

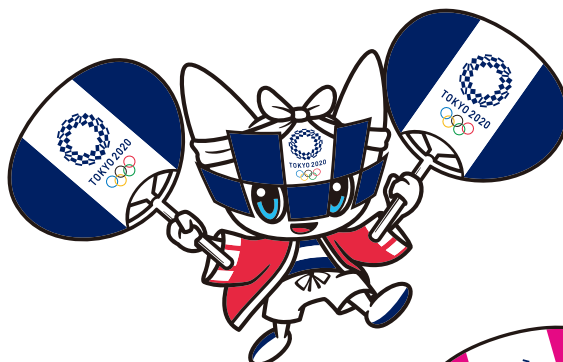
Tokyo 2020 Press Operations Newsletter

July 2019 vol.4



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Welcome to the Updates on Tokyo 2020 Press Operations

Greetings from Tokyo!

Welcome to the 4th edition of the Press Operations Newsletter.

With just over one year to go until the Olympic and Paralympic Games Tokyo 2020, we would like to take this opportunity to highlight some updates.

Main Highlights

- Registration for the World Press Briefing (15-18 October 2019) is now open. The closing date for registrations is 15 August 2019.
- We are delighted to introduce the Media Transport Services for accredited media members covering the cycling in the Izu and Fuji areas.
- Key Dates – make sure you don't miss the deadlines for Accreditation, Accommodation, Rate Card, Spectrum and WPB applications!

Please remember that Press Operations updates are always available on the Press Operations Extranet at <https://tko2020.sharepoint.com/sites/pressoperations/SitePages/Home.aspx>

If you cannot find the information you are looking for, or have any questions, please do not hesitate to contact us at pressoperations@tokyo2020.jp

We are more than happy to assist you.

Ryo Nishimura
Head of Press Operations

1. Accreditation

■ Olympics

Press by Name process to begin on 5 November 2019.

Tokyo 2020 will send the Press by Name manual to National Olympic Committees (NOCs) and IOC-accredited press organisations on 21 October 2019.

Key dates

Date	Activity
21 Oct. 2019	Press by Name Accreditation Manual and materials sent to NOCs and directly accredited press organisations
5 Nov. 2019	Online application for accreditation system opens
7 Feb. 2020	Deadline for applications for accreditation (Note that NOCs may set earlier deadlines to allow processing and submission to Tokyo 2020)
Apr. - May 2020	Production and distribution of PVCs
24 Apr. to 6 Oct. 2020	PVC valid as visa waiver for entry into Japan (maximum stay of 90 consecutive days)

■ Paralympics

Press by Number process to end on 26 July 2019.

The Press by Number Accreditation Guide for the Paralympic Games was published by Tokyo 2020 on 10 May 2019. Press organisations should contact their NPC in the first instance to enquire about the press category accreditation.

Please note that the application process for non-rights holding radio and television broadcast organisations (ENRs) is not managed by the NPCs. The International Paralympic Committee (IPC) is responsible for the accreditations to these organisations. The application timeline can be found in the table below, and further information can be found on the IPC website:

www.paralympic.org/tokyo-2020/media

Key dates

Date	Activity
10 May. to 26 Jul. 2019	Press by Number for NPCs
12 Jul. 2019	Deadline for non-rights holding broadcast organisations (ENRs) to request accreditation from IPC
2 Mar. 2020	Press by Name manual and materials sent to NPCs and the IPC. Online applications for accreditation system opens
15 May 2020	Deadline for "Press by Name" application submissions (Note that NPCs and the IPC may set earlier deadlines to allow processing and submission to Tokyo 2020)
Jun. - Jul. 2020	Production and distribution of PVCs
24 Apr. to 6 Oct. 2020	PVC valid as visa waiver for entry into Japan (please note that Paralympic Games PVCs cannot be validated until after the Olympic Games Closing Ceremony)

2. Accommodation

■ Olympics

The deadline for the AAA contract is 1 August 2019 and payment of the first installment is due on 24 September 2019

▶ AAA

The Accommodation Allocation Agreement (AAA) is available in the online Accommodation Management System (AMS). The AAA is an agreement between the press and Tokyo 2020 which sets out the conditions of the allocation of rooms secured by Tokyo 2020. The AAA is to be concluded on the AMS in accordance with the instructions provided by the system by **1 August 2019. Please note that if the AAA is not concluded, room bookings cannot be finalised.**

▶ Cancellation Fee

Depends on the number of rooms, a cancellation fee, which will be calculated per hotel, will be charged after 25 August 2019 (JST 00:00).

For details, please see the page 9 of the Press Accommodation Guide.

