

# FIA FORMULA E CHAMPIONSHIP

## MEDIA ACCREDITATION PROCEDURE: RACE EVENT

The following serves a purpose to explain the FIA Formula E Championship media accreditation procedure for all race events. The **only** way to apply for media accreditation is through the official FIA Formula E online system. Please see below how the system works from start to finish.

**PLEASE NOTE: Under no circumstances will any member of the media be permitted inside a Formula E race event without the necessary approved media accreditation.**

### APPLICATION PROCESS

- **ALL** media requests from print or online publications, agencies or TV and broadcast media, whether national or international, **must** be made via the FIA's online system here (<http://www.fia.com/media-centre/media-accreditation>).
- There are two types of passes media can apply for: single race and full season accreditation *Please note that full season passes can have shared ownership with up to two names on the pass.*
- First-time applicants (publications/agencies/TV and broadcast media) must register before any application for accreditation can be submitted. *Please note that any media already registered onto the FIA system for another championship must still complete the registration form.* Applicants may be asked for a number of documents which need to be supplied by email, or in their original form via post if necessary. Following approval by the FIA/Formula E, the applicant will receive an email which will give access to the online accreditation system. ***Please note that the FIA/Formula E reserves the right to refuse access to the online accreditation system.***
- After approval the online accreditation system can be accessed via the FIA website using your chosen username and password. The online accreditation system will apply for accreditation requests for any event of the 2014/2015 FIA Formula E Championship. Permanent pass applications for the 2014/2015 FIA Formula E Championship will open on **13<sup>th</sup> June 2014**. The online accreditation system not only gives the possibility to apply for a press credential but also to monitor current and past requests any time the user logs into their account on the system.

- All applicants have the opportunity to apply for grid, pitlane access and parking, however, due to space constraints and in the views of safety there will be strictly limited numbers available. Any members of the media requiring trackside access will be provided with tabards at the event and receive a safety briefing.

## GUIDELINES & REGULATIONS

- Formula E only accredits publications and agencies:
  - a) with a minimum circulation whose size and quality fulfil the criteria of Formula E;
  - b) with a format and quality which fulfil the criteria of Formula E;
  - c) which are available to the public in sales outlets (for publications only)
- TV and broadcast media must apply online as either a 'rights' or 'non-rights' holder. All applicants are reminded that the FIA reserve the right to refuse access to the online accreditation system.
- Internet Accreditation is intended for professional stand-alone Internet editorial/news coverage only. Because of space constraints at circuits, the number of websites that can be accredited is limited and availability may depend on the location. An application may be refused even where all the Accreditation Criteria are met.

## DEADLINE

- The deadline for applications is indicated below and is usually **two weeks** prior to the first day of the relevant event. Due to the visa procedures in place in the People's Republic of China, a six weeks' deadline is required. **Late requests may not be examined.**

**PLEASE NOTE: ANY APPLICATIONS, CHANGES TO NAMES, DETAILS, ACCESS AREAS ETC. MADE AFTER THE DEADLINE WILL BE AT THE SOLE DISCRETION OF THE FORMULA E FIA MEDIA DELEGATE.**

## EVENT

01. Beijing ePrix	September 13 2014
02. Putrajaya ePrix	November 22 2014
03. Punta del Este ePrix	December 13 2014
04. Buenos Aires ePrix	January 10 2015
05. Miami ePrix	March 14 2015
06. Long Beach ePrix	April 4 2015
07. Monaco ePrix	May 9 2015
08. Berlin ePrix	May 30 2015
09. London ePrix	June 27 2015

## DEADLINE (GMT)

**CLOSED**

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9am Saturday, December 27 2014

9am Monday, February 28 2015

9am Saturday, March 21 2015

9am Saturday, April 25 2015

9am Saturday, May 16 2015

9am Saturday, June 13 2015

*\*All dates/venues are subject to change*

## CONFIRMATION & COLLECTION

- The FIA will verify whether the application meets all relevant criteria. The FIA will send an email to the publication informing it of the decision that has been made regards to its application. If successful, an Accreditation Agreement will be included for signature plus details of where and when you can pick up the pass.
- If a change of representative(s) is made, the FIA Media Delegate must be notified as soon as possible.
- All media must collect their credentials in person before the event. Those collecting permanent passes will only have to do this once. When collecting credentials at the event the representative(s) must produce the signed Accreditation Agreement together with photographic proof of identity. This can be one of the below (or equivalent depending on the country) **NO ACCREDITATION CAN BE COLLECTED WITHOUT THESE DOCUMENTS.**
  - Press card
  - Passport
  - Driving Licence
  - ID/Travel card
  - National equivalent of the above
- The accreditation centre is open from 08:00 - 18:00 on the Thursday and Friday before the race. It will also be open from 07:00 - 10:00 on race day. The location and full address of the accreditation centre will be provided to accredited media prior to the event via email. All media should do their utmost to make these time. Where possible, a collection point outside the circuit will be made available for those unable to make the time but this cannot be guaranteed at all events.

