

MEDIA ACCREDITATION MANUAL



VIETNAM 2009- 3RD ASIAN INDOOR GAMES ORGANIZING COMMITTEE
MEDIA SUB - COMMITTEE
5Trinh Hoai Duc, Ha Noi - Viet Nam
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1- Key Dates and Deadlines

Events for Games Participants	Period before Games start	Date
VAIGOC to send Media Accreditation manual; Opening On-line System	1month and 15 days	15 Sep 2009
Deadline to receive all Accreditation Forms and Family Lists	20 days	10 Oct 2009
Opening of Port Accreditation Counters	5 days	Sun, 25 Oct 2009
Vietnam 2009, 3rd Asian Indoor Games Opening	-	Fri, 30 Oct 2009

2- Place to receive accreditation form:

International media:

Press and Information Department - Vietnam Ministry of Foreign Affairs

Co-ordinator: Ms. Le Thi Thu Hang, Vice Director

Email: thuhangbc@mofa.gov.vn

NOCs media:

Executive office of Media Sub – Committee – VAIGOC

Co-ordinator: Ms. Nguyen Tuyet Hoa – Executive official – Media Sub – Committee

Email: tbcaig3@gmail.com

3- Location of Accreditation centers are as follows:

Accreditation Centers	Location	Operation Period	Category
Main Accreditation Center	Giang Vo Exhibition Center	25 Oct - 8 Nov 2009 09:00 - 19:00	All

Note: Before the opening day of the Accreditation Center, please contact Executive Office of Media Sub - Committee

Tel: + 84 4 22423249/37342242

Fax: + 84 4 3 8230039

E-mail: tbcaig3@gmail.com

4- Application Forms for Accreditation

Sample Application Form

A. Form



B. Instruction for Completing Application Form

Please read this information carefully before completing the Application Form. Application Form which is completed incorrectly or which is *illegible* will not be processed.

If changes are needed to be made on the form, the Responsible Organization should cross out inaccuracies by drawing double lines through the mis-typed letter, and type the correct information. If any mis-typed letter *could* not be corrected by the above-mentioned method, fill in a new application form.

To allow for non-correctable errors, photocopied application forms are acceptable provided that the information typed on the form and the signature and seal are original.

< How to fill in the Application Forms >

Use English only and type all information in CAPITAL LETTERS

The appropriate code must be entered according to Appendices II and IV which provide the Responsible Organization Codes and Country Codes. Those not involved with any sport event need not enter code in the “Sports Codes” box.

The photograph used on the Application Form must comply with the following points:

- Obtain a recent passport quality COLOR photograph which accurately represents the bearer’s current appearance.
- The photograph should be 40mm x 60mm in size, and was taken within six months, showing a view of the face from the front without a hat of dark – glasses, the upper half of the body only, with plain background and without retouching.
- Stick his/ her photograph in the top- right box on the form.

1. Responsible Organization

To enter the name of the Responsible Organization, the appropriate Responsible Organization code must be entered according to Appendix II.

2. Family Name

The applicant’s family name should be entered in capital letters, exactly as it appears in application valid passport or travel document.

3. Given Name

The applicant’s given name should be entered in capital letters, exactly as it appears in application valid passport or travel document.

4. Date of Birth



Enter the date of birth, in the format “dd/mm/yy” (Day/Month/Year). The date of birth should be the same as the one that appears in applicant’s valid passport or traveling document.

5. Gender

Mark either “Male” or “Female”.

6. Country of Birth

Enter the name of the country in which the applicant was born. The appropriate Country/Area code must be entered according to Appendix IV.

7. Nationality

Enter the nationality as shown in the valid passport or traveling document which the applicant will use to travel to Vietnam to participate in the Games. The appropriate Nationality code must be enter according to Appendix IV

8. Identification Document

Enter the traveling document’s number which the applicant will use to travel to Vietnam to participate in the Games, exactly as it appears in their valid passport or traveling document.

9. Permanent Address

Enter the complete address, including country/ religion where applicant currently resides.

10. Sports/ Discipline (If appropriate)

Enter the name of the Sport. The appropriate Sport Codes must be entered according to Appendix III.

11. Name of Accompanying Person/Host (If entitled)

Note that the Accreditation procedure for the accompanying guests is separated from the procedures for the participants. Thus, the accompanying guests must complete their own Application Forms.

12. Responsible Organization Signature and Seal

All Accreditation forms must bear the signature of the President/Secretary General and the seal of stamp of the Responsible Organization. Application forms without the appropriate signature and the *seal*, stamp will not be processed.

13. Function in the Games

Function boxes are *on* the right-side of the Application Form. Select the appropriate box which best corresponds with the applicant’s official duties in the Games Mark one box only. Please see Appendix I for further information concerning the Asian Indoor Games Functions.



B. Instructions for Completing Asian Indoor Game Family List

Please read this information carefully before completing Asian Indoor Games Family List and please ensure that entries in the Family List match exactly the information in individual application form. If the List is completed incorrectly or is illegible, the List will not be processed.

