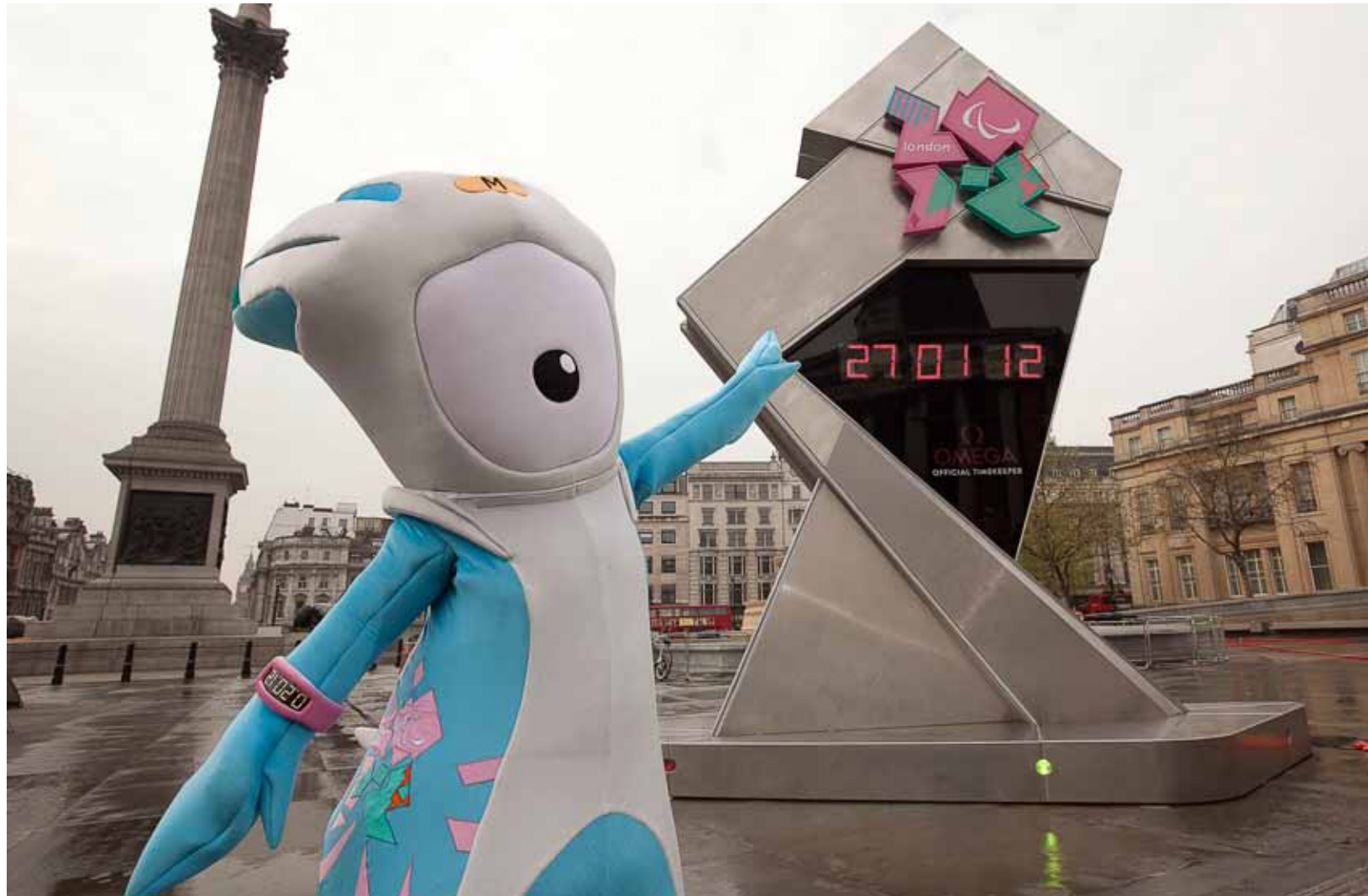
Unlike most Rate Card items, we will be able to carry on processing internet-only orders after the end of the normal ordering period with no price increase.



