

EHF Euro Media Guide for Accredited Media Representatives

Introduction

The European Handball Federation, together with the Organising Committees of its top events and the Euro partners, recognises the importance of top quality coverage of the EHF Euros and strives to offer the highest standard of media services for accredited Media Representatives. This Guide has been drawn up to assist you in your work and to give you an overview on how the EHF media management is structured at EHF Euro events and what services you can expect before, during and after the event itself.

Prior to the Event

The EHF Euro media service begins well before the event starts. The prime information source for all parties is the official website for future European Handball Championships (<http://www.ehf-euro.com>). The EHF, together with Infront Sports and Media, offers this platform as of the bidding stage of preparations. The staffs of the Communication Department at the EHF Headquarters are also on hand to answer any enquiries at: media@eurohandball.com, as are the responsible members of the Organising Committee. The e-mail address are available online (on <http://www.ehf-euro.com>).

Accreditation

Accreditation is the first step in the process of preparing for any event. The accreditation period is set by the EHF and the Organising Committee and will be published on the official ehf-euro.com website.

Applying for an EHF Euro Accreditation

All Euro Events use an electronic accreditation system, which has been specially designed for EHF Euro events, and requires you to fill-in specific fields and agree to the conditions of accreditation online. This is the only method of accreditation used. Your data will then be sent internally for processing and confirmation by the relevant parties. All requests will be answered/confirmed by to e-mail address, which you entered on the online accreditation application process by the accreditation deadline at the latest. You will be kept informed about the process and status of your application. Please note, that all your data will be strictly confidentially. Accreditations received after the published deadline will not be processed, which is why it is essential to respect the deadline set.

Accreditations will only be confirmed when you fulfil all the accreditation conditions and have attached a photo for identification purposes. Written press may be requested to pay a small deposit to reserve a place. This will be fully refunded upon arrival at the venue. Each person, who applies for an accreditation will receive confirmation of the request by e-mail, should it fulfil the specified criteria. Please note that each and every request is controlled thoroughly.

You will receive information by post and e-mail following the confirmation of your request. This will be sent by both the EHF and Organising Committee. The EHF will send you the official Championship Guide. You will receive this at least two weeks prior to the start of the Championship. This will include team and technical information, including all 16 official squads.

Picking up your Accreditation

Information on where and when you can pick up your accreditation will be published online at www.ehf-euro.com at least one month prior to the Championship. The accreditation office usually opens at least one day (before the Championship and is located within the arena, which you have selected to collect the accreditation. Please ensure that you have your confirmation number/e-mail and media identification as well as a photo ID document (required!) with you when you collect your accreditation. Your data is stored in the system and the accreditation will be printed out for you and attached to a lanyard.

Accredited photographers will also receive a coloured bib, which must be worn at all times in the arena as this, together with the accreditation, allows access to the court level. The bibs can be collected from the Chief-of-Press in the Press Centre. You will be asked to sign for the bib. Your signature automatically serves as an agreement to the EHF Rules for Photographers. You will receive a copy of these guidelines and a routing plan of the arena. You are asked to return the bib at the end of the Championship. A new coloured bib will be used for each Championship.

TV Technical Crews will also be provided with bibs, these can be collected from the Host Broadcaster Office and not the press centre, please ask in the Press Centre for directions.

At peak time at the start of the Championship, waiting times may occur at the accreditation office. We ask for your understanding that this cannot be avoided. The EHF and Organiser will do their utmost to ensure that you receive your accreditation as quickly as possible.

During the Event

Both the EHF and the Organiser will have a media team at the events to assist you in any way possible and to make your working environment as comfortable as possible. Please contact any member of the team should you have any questions or enquiries during the Championship.

Press Centre

Each venue has a specially equipped press centre, information point and press conference room available for each accredited media representative. The opening times of the Press Centres will be advertised and communicated to you in advance. As a rule, the Press Centre will be open one day before the start of the Championship and open each day. The opening times may vary slightly but the centre will generally be open by 10:00 in the morning and will close when the last media representative has left the building, which is usually between 24:00 and 01:30. On non-match days, the centre will be staffed until 20:00. There will be a media team office in the press centre, should you have any questions or enquiries. You will also receive contact telephone numbers and e-mail addresses for both the EHF and the Chief-of-Press. Please do not hesitate to contact a member of the media team during the Championship.

