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# 01 INTRODUCTION

The purpose of this manual is to provide all the relevant information to ensure the successful completion of the accreditation process for the European Championships Munich 2022.

## WHAT IS ACCREDITATION?

Accreditation is the process that allows Munich 2022 to identify, register and provide access to accredited venues to those with a specific role or function to perform during the event.

The accreditation card indicates, through specific colours and codes, the category to which the individual belongs and venues and areas (zones) the individual can access to perform their job function.

The right to access an accredited venue and a specific zone is directly linked to the job title and role of the individual.

The Munich 2022 accreditation card is a personalised, non-transferable device.

The accreditation card does not grant participants automatic access rights to an area. The person responsible for the area can, at any time, decide to refuse access, even for individuals accredited for that area.

## HOW DOES THE ACCREDITATION CARD WORK?

Everyone working for Munich 2022 will be required to go through accreditation access control points to enter an accredited venue. This is where the venue code on the accreditation card is checked.

Once inside the venue, an individual may be required to go through various other access control points to enter internal areas (zones). This is where the access codes (numbers) are checked on the accreditation card.

The accreditation card **MUST BE WORN AND VISIBLE AT ALL TIMES** within an accredited venue.

### IMPORTANT NOTE

An accreditation card **does not** guarantee a seat in the media tribunes

An accreditation card **does not** provide access to a parking space

An accreditation card **does not** act as a visa

An accreditation card **does not** grant you any extra benefits or special social status

## **VENUE ACCESS**

There are two types of accreditations for the European Championships Munich 2022. The single-sport accreditation only allows access to the venue of the chosen sport as well as its media facilities. A multi-sport accreditation gives access to all venues including all media facilities. Both accreditations have access to the main media centre and the media catering tent at the Olympiapark.

For high-demand events, both single-sport and multi-sport accredited media must have an additional ticket specifically for the event. Please see our media guide for more information on high-demand events and how to get a ticket.

## 02 ACCREDITATION PROCEDURE

The application process to obtain an accreditation card for Munich 2022 is divided into different steps as described below.

### STEP 1. ONLINE ACCREDITATION APPLICATION

From 9 March 2022, the link to apply for accreditation will be available on the Munich 2022 official website for written press, photographers and non-rights holding broadcasters (TV and radio). Rights holding broadcasters are not required to apply via this application process.

#### IMPORTANT NOTE

An individual should not submit more than one application.

It is important to pay attention to the accuracy of the personal data and the job title information as accreditation cards cannot be printed more than once unless there are exceptional circumstances.

A confirmation email will be sent to the media applicant acknowledging that the data has been successfully registered. In the same email, applicants will receive information on the next steps.

Completion of the registration process does not automatically guarantee accreditation.

## **STEP 2: APPROVAL PROCESS**

Applications must go through the approval process of the European Federations and Munich 2022 Media Operations. Applications will also be reviewed by National Governing Bodies.

Once the approval process is successfully completed, the applicant will receive an email as official approval of the accreditation request. This email will also explain the next steps and procedures to be followed.

If an application is not approved, the applicant will be informed by Munich 2022.

## **STEP 3: ACCREDITATION CARD COLLECTION**

Media representatives will be able to collect their accreditation card at the Main Accreditation Centre located in the Olympiapark.

In order to facilitate the accreditation operation and avoid any delays in collecting their accreditation card, media representatives must present their confirmation email together with the ID submitted at the time of application at the main accreditation centre.

## **LOST AND STOLEN ACCREDITATION CARDS**

All lost and stolen accreditation cards should be reported immediately to the accreditation centre or to the venue media centres.

Participants will be required to complete a Lost and Stolen Form and present one of the acceptable forms of ID.

Participants submitting the Lost and Stolen Form must wait 24 hours before receiving a reissued accreditation card. In order to access a venue during the 24-hour waiting period, the participant can apply for a temporary pass.

Participants found in possession of a stolen card are subject to removal from the venue and may be referred to the authorities for investigation.

## 03 ONLINE APPLICATION MANDATORY FIELDS AND PHOTOGRAPH REQUIREMENTS

Function Key
Single- or multi-sport
Preferred sports (only if "multi-sport" has been selected)
Given Name
Family Name
Maiden Name
Gender Key
Nationality Key
Date of Birth
Place of Birth
Email Address
Phone Number
Full Address
Photo Upload
ID Type
Document Number
Press ID/Press Card Upload
Organisation Name
Organisation Type
Organisation Address
Organisation Website
Commissioning Editor Name (First/Last)
Commissioning Editor Email
Commissioning Editor Telephone

### IMPORTANT NOTE

Media representatives applying for accreditation must ensure all mandatory fields in the registration form are filled in and correct, if not, **they will not be able to save and submit** the application in the system.