## **MEDIA CENTRE (see diagram below)**

- When entered into the circuit, all media should head immediately to the media centre. Upon arrival there will be a security check before individual seating is allocated at Reception. This allocated seat must be used throughout the duration of the event. During the signing-in process those with grid, paddock and pitlane access will be handed appropriate tabards / passes and given instructions/safety briefing for this event.
- The media centre will be equipped with tables and chairs, power points, TV/Timing screens, lockers and water (see diagrams below).
- Free Wi-Fi is available upon request.
- A press conference with the top three drivers will be held after each session (practice, qualifying, race) inside the media centre with announcements made prior to proceedings. All drivers will be available for interview after each session in the media pen located outside the media centre.
- Photography and filming is permitted in the media centre.
- Information, timetables, press releases, media packs and any other media information will be available in Reception. The FIA Media Delegate reserves the right to remove any materials at any time.
- Photographers will have an assigned area in the media centre with lockers available to all media.

## **INTERVIEW AREA (see diagram below)**

- Outside the media centre at all events will be a dedicated interview area. This gated area can only be accessed by driver and team representatives, together with the FIA Media Delegate. No other person(s) is permitted inside.
- Drivers will be escorted here after each session (practice, qualifying, race) giving access to the media for interviews. Filming and photography is permitted.

## MISC

- Due to space restrictions, at times the FIA Media Delegate or security may ask non-essential people to leave the media centre for health and safety reasons.
- Drivers wishing to access the media centre may do so without the need of an accreditation pass.
- Team press officers/personnel may use the media centre but are advised, due to space constraints, to work in their own team areas unless necessary or accompanying a driver to a press conference.
- Sponsors/partners will not be granted access to the media centre unless they have the correct accreditation or have permission from the FIA Media Delegate.
- Any member of the media failing to comply with the regulations or is deemed by the FIA Media Delegate to be behaving in appropriate will be ejected from the circuit by security.
- Any complaints should be made to the FIA Media Delegate which will be reported to the FIA post-event.

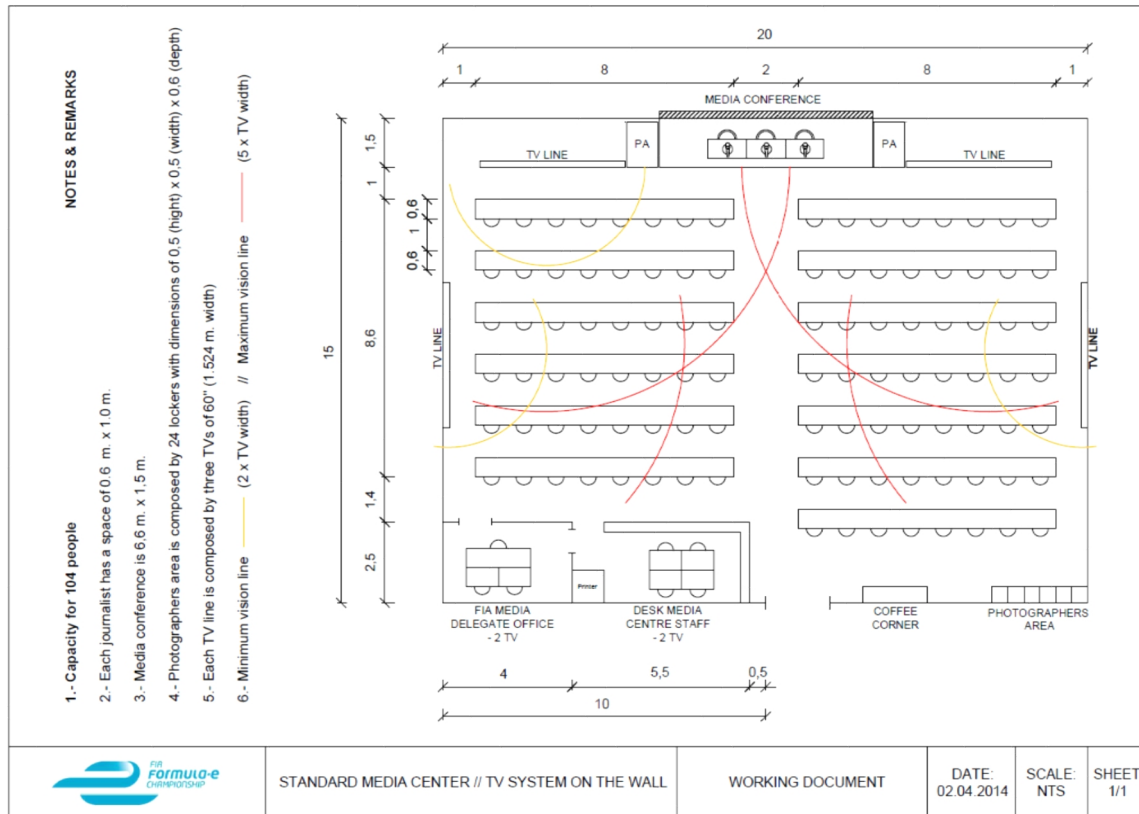
## CONTACTS

For further information contact:

[media@fiaformulae.com](mailto:media@fiaformulae.com)



## Media Centre - Maximum Capacity (104 people)



## Interview area

