



2017 PROMOTERS MANUAL

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official website

MEDIA MANUAL



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WEBSITE AVAILABLE FOR THE NATIONAL PRESS OFFICER

The Media Manual is a section of the Promoters Manual provided by Dorna Operations Department to every Circuit. The Media Manual includes the following:

- 2017 Media Manual
- Pre-Event Media Checklist
- Application Forms for National Printed Media, Radio Stations, Websites
- Excel files with the National Printed Media and Radio Stations Pass Request Lists
- National Printed Media Vests List
- Signs for the Pigeon Holes
- Signs for the Accreditation Centre
- Other signs
- Design Manual and Templates

Please download the original files from the Media Manual folder when sending the forms to the media. Additionally, Dorna will be sending you the original files and official logos by e-mail.



M1. GENERAL COMMENTS

The Circuit/Promoter must ensure that all requirements and standards detailed in the "2017 Media Manual" and all procedures regarding to this matter are fully understood and acted upon by the National Press Officer (NPO).

It is acknowledged that if the Event has a schedule different than the standard schedule, the days and hours referred to in the "2017 Media Manual" shall be adjusted accordingly. All schedules should follow the Official Time Schedule provided by the Operations Department, and in cases of doubt, it will be discussed with the MotoGP Media Manager or with the Operations Department.

The Circuit/Promoter must ensure that NO ADVERTISING of any kind is allowed within the confines of the Media Centre and Accreditation Centre, only promotional material of the Event will be accepted (official poster).

In the case that the Circuit/Promoter wants offer services to photographers (e.g. renting cameras, lenses etc.) this should be consulted previously with Dorna.

Only Dorna can allow, by means of a written authorisation, exceptions to the above.

The Circuit/Promoter must ensure that all facilities detailed in the "2017 Media Manual" are fully operational from THURSDAY at 9:00h on the race week until SUNDAY at midnight. Variations in the schedule of the facilities may be necessary in some specific cases. These variations will be duly notified to the NPO of the corresponding Circuit.

PRE-EVENT MEDIA CHECKLIST

The Pre-event Media Checklist ([SEE ANNEX 12– PRE-EVENT MEDIA CHECKLIST](#) PAGE 67) will help the NPO to review that all the requirements of the Media Manual are ready for the event.

FIM ENVIRONMENTAL MANAGEMENT PLAN

Following the FIM's Environmental Management Plan, all possible actions should be taken to drastically reduce paper waste and to reduce the energy consumption in the Media Centre, in an effort to make this area as environmentally friendly as possible. The aim is to digitalize as much as possible all the paper documents.

The 4-page document known as the Accreditation Acceptance has been digitalised and will now be sent as a link to everyone whose accreditation has been accepted. This way, we will save hundreds of pages of paper printing, as well as their transportation and storage. Each GP will have its own link, and the National Press Officer will receive the link from the MotoGP Media Manager well in advance, so that the journalists can receive it in advance and fill in the form online. This will also save a lot of time in the Accreditation Centre.

The Dorna Communications Department has set up a Virtual Media Centre called PressArea (<http://pressarea.dorna.com>, username: guest, password: guest), where all the documents which are normally found in the pigeon holes in the MotoGP Info section are available digitally and can be downloaded. These documents are not distributed by email nor found in the official www.motogp.com website. Examples of these documents are the digital versions of the Media Highlights, the Falls Reports, the Spectators Attendance, etc. ([SEE SAMPLE 13 – ENVIRONMENTAL MANAGEMENT PLAN EXAMPLES](#) PAGE 55).

M2. MEDIA ACCREDITATION SYSTEM

The accreditation system for MotoGP™ events has varying procedures for pass requests depending on the type of media organisation the applicant represents.