▶ Payment

Payment of the press accommodation fee is divided into two separate stages. The first invoice will be for 50% of the total accommodation charge, and payment must be made by 24 September 2019. The second (final) payment of the remaining balance is due on 24 April 2020.

Key dates

Date	Activity
1 Aug. 2019	Deadline for the Accommodation Allocation Agreement (AAA) on the Accommodation Management System (AMS)
24 Sep. 2019	1st Payment: 50% of total payment due for all rooms as indicated on the first invoice issued on the AMS
24 Apr. 2020	2nd Payment: Balance of the total payment for all room nights as indicated on the second issued invoice on the AMS

Football / Baseball / Softball venues

The application period for hotels for football, baseball and softball will differ from other hotels. Accommodation Guide will be available for these areas in March 2020.

■ Paralympics

The deadline for the Accommodation Request Form is **10 September 2019**

Tokyo 2020 has uploaded the Press Accommodation Guide for the Tokyo 2020 Paralympic Games and appendices which provide the press with necessary information on accommodation on the Press Operations Extranet. Follow the “Accommodation Request Procedures” and submit your requests by **10 September 2019**.

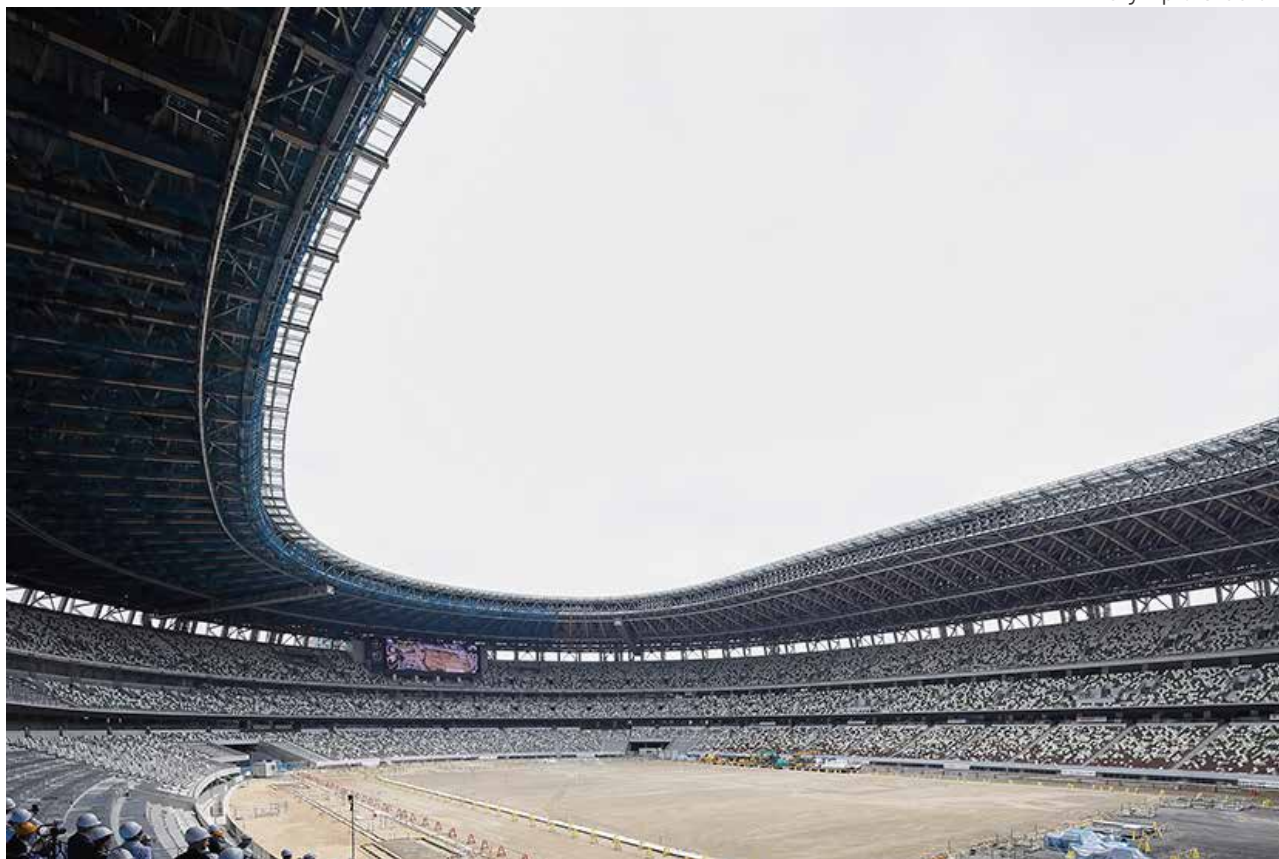
Key dates

Date	Activity
10 Sep. 2019	Deadline for Accommodation Request Forms
By 30 Oct. 2019	URL, Login ID & Password for the Accommodation Management System (AMS) to be sent via e-mail
	Allocated hotels to be notified
30 Nov. 2019	Deadline of Accommodation Allocation Agreement (AAA) on the AMS
25 Feb. 2020	1st Payment: 60% of total payment due for all rooms as indicated on the first invoice issued on the AMS
25 May 2020	2nd Payment: Balance of the total payment for all room nights as indicated on the second issued invoice on the AMS