Deadline to return Press by Name accreditation applications

Your National Olympic Committee (NOC) needs your completed Press by Name application in time to meet the London 2012 Organising Committee's deadline of **27 January 2012**. Please remember that individual NOCs are likely to require your information sooner than this though, in order to meet this deadline. Please respect these deadlines and contact your NOC now if you are unsure of timelines or have any queries.

Non-rights holding broadcasters (ENRs) with questions, or who need additional information, should contact LOCOG Accreditation at **accreditation.media@london2012.com** (rather than your NOC).



Dates confirmed for Games-time tours and briefings

Press Operations will be running several key media briefings and tours prior to the Olympic and Paralympic Games. No sign-up is necessary at this point but it is important that you note the dates in your diary if you are interested in attending.

Date	Time (if confirmed)	Event	Location (if applicable)
Olympic Games			
12 July 2012	09:30-11:30	Olympic Village media tour	
24 July 2012	Afternoon	Olympic Village media tour	
24 July 2012	11:00-13:00	Photographers' briefing	Main Press Centre
25 July 2012	10:00-12:00	Olympic non-rights holders' briefing	Main Press Centre
26 July 2012	11:00-13:00	Photographers' briefing	Main Press Centre
26 July 2012	Afternoon	Olympic Village media tour	
Paralympic Games			
25 August 2012	09:30-11:30	Paralympic Village media tour	
26 August 2012	09:30-11:30	Paralympic Village media tour	
27 August 2012	14:00	Paralympic non-rights holders' briefing	Main Press Centre
29 August 2012	10:00	Paralympic photographers' briefing	Main Press Centre

Order your radio spectrum by 31 December

Due to high demand for radio spectrum at the Olympic and Paralympic Games, LOCOG's Spectrum team has put in place a carefully scheduled timeline to ensure that your needs are met. The deadline to order radio spectrum for any wireless devices is 31 December 2011.

Orders received in 2012 will only be considered after the Spectrum Plan has been finalised. This means that authorisation for late requests (any request received after 31 December 2011) will be highly unlikely and the confirmation of any authorisations would be granted very late in your planning cycle.

Spectrum requests are required for the following wireless systems and services at London 2012 venues:

- Handheld radios (walkie-talkie)
- Private Wi-Fi co-ordination
- Wireless microphones

Mobile phones, laptops, PDAs and smart phones do not need to be registered via this process.

Please submit all spectrum requests via the Rate Card portal on the Exchange.

Photographers

Please note that remote camera triggers and Wi-Fi-enabled cameras do not require a spectrum licence. However, these devices must be authorised by the Photo team at the Main Press Centre, or the Venue Photo Manager on venue.

Remember, as private Wi-Fi co-ordination is generally restricted to private office spaces in the MPC, approval will be needed if you require it anywhere else. If you have, or are planning to, submit such a request via the Rate Card portal, it will be sent for approval to the Press Operations team before being validated.



Photographers

– attending the Men's Road Cycling race?

The Men's Olympic Road Cycling event takes place on 28 July 2012. Competitors start the race at The Mall in central London and then travel to Box Hill in Surrey, where they will spend a minimum of three hours before returning to The Mall. To enable photographers to cover both the start and finish of the race, as well as the main climb at Box Hill, we will be providing six minibuses that will form part of the race bubble.

After the start of the race, the minibuses will leave The Mall (following the peloton to Box Hill) where riders will complete nine laps, then drop photographers at the main working position. Two of the buses will continue to follow the peloton, picking up and dropping off photographers at photo positions. Five buses will depart Box Hill as the riders start lap seven, making their way back to the finish line in time for the race finish. One bus will stay at Box Hill to cover the

remaining two laps and will return behind the peloton, missing the finish.

Depending on how the race is progressing, it is estimated that photographers will be able to cover approximately six laps of Box Hill before returning to The Mall.

If you would like a space on one of these buses, or require further information, please email Matt Stevens at matt.stevens@london2012.com

Due to road limitations at Box Hill, each minibus will be able to accommodate a maximum of 10 photographers. However, spaces will not be allocated on a 'first come, first served' basis, but by the Photo Chief and Venue Photo Manager. If successful you will be given a wristband that will allow you access to a bus. Confirmation of your place will be emailed to you in 2012.



