

MEDIA ACCREDITATION DETAILS

MEDIA ACCREDITATION GUIDELINES

Jointly organised by the Land Transport Authority (LTA) and the Intelligent Transportation Society (ITS) Singapore, the 26th Intelligent Transport Systems (ITS) World Congress 2019 invites members of the International and Singapore media to the event.

Media accreditation application will commence on **15 July 2019** and close on **14 October 2019**. All media accreditation applications will be subject to the approval of the 26th ITS World Congress 2019 Working Committee.

The intent of media accreditation is to give the media as much access as possible, while ensuring the safety, security and comfort of all participants at the event.

While accredited media are to abide by the security policies at event venue, it is recognised that the media plays an important role during the event and their activities must be facilitated to the greatest extent possible. As such, the media accreditation principles below are based on a spirit of mutual cooperation and respect for the two simultaneous requirements of security and access.

APPLICATION FOR THE 26TH INTELLIGENT TRANSPORT SYSTEMS (ITS) WORLD CONGRESS 2019 MEDIA ACCREDITATION

1. Important Points to Note

- The organiser considers the media pass to be a working tool and to be used by bona fide members of the press only.
- Each accreditation application will be reviewed by the working committee and not every application is guaranteed of accreditation.
- The organiser reserves the right to reject an application if it does not conform to the accreditation guidelines, or to revoke any approval granted without giving any reason. The organiser's decision shall be final.
- Internal company publications cannot be accredited. However, at the sole discretion of the organiser, and where the quality and circulation criteria justify the organiser's consideration, such publications may be eligible for accreditation on a case-by-case basis.
- No double accreditation is allowed (i.e. as media and as a delegate).
- Under no circumstance will advertising/public relations agencies or similar companies/organisations be accredited as media, nor will the organiser issue any accreditation to representatives (press officers or otherwise) of sponsors and third-party vendors.

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- Applications must be made online. Accreditation will only be granted upon submission of valid press credentials.
- All applicants need to observe the submission deadline as late entries would not be entertained.
- All fields on the media accreditation form have to be filled. The organiser reserves the right to reject any incomplete application.

2. Key Dates

Dates	Event
15 July 2019	Application for Media Accreditation Opens
14 October 2019	Closing of Media Accreditation Application
By 18 October 2019	Confirmation of Successful Applications
20 to 25 October 2019	Collection of Media Passes

3. Submission of Documents

- All media applicants are required to submit the necessary information and documents through the online Media Accreditation Form.
- Applicants will need the following supporting documents:
 - (a) Letter of Assignment
 - Letter of assignment on official letterhead of a media organisation signed by the Publisher / Assignment Editor / Editor-in-Chief / Bureau Chief, specifying the name and designation of the journalist. Any unsigned letters or emails will not be accepted; OR
 - Photocopy or a scanned copy of the official national press card of the representative(s) covering the event. Freelance journalists MUST provide clear credentials that they are on assignment from a specific news organisation / publication. A valid assignment letter from the news organisation / publication is required.
 - (b) Photograph Requirements
 - An accompanying recent photo of the applicant must be submitted together with the application
 - Only digital photographs will be accepted and it must adhere to the following requirements:
 - Digital photograph must be recently taken within the last six months.
 - Digital photograph must be in full colour and must show the applicant's full face.
 - Uploaded digital photograph needs to be in .JPEG or .GIF format with 300dpi resolution, and a file size of 500KB or less.
- All applications must be received via the online accreditation system before the closing date, 14 October 2019. Late applications will not be entertained after the deadline. The organiser reserves the right to reject any incomplete application.

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4. Acknowledgement and Notification

- Upon the receipt of application, all applicants will be directed to a confirmation page, acknowledging the submission, with a unique reference number.
- Each reference number is unique and applicants are advised to take note of it. Should there be any enquiries on their media accreditation application status, applicants are required to quote this reference number in their email correspondence.
- The application will take up to ten (10) working days to process.
- All successful applicants will receive an email confirmation with accompanying terms and conditions. If an applicant does not receive an email fifteen (15) working days after registration, he/she should contact the media enquiry desk.

5. Media Accreditation Confirmation Letter

- Every successful applicant will receive a copy of the Media Accreditation Confirmation Letter via email by 18 October 2019.

6. Collection of Accredited Media Passes

- Successful applicants must produce the Media Accreditation Confirmation Letter and two copies of their name cards upon collection of their media passes at the event venue. No media pass will be issued without producing the required documentation.
- Media passes can be collected between 20 and 25 October 2019 at the event venue during registration opening hours.
- The media pass is non-transferable. It may only be used by the person whose details appear on the pass. Fraudulent use of the media pass will result in confiscation of the pass and the person shall be denied entry to the event.
- If any change of applicant is to be made, please notify the organiser as soon as possible. Any name changes after the stipulated deadline of 14 October 2019 may be rejected.
- If the applicant is unable to attend the event, the organiser must be notified as early as possible. Failure to inform the organisers of non-attendance may result in refusal of future accreditation requests.

7. Contact

For queries, please contact:

Media Enquiry Desk

Tel: +65 6568 9161

Email: media@itsworldcongress2019.com

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