What can you expect in the Press Centre?

The press centre is divided into four clear areas: working area, information point, press conference area and social area. These areas are extremely busy at peak times and you are kindly asked to respect the guidelines in the different zones.

Working Area: This is a work zone, which should be kept as quiet as possible at all times as a sign of respect to your colleagues. There is a non-smoking policy at all times and food and drink should not be consumed in this area.

The area will be equipped with tables and chairs, electricity sockets and web access point or WLAN. The internet connection in the press centre is provided free-of-charge. You will be informed in advance which system is in use in each of the venues as this may differ. The number of work places varies slightly from venue to venue in accordance with the stage of the championship. However the Organiser works to strict guidelines when applying for a Championship.

For additional requests, for example your own working area etc. must be applied for in writing to the Organiser (e-mail). All requests are subject to availability and a possible charge. You will be advised accordingly.

Information Point: This area is the central information point, which will be equipped with pigeon holes where the information from the venue will be distributed. This includes the

statistical, EHF, team and general information. The EHF works with a statistics partner, which has a team at each venue. The service offered by this partner is extensive and not all information is printed off and copied. Should you need a copy of something and do not find it at the information point, please contact the media team. They will be more than happy to print it out for you. All statistics are also available on the official website at www.ehf-euro.com during the Championships and around the year at <http://activities.eurohandball.com> (history of Euros).

In the preliminary round, information from the parallel group (A/B, C/D) will be available. In the main round, the information in the pigeon holes will mainly focus on the actual group playing at the venue, however there will be other information from the other groups and should you need more, please ask. There will also be a notice board with useful information.

Here is a list of what you can expect to find at the information point:

- **16 Delegation Lists** Group A, B, C, D (in order, stapled together)
- **Team Roster** (1 hour before match) own venue only
- **EHF (Pre) Match Report** (1 hour before match and after match) Changes can be made up to 10 minutes before throw-off.
- **Results** (incl. running score) – available after each match first version is marked “unofficial”, 2nd is published after confirmation by the EHF.
- **Cumulative Statistics (3 pages each)**
- **Individual Statistics.** As of day 2
- **Goalkeeper Statistics. As of Day 2 (main round)**
- **EHF Referees** made available everyday
- **Official EHF Announcements.** This includes late entries, changes to teams, disciplinary proceedings etc.

Press Conference Area: This area is sectioned off and silence is requested at all times. A post match press conference will take place approx. 15 minutes after the end of each game with a coach and player, which has played in the match. The announcer will make an announcement five minutes before the start of the press conference. Each coach and player will give a short statement, which will be translated into English. Following this, you will have the opportunity to ask questions. The coach and player will remain in this area after the press conference for you to ask questions on a one to one basis.

All other press conferences and activities in this area will be published at the information point.

Social Area: This is an area, where light snacks and beverages are served. There is also a seating area. The majority of countries in Europe, now have a strict non-smoking policy in arenas. You are kindly asked to respect this. Smoking areas will be available outside.

The Arena

In the arena itself, there are also reserved zones for accredited media representatives, dependant on your function and medium. You will be provided with a plan of the arena by the Organiser so you know exactly where you can work and the routing system within the arenas and to and from the press centre

Written Press: The written press have a zone in the stands. These seats have a view across the whole court. Each seat has a table and there are also electricity points provided. Internet access is guaranteed in all EHF Euro Event Venues as is mobile phone reception. There may be a charge for this service. The costs will be provided in the form of a rate card when you receive your accreditation confirmation. At peak times in the Championship, work spaces may be limited, you are asked not to block these seats and give colleagues from the

countries which are playing in the match priority. We ask for your understanding in this matter.

There will be a member of the media team available at all times in this area should you have any enquiries or questions.