To allow for non - correctable errors, photocopied application form is acceptable provided that the information typed on the form and the Signature and Seal are original.

1. Use English only and type all information in CAPITAL LETTERS.
2. The applicant's Family Name, Given Name, Date of Birth, Country of Birth, and Nationality should be entered, exactly as it appears in their Accreditation Application Forms.
3. Enter Country/ Area Code for "Country of Birth" box, Function in the Games and Sports Code for "Sports" box.
4. All Responsible Organizations are requested to write the date, the name of their Organization on their Family List
5. All Asian Indoor Games Family List must bear the signature of the President or Secretary General and the seal/stamp of the Responsible Organization. Any Asian Indoor Games Family List form without the signature and the seal/stamp will not be processed.

APPENDIX I. AD CARD Categories & Access Privileges

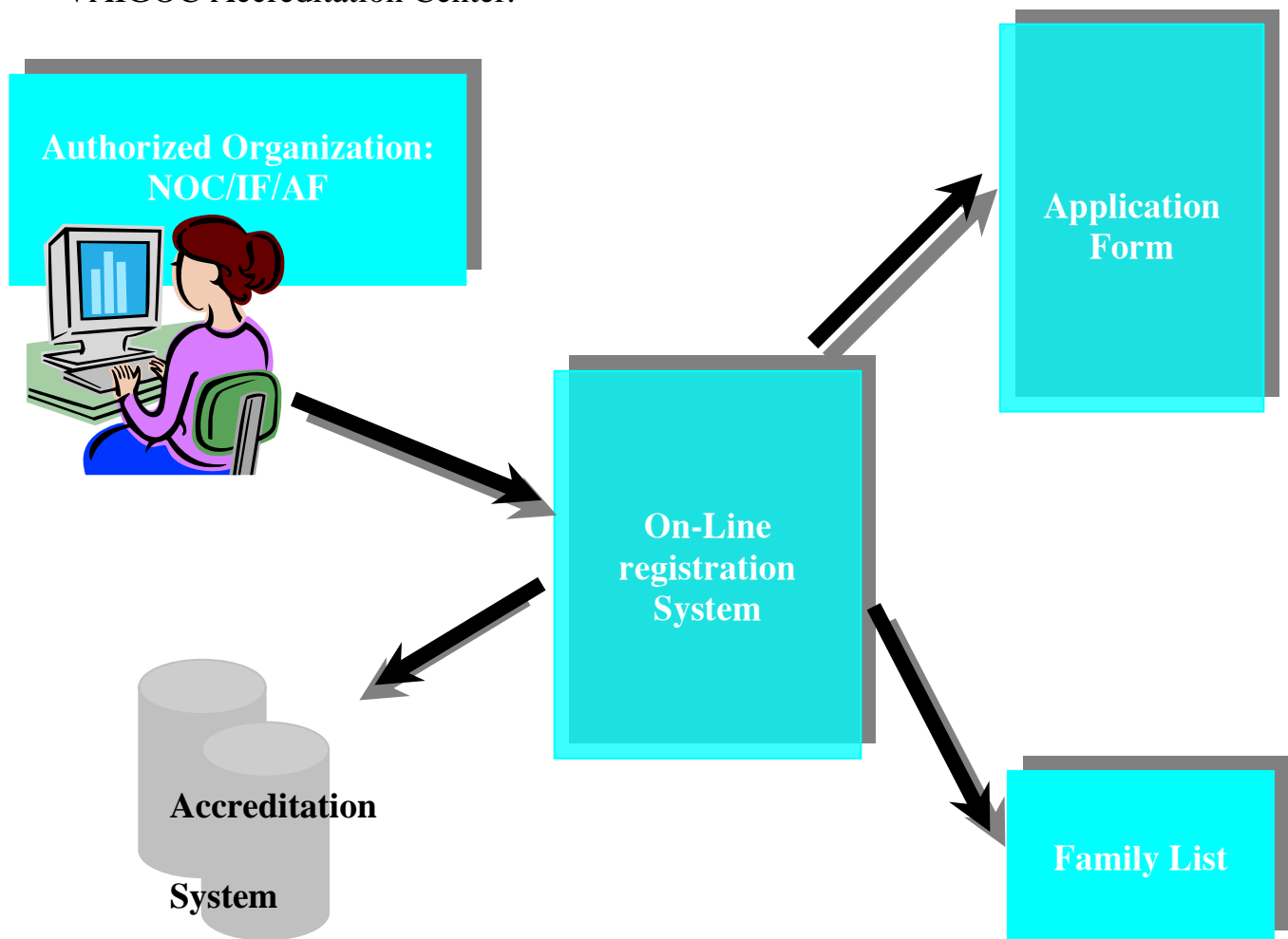
No	Category (color)	Organization	Title/Position	Venue	MPC	IBC	HQ	
1	E (red)	E	Journalist	ALL	4,5	YES	X	X
		EP	Photographer, Cameramen	ALL	4,5	YES	X	X
		EPA	VAIGOC's Special Photographer	ALL	0,6	YES	YES	YES
		ET/EC	Technician, Support Staff	ALL	4	YES	X	X
2	ERD (red)		Newsreader of VAIGOC	ALL	0	YES	YES	YES
3	RT (red)	RT1	Supervisor, Producer, Commentator	ALL	4,5	YES	YES	X
		RT2	Technician, Cameramen	ALL	4,5	YES	YES	X
		RT3	Support Staff	ALL	4	YES	YES	X
4	HB (red)	HB1	Supervisor, Producer, Commentator	ALL	4,5	YES	YES	X
		HB2	Technician, Cameraman	ALL	1,4,5	YES	YES	X
		HB3	Support Staff	ALL	4	YES	YES	X