INTERNATIONAL PRINTED MEDIA

Under the authority of Dorna Communications Department
MotoGP Media Manager: Friné Velilla
Tel. +34 93 473 84 94
E-mail: media@dorna.com and frinevelilla@dorna.com

NATIONAL PRINTED MEDIA

Under the authority of the National Press Officer
With final approval from Dorna Communications Department

INTERNATIONAL RADIO STATIONS

Under the authority of Dorna Media Sales Department
Tel. +34 93 473 84 94
E-mail: ms.accreditation@dorna.com

NATIONAL RADIO STATIONS

Under the authority of the National Press Officer
With final approval from Dorna Media Sales Department

TV STATIONS (NATIONAL AND INTERNATIONAL)

Under the authority of Dorna Media Sales Department
Tel. +34 93 473 84 94
E-mail: ms.accreditation@dorna.com

WEBSITES (NATIONAL AND INTERNATIONAL)

5 websites under the authority the National Press Officer.
With final approval from Dorna Media Sales Department
Tel. +34 93 473 84 94
E-mail: ms.accreditation@dorna.com

CIRCUIT/PROMOTER WEBSITES AND TV CREW

Under the authority of Dorna Media Sales Department
Contact: ms.accreditation@dorna.com and events@dorna.com
An e-mail to both addresses is mandatory.

PASS SYSTEM

There are three different types of passes:

- Worker passes – for team members and organizers
- Media Passes – for accredited media only
- Guest passes (Premium) – for invited guests

MEDIA PASS

The "MEDIA PASS" is for the exclusive use of the accredited media. The purpose of this Media Pass is to allow the media to work easily in each area of the Circuit in accordance to the safety rules and their professional needs.
This Media Pass brings also more advantages to the media:



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- Granted seat in the Media Centre as only holders of these Media Passes will have priority to book a working place in the Media Centre. (Passes with M sticker are not granted a seat as a rule; only if authorized by Dorna).
- Granted entry to the press conferences. (Passes with M sticker are not granted entry as a rule; only if authorized by Dorna).
- For holders of Full Media and Track Media Passes only: granted access to Photo Shuttle Buses service and granted place at special photographers' zones at some Circuits as only holders of these Media Passes will be allowed to enter these zones.

TYPES OF MEDIA PASSES

There are 3 types of Media Passes: Full (Orange) Media Pass, Track (Blue) Media Pass, Paddock (Green) Paddock Pass. All Media Pass Holders can access the Paddock and the Media Centre, but the different colours of the passes determine the additional areas they can access.

Full (Orange) Media Pass: can go to Pit Lane (on Friday and Saturday during FP sessions), Service Road, Paddock. These are granted to photographers of major agencies or publications.

Track (Blue) Media Pass: can go to Service Road, Paddock. These are usually assigned to photographers or photojournalists of other agencies, Free Lancers, and to publications with a smaller circulation.

Paddock (Green) Paddock Pass: can go to Paddock. Assigned to journalists. Also to photographers of small publications and agencies when the allocation of passes does not permit to allocate more Full or Track passes.

MEDIA VESTS

The vest is an accessory which is to be worn with a Full Media Pass (can also be worn with Track Pass only with permission from the MotoGP Media Manager, on exceptional occasions). It grants access to the Pit Lane, the Parc Fermé and the Starting Grid.

The NPO will prepare a list with 5 photographers* who will be allowed to access the Pit Lane (during the Qualifying Practice sessions, Warm Up and Race) and the Starting Grid. These representatives should be photographers of the major agencies and major national media, and they must be holders of Full Media Passes (orange passes). Dorna will provide these media with a Media Vest (always subject to availability and to the final approval of the MotoGP Media Manager). It is important that the media understands that a Media Vest is a privilege and not a granted right. Media Vests for the National Media may be limited without prior notice.

*One option that is allowed, is to have 2 photographers share a vest, but it is their responsibility to set the conditions of the shared vest (this gives more choices to more photographers, one can use it on Saturday and the other on Sunday, for example).

This list must be according to the Annex 5 and must be given to the MotoGP Media Manager latest on Friday afternoon. [\(SEE ANNEX 5 – SAMPLE OF NATIONAL PRINTED MEDIA VESTS LIST\) PAGE 60.](#)

Once the list is approved by the MotoGP Media Manager, all selected media representatives will pick up their Media Vest in the MotoGP Media Manager's office on Saturday morning. A deposit will be required, and the amount depends on the currency of the country (20€, \$20, £20, etc).

All media will return the Media Vest on Sunday afternoon immediately after the last race or latest at 17:00h, otherwise they will not be allowed to request accreditation in the future.