Information will be distributed in the press centre itself, the written press seating area and the commentary positions during the match by a runner from the media team. The EHF also offers a live ticker from all matches, which can be found on the official website:

Here is a list of what you can expect to receive in the arena itself:

- **Team Roster** (1 hour before match) own venue only
- **EHF Match Report** (1 hour before match and after match) Changes can be made up to 10 minutes before throw-off. You will be informed of any changes.
- **Half-time and Results** (incl. running score) – available immediately after each half
- **Additional EHF Information:** eg. ALL STAR Team

After the end of the match, members of the written press are permitted to carry-out interviews in the dedicated areas of the mixed zone. Members of the media team will be on hand to direct you to the correct area of the mixed zone, it is separated into three areas and will be clearly signposted.

TV/Radio

The routing and areas for TV and radio right holders will be clearly sign-posted in the arena. All commentators have a designated working station. Contact the Host Broadcaster upon arrival and you will be shown to your reserved working station. This will be equipped as agreed with the Host Broadcaster prior to the Championship.

There will also be a member of the OC media team and a EHF official (EHF oder OC ?) available for any questions. Information will be distributed at these work stations as listed above (see written press).

ENG Technical Crews are requested to wear the bib at all times in the playing arenas, for ease of recognition, and observe the routing systems and court procedures. The Host Broadcaster will inform you where you are allowed to move within the playing court surrounding area. Only the Host Broadcaster is permitted to access the playing court itself.

After the end of the match, TV and radio right holders are permitted to carry-out interviews in the designated areas of the mixed zone. Members of the media team will be on hand to direct you to the correct area of the mixed zone, it is separated into three areas and will be clearly signposted.

The Flash Zone Interview Area will be separated from the mixed zone. LIVE TV-right-holders whose teams were playing and which have made a prior agreement with Infront Sports and Media and with the hostbroadcaster are permitted to use this area. This is reserved for TV stations from the countries, which have played in the match, unless an alternative agreement has been reached. In this case, the EHF and the Organising Committee will be informed by Infront Sports & Media prior to the match in order for security personnel to be briefed accordingly. Should you have any questions, please contact the Host Broadcaster or the EHF.

TV stations, which have studios within the arena, should contact Infront and the EHF concerning the routing of players after the match as special written permission may be needed to ensure efficient routing after the match..

Photographers

Photographers have an accreditation to access the playing court surrounding area . The area on the short side of the court is reserved for accredited photographers. There are seats available behind the advertising boards. Please see conditions of accreditation for procedures at EHF Events. A member of the media team will be on hand for any questions. You will be informed of the routing within the arena upon arrival at the venue.

Transport/Parking

Information on transport to and from the venue within the each will be provided in the media guide, which you will receive from the organiser upon picking up your accreditation. If a shuttle service is provided this will run between the arena and official press hotels, before the start of the first match (2 hours) and one hour after last match. The Organiser will inform you about the availability of this service in advance.

Parking Facilities will be available at each venue; usually a small cost will incur. There will be spaces reserved for press, which are distributed on a first come first served basis. Contact the Local Organising Committee about this matter when picking up your accreditation package. We ask for your understanding in the fact that facilities and space available differ from venue to venue and we cannot guarantee a parking space.

The Organiser will publish information on partner travel agencies at www.ehf-euro.com. Special rates and packages will be available for accredited media representatives. The Organiser will assist you in this matter prior to the event, when you are arranging your travel schedule. The e-mail and contact details of the responsible person on the Organising Committee can be found at www.ehf-euro.com.

Press Hotels

The Organiser will offer a number of press hotels of different categories at each venue, which are available at special rates.. These will be listed at ehf-euro.com and will be sent to you on request by the Organiser. These hotels will be aware of your needs and will offer a flexible service to suit your working day. Championship information will also be available at the selected hotels.

Post Event

As an accredited journalist your accreditation data will be retained on file by the EHF. This data will not be shared with any external parties.

The EHF offers a media service throughout the year, through your accreditation at the EHF Euro Event you will automatically be added to EHF mailing lists. Should you not wish to receive further information about EHF events, you can unsubscribe at any time.