Appendix VIII. On-Line Accreditation procedures

VIII.1 VAIGOC will send Instruction for On-Line Accreditation and send Family List Form, including USER and PASSWORD for access the system to NOC, IF, AF.

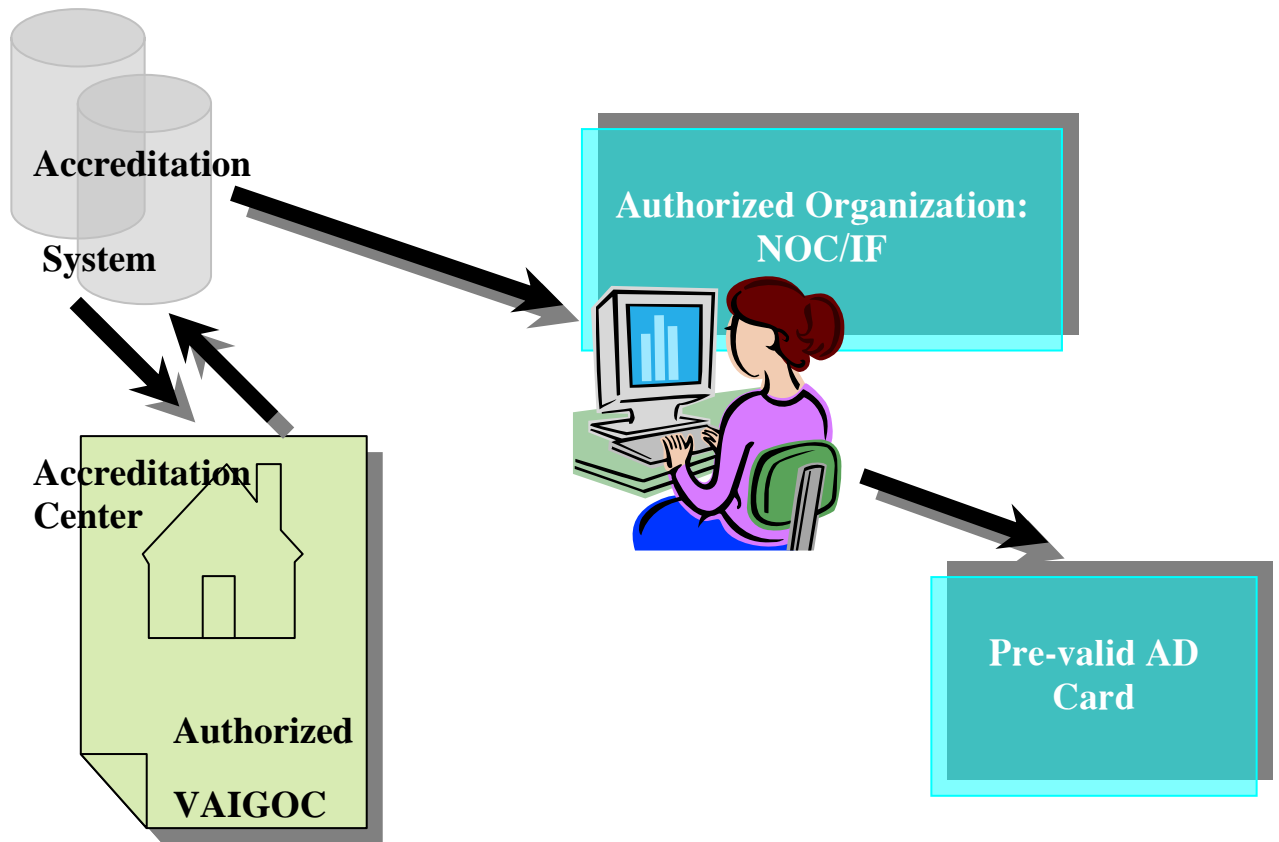


VIII.2 Authorized NOC/IF/AF access to On-Line Accreditation system by using their own USER and PASSWORD to enter data of participants and Family List of each Category then print Application form and have NOC signed send back to VAIGOC Accreditation Center.





VIII.3 Authorized VAIGOC access to On-Line Accreditation system to approve participant data and confirm each NOC to print Pre-valid AD Card.



VIII.4 Participant present Pre-valid AD card along with valid passport or travel document at Accreditation Center in Vietnam. Then VAIGOC will stick the security stamp and gives it to participant.