MEDIA PASSES ACCESS LEVELS

	FULL (ORANGE) MEDIA PASS	TRACK (BLUE) MEDIA PASS	Paddock (GREEN) MEDIA PASS	FULL (RED) WORKER PASS WITH MEDIA STICKER	OTHER WORKER PASSES WITH MEDIA STICKER OR MEDIA CARD	PREMIUM PASS WITH MEDIA STICKER OR MEDIA CARD
Access to the Media Centre	✓	✓	✓	✓	✓	✓
Possibility of booking a working place	✓	✓	✓	depends on the capacity	depends on the capacity	NO
Access to the Press Conference Room	✓	✓	✓	✓	NO	NO
Access to the Photo Shuttle Buses	✓	✓	NO	NO	NO	NO
Access to the reserved zones for photographers	✓	✓	NO	NO	NO	NO
Access to Pit Lane on Friday and Saturday during FP sessions	✓	NO	NO	✓	NO	NO
Access to Pit Lane on Saturday during QP, Warm Up and Race sessions.	only with Media Vest	NO	NO	✓	NO	NO
Access to the Parc Fermé	only with Media Vest	NO	NO	✓	NO	NO
Access to the Starting Grid	only with Media Vest	NO	NO	only with "Grid acces" pin	NO	NO
Shooting of the Podium Ceremony	✓	✓	NO	✓	NO	NO

Dorna will inform all media about the access points to the podium ceremony, which will be different at each Circuit depending on the location of the rostrum.

MEDIA PARKING

All One Event media will be provided with a "Parking P2". The NPO will also obtain 10 parking passes for the "Parking P1" when available. It is up to him/her to distribute these 10 parking passes to the most important national media.

When allocating the parking passes, the NPO must bear in mind the car parking dimensions. Therefore, publications with more than one representative may have to share one parking pass (and thus, the vehicle) in order to reduce the number of cars in the parking area.

The NPO must inform all national media that any car found parked in an unauthorised area or without the Vehicle Pass properly affixed, will be immediately removed. Access will only be given to designated areas. Motorhomes and camper vans are not allowed to park in this area. This permit must be stuck on the windscreen of the vehicle; otherwise the vehicle will be towed away.

ACCREDITATION DEADLINES FOR NATIONAL PRINTED MEDIA, RADIO STATIONS, WEBSITES

GRAND PRIX	CIRCUIT	DATE OF THE GP	DEADLINE
Qatar	Losail	Sunday March 26*	Wednesday March 8
Argentina	Termas de Rio Hondo	Sunday April 9	Wednesday March 22
Americas	Austin	Sunday April 23	Wednesday April 5
España	Jerez	Sunday May 7	Wednesday April 19
France	Le Mans	Sunday May 21	Wednesday May 3
Italia	Mugello	Sunday June 4	Wednesday May 17
Catalunya	Montmeló	Sunday June 11	Wednesday May 24
Netherlands	TT Circuit Assen	Sunday June 25	Wednesday June 7
Germany	Sachsenring	Sunday July 2	Wednesday June 14
Czech Republic	Brno	Sunday August 6	Wednesday July 19
Austria	Red Bull Ring Spielberg	Sunday August 13	Wednesday July 26
Great Britain	Silverstone	Sunday August 27	Wednesday August 9
San Marino & Riviera di Rimini	Marco Simoncelli Misano	Sunday September 10	Wednesday August 23
Aragon	MotorLand Aragón	Sunday September 24	Wednesday September 6
Japan	Twin Ring Motegi	Sunday October 15	Wednesday September 27
Australia	Phillip Island	Sunday October 22	Wednesday October 4
Malaysia	Sepang	Sunday October 29	Wednesday October 11
Valencia	Ricardo Tormo	Sunday November 12	Wednesday October 25

* Night Race

Please bear in mind that these deadlines are not valid for any radio stations needing special equipment or a Commentary Booth. They will have to contact the Dorna Media Sales Department at least 1 month prior to the Grand Prix.

