**MEDIA ACCREDITATION REGISTRATION GUIDELINES**

• Media participation at the event is subject to accreditation by the organisers.

• Accreditation is strictly reserved for members of the press i.e. print media,

photo, radio, TV and news agencies - who fully meet the media accreditation requirements and guidelines.

• Freelance journalists and independent TV crews are subject to the same requirements.

• Freelance photographers must attach a letter of assignment from their employer or agency.

• If you represent several media companies, we invite you to provide information about each one of them and to clearly state which of them you wish to be accredited for, as the press department does not give out multiple accreditations.

**• You do NOT qualify for media accreditation if you fall within one of the**

**following categories:**

**- Public relations and internal communications practitioners.**

**- Non-journalist staff of media outlets such as sales and advertising teams.**

**- Representative of fan websites.**

**- Representative of marketing or advertising agencies.**

• Media Passes are essential in order for participants to gain access to the Venue for all media activities, unless otherwise indicated.

• The number of Media Passes issued to each agency would be limited to a maximum as follows:

\* **Print Media**

- Two (2) journalists and two (2) photographers

\* **Sports / Lifestyle Magazines**

- One (1) journalist and one (1) photographer

\* **Electronic Media (except host broadcasters)**

- Three (3) crew members

\* **Wire Agencies**

- Two (2) journalists and two (2) photographers

\* **Online Portals**

- One (1) journalist and (1) photographer

• If this accreditation is approved, a Media Pass will be issued for the sole purpose of providing limited access to the designated holder (‘The Holder’) during the AFF Suzuki Cup 2018 (‘the Event’).

• The Media Pass is personal, non-transferable and revocable at any time at the

organisers’ sole discretion.

• Unauthorised use or alteration of this Media Pass may result in the temporary or permanent removal of the Pass and the possessor’s and/ or the Holder’s ejection from the venue.

• The Holder assumes all risks incidental to his/ her actions, assumes all risks incidental to his/ her attending the Event, and agrees to indemnify and hold harmless the organisers from any and all claims, damages, losses, caused by, resulting from or in connection with his/ her presence at the Event.

• The Holder may not broadcast, publicise or make commercial use of any visual or audio media of any kind of theEvent , unless prior written approval has been obtained from LSA.

• The Holder also recognises that he/she must immediately report the theft, loss or unauthorized use of the Media Pass. Acceptance of a Media Pass constitutes agreement by the Holder of the foregoing conditions.

• **Please take note that you are required to wear long pants, shirts/ T-shirts**

**and shoes at the stadium. Shorts, sleeveless shirts and slippers/ sandals**

**are not allowed.**

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| **MEDIA APPLICATION FORM** | | | | | | | **FINAL ROUND ONLY** | | | | | | | | | | | |
| **Personal Information** | | | | | | | | | | | | | | | | Please Affix Passport Photo Here | | |
| * Handwritten forms **WILL NOT** be accepted | | | | | | | | | | | | | | | |
| * **COLOURED PASSPORT PHOTOGRAPH ONLY**. | | | | | | | | | | | | | | | |
| * Black and White Passport Photograph **WILL NOT** be accepted | | | | | | | | | | | | | | | |
| * Tick one (1) appropriate box only | | | | | | | | | | | | | | | |
| Full Name: | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Passport No.: | | | | | | | | Nationality: | | | | | | | | | | |
| Name & Address of Media Organisation: | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| City: | | | | | | Postal Code: | | | | | | State: | | | | | | |
| Country: | | | | | | Tel: | | | | | | Fax: | | | | | | |
| Mobile: | | | | | | | | Email: | | | | | | | | | | |
| Accreditation being sought for, will be issued at the respective venue selected :  (tick one appropriate box only) | | | | | | | | | | | | | | | | | | |
|  | | Brunei DS |  | | Laos | | |  | | Philippines | | | |  | | | Timor-Leste | |
|  | | Cambodia |  | | Malaysia | | |  | | Singapore | | | |  | | | Vietnam | |
|  | | Indonesia |  | | Myanmar | | |  | | Thailand | | | |  | | |  | |
| Category of media organisation (tick one appropriate box only): | | | | | | | | | | | | | | | | | | |
|  | Agency | |  | TV | | | |  | Website | | | |  | | Other (please specify) | | | |
|  | Newspaper | |  | Radio | | | |  |  | | | |  | |  | | | |
| Function (tick one appropriate box only): | | | | | | | | | | | | | | | | | | |
|  | Journalist | |  | TV Reporter | | | |  | Cameraman | | | |  | | Other (please specify) | | | |
|  | Photographer | |  | Radio Reporter | | | |  |  | | | |  | |  | | | |
| All media seeking accreditation, including freelance journalists, **MUST PROVIDE** the contact name and phone number for their Commissioning Editor, Chief-of-Staff or Agency Director. | | | | | | | | | | | | | | | | | | |
| Signature of applicant: | | | | | | Signature Commissioning Editor, Chief-of-Staff or Agency Director: | | | | | | | | | | | | |
| Name: | | | | | Position: | | | | | | | |
| Tel/Fax: | | | | | Email: | | | | | | | |
| All media seeking accreditation **MUST OBTAIN** the signature of their respective National Associations / Federations. **FORMS WITHOUT** the approval of the National Football Associations **WILL NOT BE PROCESSED**. | | | | | | | | | | | | | | | | | | |
| Approved by, | | | | | | | | National Football Association/Federation | | | | | | | | | | |
| General Secretary  Date: | | | | | | | |
| All applications for LOCAL & INTERNATIONAL  **WRITTEN PRESS / PHOTOGRAPHERS / TV + RADIOS**  must be sent to the respective venue selected above. | | | | | | | | | | | | | | | | | | |
| **DEADLINE FOR SUBMISSION OF APPLICATIONS:** | | | | | | | | **THURSDAY, 1 NOVEMBER 2018** | | | | | | | | | | |
| **-For Office use only-** | | | | | | | | | | | | | | | | | | |
| Date Received: | | | | | | | | **Approved** | | | | **Reject** | | | | | | **Pending** |

|  |  |
| --- | --- |
| **LIST OF MEDIA DEPARTMENT EMAIL OF**  **AFF NATIONAL FOOTBALL ASSOCIATIONS/FEDERATIONS** | |
| Brunei Darussalam | [secretariat@nfabd.org](mailto:secretariat@nfabd.org) |
| Cambodia | [info@the-ffc.com](mailto:info@the-ffc.com) |
| Indonesia | [secretariat@pssi.org](mailto:secretariat@pssi.org) |
| Laos | [contact@laoff.org.la](mailto:contact@laoff.org.la) |
| Malaysia | [mediafam@gmail.com](mailto:mediafam@gmail.com) |
| Myanmar | [adm\_mff@mff-ma.com](mailto:adm_mff@mff-ma.com) |
| Philippines | [phifootballfederation@gmail.com](mailto:phifootballfederation@gmail.com) |
| Singapore | [gensec@fas.org.sg](mailto:gensec@fas.org.sg) |
| Thailand | [secretariat@fathailand.org](mailto:secretariat@fathailand.org) |
| Timor Leste | [fftl.gs@gmail.com](mailto:fftl.gs@gmail.com) |
| Vietnam | [vietnamff@gmail.com](mailto:vietnamff@gmail.com) |
| Lagardere Sport Asia | [sg.broadcastservices@lagardere-se.com](mailto:sg.broadcastservices@lagardere-se.com) |