**WSC ORGANISERS MANUAL - MEDIA CENTER**

MEDIA ACCREDITATIONS

As attachment you will find the “**WSC national media application form**”.

All national media should use this form for the FIM Sidecar Motocross World Championship. International media should use the form on the *FIMSIDECARCROSS.COM* website.

To use this form, your local press officer only has to add his name and return email address into the footer.  
As a service to all national media you can translate the first page into your national language(s).  
After preparing this form, you can publish it on your webpage or send it directly to the media.

Only fully completed forms will be processed.  
The local press officer forward each request (including attachments) to WSC press officer;  
Mr. Rien Willems [rien@fimsidecarcross.com](mailto:rien@fimsidecarcross.com) and comments each request with a confirmation or rejection.  
Credentials will be verified (in cooperation between WSC and local press officer)

**A press accreditation for the event may be granted to a persons who:**  
• working for an motorsport magazine.  
• working for a nationally operating motorsport-oriented website.  
• working for a national newspaper/broadcaster.  
• working for a regional newspaper/broadcaster.  
• photographers working in a media-oriented manner.  
A written confirmation from the client must be submitted upon request.

**Press access is not intended for:**  
• persons who only work on behalf of teams.  
• people who only take photos for their own use or their own (sales) website.  
• persons who do not have a media provider.

WSC press officer will create a database with all (accredited) media persons.

WSC press officer will confirm each accredited media person by email within 1 week for the event.

It will include all info about event, organizer, teams, etc. (with cloud access for the latest info).

WSC press officer creates the official invitation envelope with the bracelets, car park and info on Friday morning in the press center and deliver it at the Welcome Center. (a photocopy machine with enough paper and printer should be available in the Media center to process all official invitations).

Final registration at the press office during opening hours:  
Friday afternoon 12.00 till 17.00 and Saturday 08.00 till 08.30 registration at the WSC press officer including briefing, fill in disclaimer form, and handover safety instructions and bibs (if necessary also on Sunday morning from 08.00-till 10.00)

MEDIA CENTER

The media center must be a well-situated and completely fenced clean room or tent with a hard wall and solid floor of a minimum of 75 m2.

The location should be near to the paddock, race track and jury room. It must be provided with all that is necessary for the media to work, conform FIM circuit standards.

It must be big enough to receive at least 15 journalists, host the press conferences (if requested) and have a separate space for the WSC press officer and media team (5 persons).

The Organizer must also deliver an A4 map of the media center with the working tables and the office for the WSC press officer and WSC Media team inside the pressroom.

People need to have a specific pass to enter into the media center.

It would be convenient to have a Press Parking close to the media center at least for permanent press pass holders (10 cars capacity will be enough).

The media center must be equipped with at least:

1 fast photocopy machine with enough paper

1 workstation with printer

1 monitor/television from timekeeping with live timing

A system for distributing results, etc. (preferable (30) letter trays / pigeon holes)

A publications board for info and results (minimum size 150cm x 100cm)

Enough waste bins

5 working places for the WSC press officer and the WSC media team. The minimum size

of each working place should be 0,60 x 1,20 m.

15 working places provided with one electric power point each. The minimum size

of each working place should be 0,60 x 0,90 m.

The power points must be international; otherwise enough adaptors are necessary.

Only chairs should be used, benches must be avoided.

If possible ad some safety lockers - size 40 cm x 30 cm x 20 cm

Heating or cooling system according to weather conditions.

Good lighting system and extra lighting system for press conference area.

One copy of the key opening the media center should be given to the WSC press officer on Thursday. He/she will return it on Sunday. The original key will remain with the Organizer or the

Organizer’s press officer.

There must be at least 1 toilet for men and 1 toilet for women as near as possible to the media center and they need to be maintained regularly.

The Organizer must supply enough water and/or other drinks for the weekend to serve the people working at the media center.

It is also recommended to provide some food for the media (sandwiches, fruit) on Saturday and Sunday.

A Runner who collects results from the Timekeeping at the end of each track session is necessary. The Runner should be available on Saturday and Sunday.

The media center must be open on:

* Friday 12h00 – 20h00
* Saturday 08h00 – 20h00\*
* Sunday 08h00 – \*

\* *The media center must stay open and functional until the last journalist has finished to work – could be 22:00.*

MEDIA CENTER – INTERNET AND TELEPHONE

As the lines in the media center are mainly used to send data the focus of the line configuration should be on (a high) UPLOAD speed.

The preferred technology is Fiber Optic or SDSL (Symmetric, both directions same speed), otherwise ADSL (Asymmetric, high download speed, lower upload speed).

The organizer must supply the following **dedicated** internet connection and telephone lines , which have to be working from Friday morning until Sunday at 22h00 and it has to be protected with a password:

* 5 wired access for the WSC press officer and WSC media team – minimum 5 Mbps symmetrical or asymmetrical with minimum 5 Mbps UPLOAD and DOWNLOAD speed, very low latency (max 50ms)
* The press must be able to connect to Internet via wireless, protected by a password.

A specialized technician must always be available 24/24 in case of technical malfunctions to the

internet lines or connections.

Please note that the internet service must function from Friday 12h00 until Sunday at 22h00

as the press work until late.

WORKFLOW MEDIA CENTER

**PROCEDURE PRESS ACCREDITATION**

* Only official WSCaccreditation forms (international and national – like Infront)
* International press with accreditation form on FIMsidecarcross.com webpage
* National press with accreditation form on organizer webpage / send by email
* WSC press officer does the final accreditation, local press officer only do the pre-selection
* Max. 2 accreditations for each media
* Accreditation requests not later than 14 days before the event
* Credentials to be verified (cooperation WSC and local press officer)
* After accreditation send email with confirmation within 1 week for the event. It will include all info about event, organizer, teams, etc. (with cloud access for the latest info)
* Envelope with the bracelets, car park and info at the Welcome center
* Final registration at the press office during opening hours  
  Friday afternoon 12.00 till 17.00 and Saturday 08.00 till 08.30 registration at the WSC press officer including briefing, fill in disclaimer form, and handover safety instructions and bibs (if necessary also on Sunday morning from 08.00-till 10.00)
* Returning bibs at the WSC or local press officer

**PRESS OFFICER ACTIVITIES AND WORKFLOW**

FRIDAY:

* Press registration documents preparing and handover to the welcome center  
  (envelopes (A5 or A4) and car park tickets should be supplied by the organizer)
* Instruction and information with the local press officer
* Instruction for timekeepers about distributing digital results and live-timing
* 12.00 media center open for registration press
* 17.00 meeting with the organizer
* Preparing entry lists
* 20.00 closing media center

SATURDAY:

* 08.00 media center open for registration press
* During the day updating the cloud
* 08.45 1st jury meeting
* 09.15 update entry lists
* 18.30 2nd jury meeting
* Send results, report and media to FIM Communications
* 20.00 closing media center

SUNDAY:

* 08.00 media center open for registration press
* During the day updating the cloud
* 17.30 3th jury meeting
* Send results, report and media to FIM Communications
* Collecting the returned bibs
* 20.00 End of media center opening (remaining journalist / press can continue working)