For wheelchair users

If your organisation requires accommodation for any wheelchair users, please contact Accommodation_prs@tokyo2020.jp before submitting the Accommodation Request Form.

Olympic Stadium



3. Rate Card

The Normal Order Periods for the Rate Card ends on 20 December 2019 (Olympic Games) and 31 January 2020 (Paralympic Games).

Ordering period

	Olympic Games	Paralympic Games
Normal Orders	1 Apr. to 20 Dec. 2019	1 Apr. 2019 - 31 Jan. 2020
Late Orders	20 Jan.– 15 May 2020	1 Mar.– 15 May 2020
Games-Time Orders	24 Jun. – 9 Aug. 2020	15 Aug. – 6 Sep. 2020

The Rate Card Ordering Portal

URL:<https://ratecard.tokyo2020.org>

Details regarding the registration and how to log-in to the Rate Card Ordering Portal can be found in the “Rate Card Ordering Portal User Manual_3rd edition.pdf” in the Rate Card section on the Press Operations Extranet.

VAPPs

The second edition of the Rate Card Catalogue will be published on 1 November which will include Vehicle Access and Parking Permits (VAPPs) and some updates.

However, we are aiming to release the information about the VAPPs on the Press Operations Extranet before the second edition of the Rate Card Catalogue is to be published. Those wishing to order VAPPs are kindly requested to wait until more information becomes available.

Ordering process for VAPPs is NOT on a first come first served basis. After the normal order period, we will review the total number of orders and availability for VAPPs. Please note that we may have to adjust the number of VAPPs per each organisation depends on demands and availability. Your orders for VAPPs during normal order period will be confirmed upon our approval.

Tax

With the Rate Card Normal Order Period starting on 1 April 2019, Tokyo 2020 has adjusted the consumption tax rate to 10% as it is scheduled to be raised by the Japanese national government in October 2019 from the current rate of 8%. This increased consumption tax rate will apply to all Rate Card items including Private Office Orders delivered in 2020.

Olympic Village



4. Radio Spectrum Application

Order your radio spectrum by 31 August 2019

All devices that use radio frequencies during the Tokyo 2020 Games must be authorised by Tokyo 2020 in advance.

Spectrum Order Portal

The Spectrum Order Portal is available via the Rate Card Ordering Portal (<https://ratecard.tokyo2020.org>).

NOTE: There are two types of accounts on the Rate Card Ordering Portal: "Order" (authorised to place an order) and "Browse" (browsing only). If you do not plan to place an order with the Rate Card Ordering Portal and only need to make the radio spectrum application, please proceed with the "Browse" account where bank account registration is not required.

Application periods

	Application Period	Notification Schedule
Normal Applications	1 Feb.– 31 Aug. 2019	10 Jan. 2020 or later
Late Applications	9 Sep. 2019 – 24 Jan. 2020	1 Apr. 2020 or later
Extraordinary Applications	1 Feb. – 6 Sep. 2020	1 May 2020 or later



5. World Press Briefing

The Tokyo 2020 World Press Briefing will be held from 15 to 18 October 2019 in Tokyo. This will be a great opportunity for the accredited press to plan for the Olympic and/or Paralympic Games Tokyo 2020.

Key information regarding the event is as follows.

Dates: 15-18 October 2019

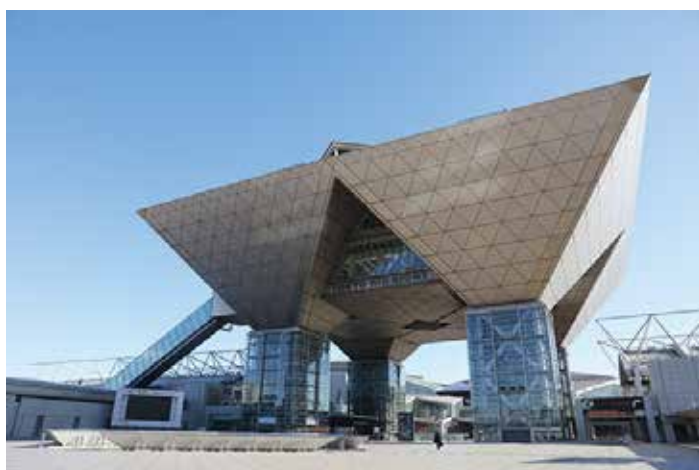
Venues: Tokyo Big Sight; Harumi Island Triton Square