## **PHOTOGRAPH GENERAL REQUIREMENTS**

The photograph must follow the same requirements as for a passport:

- It must be in colour, must be a recent and accurate likeness and must not have been altered in any way
- It must be a **front view of you face, head and shoulders (facing forward and looking straight at the camera)**; hats, hair bands or dark glasses must not be worn
- It must show the full head, without any head covering, unless worn for religious beliefs or medical reasons
- With a neutral expression and with the mouth closed
- With eyes open and clearly visible (no sunglasses or tinted glasses and no hair across the eyes)
- Free from reflection or glare on the glasses and frames must not cover eyes (we recommend that, If possible, glasses are removed for the photo)
- No objects, other people, or shadows in the photo
- The background must be plain and light colour, preferably white but light blue and light grey will be accepted (NO black, dark blue, red, green, etc.)
- Be clear and in sharp focus
- Be taken within the last 6 months
- No torn, creased, marked or stamped

## **PHOTOGRAPH TECHNICAL REQUIREMENTS**

The photograph should adhere to the following requirements:

- JPG format ONLY
- Be vertical orientation
- Have adequate space between face/shoulders and the edges of the photograph
- Should have a minimum size of 100KB and maximum of 2MB
- The face should be at least 300 pixels wide

The digital photograph can be taken with a good quality mobile phone, provided it meets all the passport requirements mentioned above and is taken against a plain clear background in good light.



EUROPEAN  CHAMPIONSHIPS MUNICH 2022

Right

False



Please look forward into the camera



Please show only your head and shoulders



Please do not wear a big scarf



Please do not wear sunglasses and ensure that your glasses do not cover your eyes



Please do not wear any headgear or a mask



Please use a plain white background and ensure that the picture is not overexposed



## 04 ACCREDITATION DATA SUBMISSION DEADLINES

Action	Date
Media accreditation application open	9 March 2022
Media accreditation application close	30 June 2022

## 06 VENUE CODES, ACCREDITATION ZONING AND CATEGORIES

Venue Code	Venue Name	Discipline/Event	Code
OBE	Olympiaberg	BMX	BMF
OSH	Olympia Liegewiese	Triathlon, Mountain Bike	TRI, MTB
OST	Olympiastadion	Athletics	ATH
OHA	Olympiahalle	Artistic Gymnastics	GAR
MMU	Messe München	Cycling Track	CTR
FFB	Fürstfeldbruck	Cycling Road - Time Trial Start/Finish	CRD
LAL	Landsberg am Lech	Cycling Road - Women's Road Race Start	CRD
MAS	Murnau am Staffelsee	Cycling Road - Men's Road Race Start	CRD
KPL	Königsplatz	Sport Climbing, Beach Volleyball	CLB, VBV
REG	Regattastrecke	Rowing, Canoe Sprint	ROW, CSP
RSH	Rudi-Sedlmayer Halle	Table Tennis	TTE
OPL	Odeonsplatz	Race Walking & Marathon, Cycling Road Race Finish	ATH, CRD

Zone	Name
1	Field of Play
2	Athletes' Areas
3	Warm Up Areas
4	Training Areas
5	Administrative & Operational Areas
6	Media Areas
7	Mixed Zone
8	Broadcasters' Areas
9	VIP

Category	Job Title	Venue	Access Zone
E	Journalists	All	6, 7
Es	Sport-Specific Journalists	Single Venue	6, 7
EP	Photographers	All	6
EPs	Sport Specific Photographers	Single Venue	6
ET	Technicians, Technical and Support Staff	All	6
ENR	Non-Rights-Holding Media (TV/Radio)	All	6, 7

## 07 MAIN ACCREDITATION CENTRE

### MAIN ACCREDITATION CENTRE

Venue: Olympia Eissportzentrum at the Olympiapark

Contact: [mediaaccreditation@munich2022.com](mailto:mediaaccreditation@munich2022.com)

Opening Times	
8 - 14 August 2022	8am - 10pm
5 - 21 August 2022	8am - 8pm