Welcome aboard



Shira Bick
Press Services
Co-ordinator,
Accommodation and
Accreditation

Shira moved to London from her hometown of Vancouver, Canada, where she worked at the 2010 Winter Games. She made the transition into media operations from her background as a journalist. She has previously won a news and documentary Emmy award and a Society of Professional Journalists Sigma Delta Chi award. As part of the Press Services team, she co-ordinates press accreditation and accommodation.



Rebecca Hallifax
Venue Press Operations
Co-ordinator

Rebecca joined London 2012 in January 2011 as part of the team co-ordinating the selection of our 70,000 volunteers. Nine months

later she joined Press Operations as a Co-ordinator within the Venue Press Operations team, working across all Games-time venues. She has a background in international marketing/communications and customer service, together with experience in event management and media relations.



Emma Lawrence
Press Services
Co-ordinator, Staffing

Emma joined London 2012 with over 10 years' experience in broadcast media, specialising in event services and stakeholder management. She has worked across a wide range of business areas such as production, regional news services, commercial ventures, communications and public affairs. She works within Press Services on all staffing related matters.



Anna McInerney
Deputy Manager,
Olympic and Paralympic
News Service

Anna spent five years with the Press Association, working as Head of Olympic Projects before joining London 2012. She was involved in PA's coverage of both the Beijing and Vancouver Games. She joined the London 2012 Client Services team with responsibility for day-to-day relationship management of sponsors, before moving to Press Operations and her Games-time role. As part of the OPNS team, she will be managing the needs of editorial staff.



Trisha Webbe
Photo Operations
Co-ordinator

Trisha has worked in elite sport for more than 10 years, including UK Sport, Wimbledon - The Championships and the 2010 Winter Olympics in Vancouver. She has extensive project management, training and administrative experience from her career in sport and as an Operational Manager at Great Ormond Street Hospital. She has also worked at many Wimbledon Championships as the Photography Liaison Administrator. Trisha now manages the administrative functions and activities of the London 2012 Photo Operations team.

Press Services

Key dates for your diaries

Date	Deadline	What this means for you
31 December 2011	End of Olympic Press Rate Card normal ordering period	Make sure you have ordered your Olympic Games-time items and services
1 January 2012	Olympic Press Rate Card late ordering period begins	Place your orders (price of most items increased by 25 per cent)
5 January 2012	First Olympic accommodation payment due (50 per cent)	Pay by wire transfer or Visa
27 January 2012	Deadline to return press by name accreditation applications	Make sure your National Olympic Committee (NOC) has your data as soon as possible
31 January 2012	Deadline for Paralympic Games ENR applications	Apply to the International Paralympic Committee online via this link
18 February 2012	Deadline for NPCs to return completed Press by Number forms	Contact your NPC to ensure that you are on the list
27 February 2012	Paralympic Games Press by Name forms sent to National Paralympic Committees (NPC)	Complete the form, when sent to you by your NPC
29 February 2012	End of Paralympic Games Press Rate Card normal ordering period	Make sure you have ordered your Paralympic Games-time items and services (price of most items will increase by 25 per cent after this date)
27 March 2012	Final Olympic accommodation payment due (50 per cent)	Pay in full by wire transfer or Visa
April 2012	Olympic Identity Accreditation Cards to be distributed by LOCOG	
27 April 2012	Paralympic Games Press by Name forms deadline	Make sure you have sent your completed form back to your NPC
30 April 2012	Olympic Press Rate Card deadline for late order period	
1 May 2012	Paralympic accommodation payment due (100 per cent)	
1 May 2012	Olympic Games-time Rate Card order period begins	Make immediate payment once Press Operations approves order
June 2012	Paralympic Identity Accreditation Cards to be distributed by LOCOG	
27 June 2012	MPC opens 06:00-22:00 daily	
16 July 2012	MPC opens 24 hours a day	

Contact us

If you have any queries about press services and operations at the London 2012 Olympic and Paralympic Games, please drop us an email at pressoperations@london2012.com
If you would like to contact a member of the team directly, you can reach us here:

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