Provisional Schedule

Date	Program	Place
Mon. Oct. 14	Pre-Registration	Tokyo Big Sight
Tue. Oct. 15	- Registration - Presentations by Tokyo 2020 - Reception	Tokyo Big Sight
Wed. Oct. 16	Venue Tour (Tokyo)*	TBD
Thu. Oct. 17	Venue Tour (Local)* Tokyo suburbs/ Saitama/ Chiba/ Fuji area	TBD
	NOC / IF Briefing (For NOCs and IFs)	Harumi Island Triton Square
Fri. Oct. 18	- One-on-One meetings with Tokyo 2020 Functional Areas - Photographer Briefing	Harumi Island Triton Square

*The schedule and the filming policy of the venue tours will be available on the Press Operations Extranet.

Registration



Tokyo Big Sight

3-11-1 Ariake, Koto-ku, Tokyo Japan 135-0063

Please complete the World Press Briefing Application Form, which can be found on the Press Operations Extranet, and send it to the Press Operations at pressoperations@tokyo2020.jp **by 15 August 2019.**

Application form must be completed by each organisation. We will send a confirmation by e-mail by the end of August.

6. Test Events – READY STEADY TOKYO

A test event is a dress rehearsal to confirm and improve the competition and Games operations capabilities in order to ensure successful operations during the Olympic and Paralympic Games. Test events have usually been held prior to past Games and will also be carried out in preparation for the Tokyo 2020 Games. The test events will be organised by the International Federations and the National Federations as well as by the Tokyo 2020 Organising Committee.

“READY STEADY TOKYO” is the official brand name and logo for the test events Tokyo 2020 will be organising.

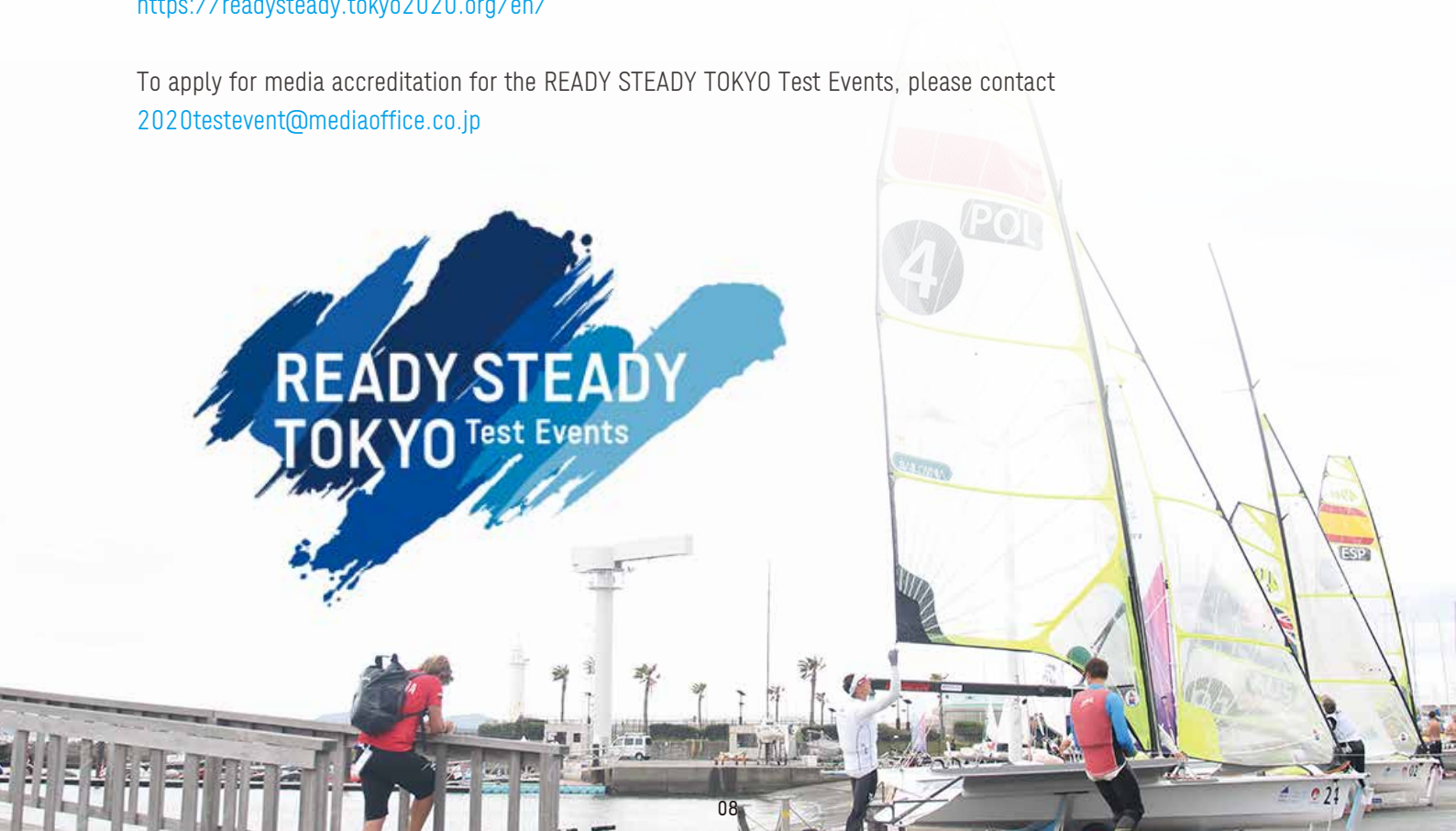
The brand name “READY STEADY TOKYO” aims to express the excitement that continues to build as the Olympic and Paralympic Games Tokyo 2020 edge closer. It derives from the “ready, steady, go!” instruction used to start a race, with “STEADY” additionally signifying Tokyo 2020 is keeping to its charted course as it heads towards its goal of hosting incredible Games. The overall message of the brand name is “We are ready for Tokyo 2020. Let’s stay focused as we move forward towards the delivery of successful Games.”