RESPONSABILITIES OF MEDIA PASS HOLDERS

The National Press Officer must be ensured that the accredited media is aware of the following:

- Motorsport can be dangerous.
- All "One Event Passes" are NON TRANSFERABLE PASSES. Therefore, Dorna Sports has the right to withdraw any personal One Event Pass whose holder was not the designated one and, consequently, none of them will be accredited again.
- Any person found within a designated area without the appropriate pass will be immediately subject to any legal proceedings which may be brought against such person.
- Filming is forbidden without a valid camera access identification. The pass will be withdrawn from any person found with a video camera, even a personal camera, or a Smartphone, without affixed the valid camera access identification. The video camera and the filmed images will be confiscated.
- If granted with an accreditation for the MotoGP™, the Applicant acknowledges that he/she is responsible for his/her own acting and commits to indemnify and hold DORNA harmless from any claim or action arising out of Applicant's incorrect behaviour.
- DORNA does not grant any image right of the attendants, participants, workers or any other person involved or assisting in the Event.

PRESS CLIPPINGS FROM NATIONAL MEDIA

The NPO must send press clippings including features about MotoGP™ of the publications listed below to Dorna Communications during the period including 1 week before and 1 week after the event. The NPO may collect and send other relevant clippings at their discretion if they consider it to be interesting, whenever they are published throughout the season.

- The most important national newspapers (general & economy)
- The national sports newspapers
- The national sports magazines
- The most important local newspapers or magazines
- Any other newspapers or magazines you find interesting



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- Screenshots of the most important MotoGP™ news on websites (digital versions of newspapers and magazines or motorsports websites).

All NPOs must review the press clippings published in these chosen media concerning the MotoGP™ World Championship (not only regarding the national Grand Prix).

ONLINE MEDIA ACCREDITATION ACCEPTANCE

The 4-page document that the accredited media had to fill in and sign, the Radio TV Website and Printed Media Accreditation Acceptance, has been digitalized and will now be sent online to every member who has been confirmed with an accreditation. This not only saves a lot of paper, but also saves a lot of precious time in the Accreditation Centre.

Each NPO will receive a personalized link with for each corresponding GP for their accepted accredited media. This applies to all types of passes: Printed Media, Radio, and Websites.

This is an example from last year for the Australian Grand Prix <HTTPS://WWW.SMARTWAIVER.COM/V/AUSPRINTMEDIA> (feel free to try it for yourself, that way you will know what you will be sending to the media). [\(SEE ANNEX 11 – SCREENSHOTS OF THE ONLINE ACCREDITATION ACCEPTANCE PAGE 66.](#)

The link to the Online Accreditation Acceptance must be sent with the confirmation of the pass to each journalist whose accreditation request has been accepted.

The waivers are filled in and stored online, so if any NPO wishes to have a copy of the signed waiver, it can be requested to the MotoGP Media Manager.



M3. PRINTED MEDIA ACCREDITATION

DEFINITION

We accommodate the following types of media in the category of Printed Media / Publications: Printed Media, Magazines (and Online/Web Magazines), Newspapers (and Online/Web Newspapers), and Agencies, as they ultimately may publish their photos on the Printed Media through a third party (Photo and/or News Agencies).

Online/Web Magazines and Online/Web Newspapers are considered publications, whether they are available separately and/or as an online version of a printed periodical.

CRITERIA

Only publications whose coverage is considered to be of promotional benefit to MotoGP™ events will be accredited. This includes lifestyle, economy or consumer publications intending to publish a non-conventional race report.

COVERAGE

Daily publications and agencies are required to produce wide coverage of the event, with follow-up articles of the whole event.

Weekly or monthly publications are required to produce wide coverage of the event, and a significant part of the content must be about MotoGP™.

CIRCULATION

The number of published copies for publications requiring accreditation must be at least 40,000 for dailies and at least 10,000 for weeklies or monthlies.

However, circulation criteria will take into account the national market of the publication. Therefore, circulation for a magazine from Qatar may be lower than for a publication from Spain.

QUALITY

Only publications with high standards of professionalism and accuracy in their reporting may seek accreditation.

AVAILABILITY

Accredited publications must be available to public in sales outlets. Free of charge publications can be accredited only if the NPO considers that their circulation and coverage is important enough to take them into account (e. g.: Metro, 20 Minutes, etc.).