Overall, 56 test events will be held until May 2020 – some during scheduled domestic and international sporting events that happen to be taking place in Japan during the build-up to the Tokyo 2020 Games, and 22 others comprising dedicated Olympic and Paralympic test events organised by Tokyo 2020. The new brand name and logo will feature exclusively at the dedicated events.

The Press Operations Team will participate in each of the 56 test events in some way. Some events will be full testing opportunities where a complete on-site media services will be offered. Others are an opportunity to test staff and isolated elements such as mixed zone pathways or just to confirm that operations are proceeding as planned.

Further details of the test events are at
<https://readysteady.tokyo2020.org/en/>

To apply for media accreditation for the READY STEADY TOKYO Test Events, please contact
2020testevent@mediaoffice.co.jp



7. IOC Reporting Tool for Press Freedom Violations

The International Olympic Committee (IOC) has created a media complaints reporting tool to enable journalists and media representatives working on Olympic Games-related coverage to lodge a complaint to the IOC about a press freedom violation they may have experienced.

This tool is intended solely for journalists and media representatives reporting on the organisation and staging of the Olympic Games who – in this context – may have experienced a violation of their press freedom and wish to make a complaint to the IOC. Each incident report will be dealt with on a case-by-case basis. The identity of those making the complaints will not be disclosed to persons beyond those responsible for dealing with the request without explicit consent.

If the IOC determines that there are strong grounds for accepting that a press violation may have occurred in the context of the Games, it will follow-up with the relevant stakeholders concerned such as internal IOC Departments and the Organising Committee of the Olympic Games.

The IOC recommends that all non-Games-related media complaints be redirected to the relevant international organisations.

To make a complaint, please access <https://www.olympic.org/news/media-resources> and click on “Report an incident”.

8. Transport

Arrivals and Departures Transport Services

Arrivals and Departures Transport services will be provided from 10 July to 12 August 2020 for the Olympic Games and from 20 August to 8 September 2020 for the Paralympic Games. During this period the accredited press can use free transport services from airports to their hotel.

Narita International Airport and Tokyo International Airport (Haneda Airport) are Tokyo 2020 ports of entry. Therefore, we highly recommend that you make arrangements to arrive or depart at either of these two airports.

There are several transport options from the airports to the hotels according to the location of the hotels. We will be offering these services by combining public transport (train, airport bus, and taxi) between airport and hotel via either *T-CAT (Tokyo City Air Terminal) or Shinagawa station for efficient transport services.

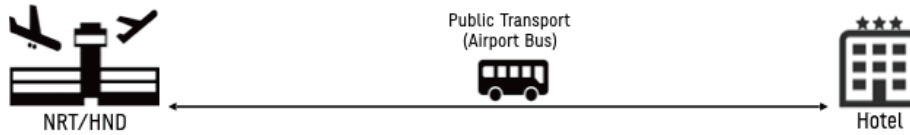
Arrivals and Departures Transport options are as follows;

1. Direct airport bus service between airport and the hotel if available.
2. Airport bus service between airport and T-CAT and transfer to a taxi between T-CAT and the hotel.
3. Train between airport and Shinagawa station and transfer to a taxi between Shinagawa station and the hotel.

*T-CAT (Tokyo City Air Terminal) is a bus terminal for Airport Bus.

Means of Arrivals and Departures transport

Service Period:
On 10-23 July and 10-12 August



*Accredited media will be provided with an IC transport card (TP card) which will allow them to use public transport for free. TP cards can be used for railways (except limited express, Shinkansen (Bullet train) and reserved seats), subways and monorails in the area of Greater Tokyo and Narita/Haneda airports. TP cards will be distributed at the accreditation validation counter or information desk at the airports.

*The contents of the service during the Games Time (24 July - 9 August) is different (To be informed).

You will be able to check the recommended route and form of transport to your hotel on the Transport Mobile Information app which is scheduled to be released in May 2020.

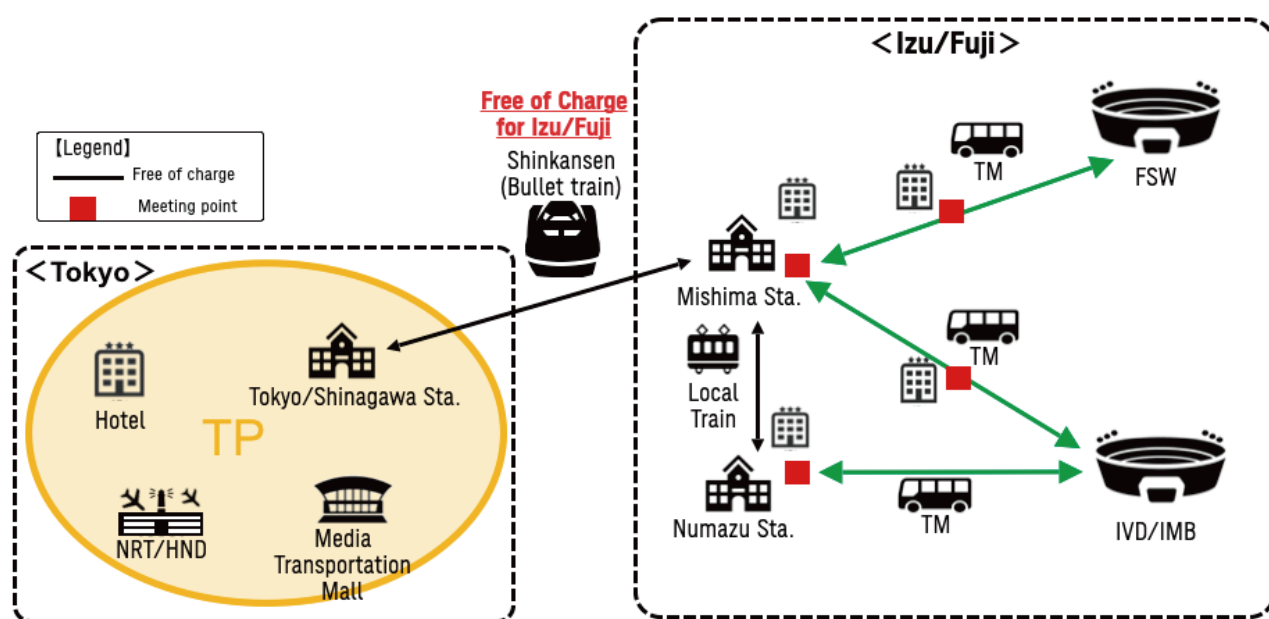
Transport for Izu & Fuji areas

We are pleased to announce that we are able to offer Shinkansen(Bullet train) tickets for the accredited media members covering Cycling at Izu Velodrome and Fuji Speedway.

To travel to Izu and Fuji area, take a Shinkansen(Bullet train) from Tokyo station to Mishima station. Tickets will be provided free of charge.

TM services will be provided from a meeting point near Mishima Station to the Izu Velodrome and to the Fuji Speedway respectively, stopping at hotels along the way.

Transport for Izu & Fuji areas



* FSW: Fuji International Speedway / IVD: Izu Velodrome / IMB: Izu MTB Course

Railway operation in Greater Tokyo Area during Tokyo 2020 Olympic Games Time

The Tokyo Organising Committee of the Olympic and Paralympic Games (Tokyo 2020) and Tokyo Metropolitan Government have been considering and coordinating the special operation for late night with the railway companies.

The Tokyo 2020 Olympic Games have 33 sports and 339 competitions at 42 venues, and it will be held from early morning to late night. We expect that numerous spectators will come to Tokyo area from home and abroad.

The Tokyo 2020 and Tokyo Metropolitan Government have coordinated with railway companies in Greater Tokyo to cope with crowded trains or demands of using trains for late night during the Games. As a result of that, we are announcing the outline of the special operation for late night. More detailed information can be found on official website.

Further details of the railway operation are available at:

<https://tokyo2020.org/en/news/notice/20190315-01.html>

9. Key dates for your diaries

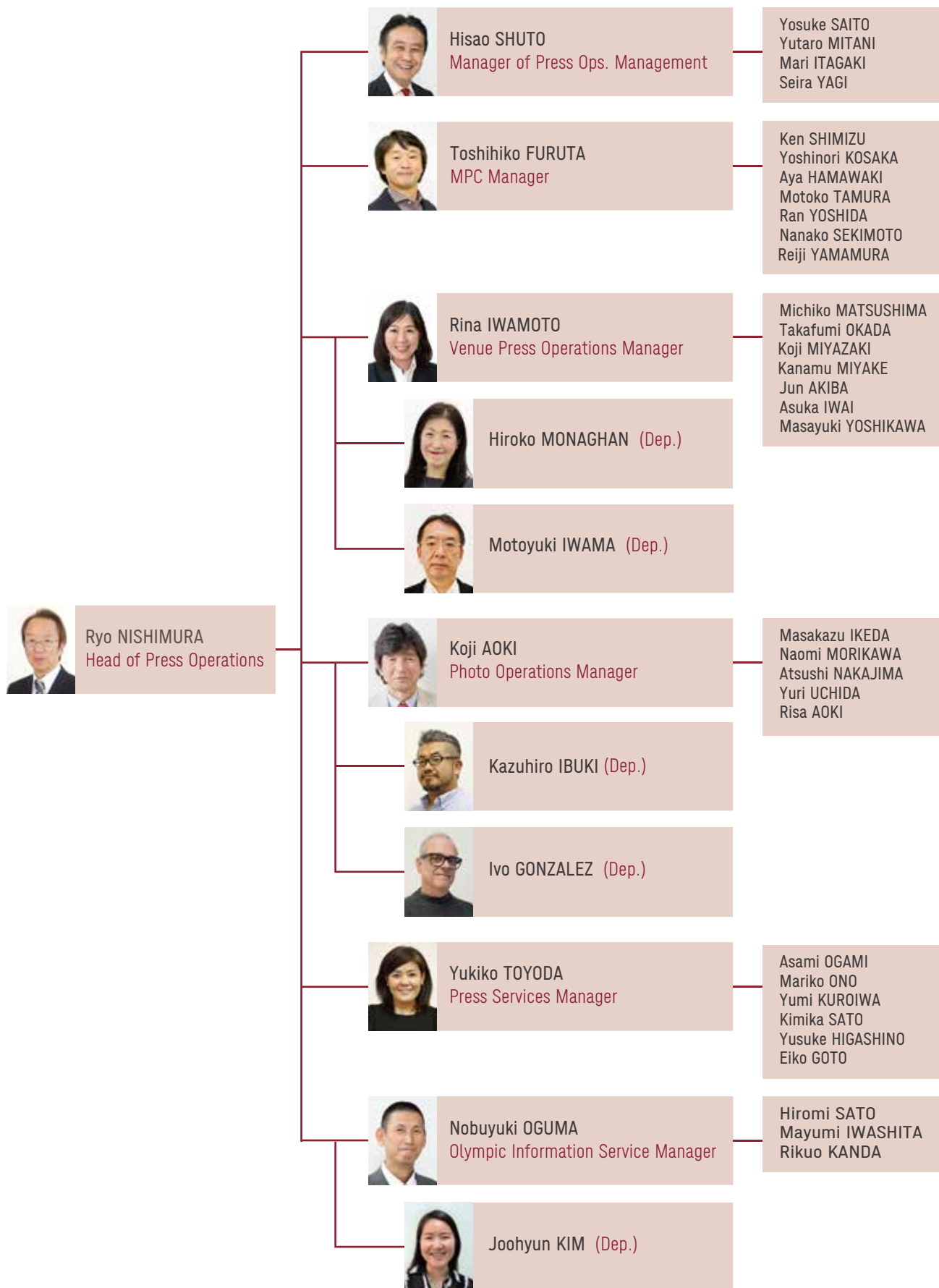
■ Olympics

2019		
1 Aug. 2019	Accommodation	Deadline for Accommodation Allocation Agreement (AAA) on the Accommodation Management System (AMS)
15 Aug. 2019	WPB	Deadline for World Press Briefing Registration
1 Feb. - 31 Aug. 2019	Radio Spectrum	Normal Applications
24 Sep. 2019	Accommodation	1st Payment: 50% of total payment due for all rooms as indicated on the first invoice issued on the AMS
15 - 18 Oct. 2019	WPB	World Press Briefing
21 Oct. 2019	Accreditation	Press by Name Accreditation Manual and materials sent to NOCs and directly accredited press organisations
5 Nov. 2019	Accreditation	Accreditation system for online applications opens
Currently Accepting - 20 Dec. 2019	Rate Card	Normal Orders
2020		
9 Sep. 2019- 24 Jan. 2020	Radio Spectrum	Late Applications
7 Feb. 2020	Accreditation	Deadline for applications for accreditation (Note that NOCs may set earlier deadlines to allow processing and submission to Tokyo 2020)
Apr. - May 2020	Accreditation	Production and distribution of PVCs
24 Apr. 2020	Accommodation	2nd Payment: Balance of the total payment for all room nights as indicated on the second issued invoice on the AMS
20 Jan. - 15 May 2020	Rate Card	Late Orders
24 Jun. - 9 Aug. 2020	Rate Card	Games-time Orders
1 Feb. - 6 Sep. 2020	Radio Spectrum	Extraordinary Applications
24 Apr. - 6 Oct. 2020	Accreditation	PVC valid as visa waiver for entry into Japan (maximum stay of 90 consecutive days)

■ Paralympics

2019		
May – 12 Jul. 2019	Accreditation	ENR and other international news organisations to request accreditations at www.paralympic.org/tokyo-2020/media
10 May - 26 Jul. 2019	Accreditation	Press by Number for NPCs
15 Aug. 2019	WPB	Deadline for World Press Briefing Registration
10 Sep. 2019	Accommodation	Deadline for Accommodation Request Forms
15 - 18 Oct. 2019	WPB	World Press Briefing
By 30 Oct. 2019	Accommodation	URL, Login ID & Password for the Accommodation Management System (AMS) to be sent via e-mail Allocated hotels to be notified
30 Nov. 2019	Accommodation	Deadline for Accommodation Allocation Agreement (AAA) on the AMS
2020		
10 Jan. 2020 or late	Radio Spectrum	Normal Applications
Currently Accepting (until 31 Jan. 2020)	Rate Card	Normal Orders
25 Feb. 2020	Accommodation	1st Payment: 60% of total payment due for all rooms as indicated on the first invoice issued on the AMS
2 Mar. 2020	Accreditation	Press by Name Accreditation Manual and materials sent to NPCs and the IPC. Accreditation system for online application opens.
1 Apr. 2020 or late	Radio Spectrum	Late Applications
15 May 2020	Accreditation	Deadline for applications for accreditation (Note that the NPCs and the IPC may set earlier deadlines to allow processing and submission to Tokyo 2020)
1 Mar - 15 May 2020	Rate Card	Late Orders
1 May 2020 or late	Radio Spectrum	Extraordinary Applications
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Jun. - Jul. 2020	Accreditation	Production and distribution of PVCs
15 Aug. - 6 Sep. 2020	Rate Card	Games-time Orders
24 Apr. – 6 Oct. 2020	Accreditation	PVC valid as visa waiver for entry into Japan (please note that Paralympic Games PVCs cannot be validated until after the Olympic Games Closing Ceremony)

10. Meet the Press Operations Team



Contacts

General enquiries : pressoperations@tokyo2020.jp
Accommodation : Accommodation_prs@tokyo2020.jp

Press Service enquiries (Transport, Rate Card) : pressservices@tokyo2020.jp

Any Questions?

The Tokyo 2020 Press Operations Extranet is up and running. The site is an easy way to find useful information prior to the Games, details about the Rate Card, Accreditation, Accommodation, Transportation, and the WPB, as well as key dates. We hope the Extranet will provide you with the support you need to make your preparations and will be a convenient and useful tool for you to cover the Games.

Sign up to get the latest operational information!



Please register at the following URL.

(URL) <https://tokyo2020-extranet.secure.force.com/press>

If you have already registered, you can access via the following URL.

(URL) <https://tko2020.sharepoint.com/sites/pressoperations>

IMPORTANT: You will need to have an Office 365 / Microsoft account to register and log onto the PRS Extranet.

The Worldwide Olympic Partners



Tokyo 2020 Olympic Gold Partners



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