PASS HOLDERS

Accreditation for the MotoGP™ events is restricted to professional journalists and photographers. Therefore, under no circumstances media accreditations will be issued to marketing or commercial representatives of media, advertising or public relations agencies, sponsors, suppliers, teams or additional riders.

People under 18 years of age cannot be accredited.

Incomplete requests or requests received after the deadline will not be accepted. Dorna reserves the right to accept or decline any requests and decide upon the type of pass issued to each person in accordance to the safety regulations and their professional needs.

NUMBER OF REPRESENTATIVES PER MEDIA

PUBLICATIONS WITHOUT PERMANENT PASS HOLDERS

Usually a maximum of 3 representatives (journalists and/or photographers) may be accredited per publication or agency. However, as an exception, 4 passes can be given when:



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- the coverage previously produced, or planned, merits more passes and the allocation of more passes is not detrimental to the interest of other media parties in covering the event or to the capacity of the Media Centre.
- the publication is important for the venue of the event because of the coverage they produce throughout the year.

PUBLICATIONS WITH PERMANENT PASS HOLDERS

Prior to the event, the MotoGP Media Manager will provide the NPO with the list of all National Permanent Media. The NPO will take into account this list when distributing the One Event accreditations, according to the following regulations:

As explained above, publications can have 3 or a maximum of 4 media representatives in total:

- Media with 1 permanent pass holder: 2 One Event passes, or 3 as an exception
- Media with 2 permanent pass holders: 1 One Event pass, or 2 as an exception
- Media with 3 permanent pass holders: no One Event pass, or 1 as an exception

Exceptions can be made when one of the permanent pass holders does not attend the event. In this case, the pass will be blocked for the weekend.

ONE EVENT INTERNATIONAL PRINTED MEDIA

All International printed media representatives will be accredited directly by Dorna Communications Department.

The Circuit/Promoter must ensure that all international requests received are immediately forwarded by E-mail to Dorna Communications Department to media@dorna.com and frinevelilla@dorna.com.

The criterion to determine if a media representative is national or international is the country of the media (e.g. if an Australian journalist is working for a French magazine - he has to ask for a national accreditation for the French GP and for an international accreditation for the other GPs, including the Australian GP).

It is acknowledged that the national representatives of the major Agencies such as: AFP, ANSA, AP, DPA, REUTERS, etc. are to be considered as NATIONAL MEDIA and will be accredited directly by the National Press Officer.

ONE EVENT NATIONAL PRINTED MEDIA

Each Circuit/Promoter will be responsible for accrediting the national printed publications (with final approval from Dorna Communications Department) for their home Grand Prix. E.g. The Spanish Circuit/Promoter will accredit Spanish media for the Spanish Grand Prix and the French Circuit/Promoter will accredit French media for the French Grand Prix, etc.

The Press Officer of the San Marino Grand Prix will also accredit all the Italian and Sammarinese media.

REQUIRED DOCUMENTS

All representatives of printed media have to send the following documents to the National Press Officer in order to request an accreditation:

Printed media application form fully filled in ([SEE ANNEX 3 – PRINTED MEDIA APPLICATION FORM PAGE 58](#)) (Can be digital format)

- Passport-size photo (send by e-mail, in *.bmp format). The National Press Officer has to prepare a CD or USB drive with these photos in the format below. It is very important to follow these instructions otherwise we will not be able to import the files in the database.
 - size: 780 pixels high x 630 pixels width
 - file format: BMP
 - file name: Surname_Name.bmp (e.g. Smith_John.bmp)
- Letter from the Chief Editor (written on the publication's letterhead) (CAN BE DIGITAL FORMAT)
- An original copy of the last issue of the publication (not for agencies nor digital newspapers/magazines).
- Samples of coverage of the 2016 or 2017 season produced by the publication if any (set of press clippings). These press clippings must be sent in pdf or jpeg format by e-mail or on a CD or USB drive.

Also, representatives of printed publications must enclose:



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Journalists only: samples of his/her stories with journalist's name included in print (may be included in the coverage samples). Stories published after a previously attended race is especially important. Photographers only: samples of a minimum of 10 published photos with photographer's name included in print (may be included in the coverage samples). Photos published after the previous attended races are required.

Freelance journalists and photographers must apply for accreditation via their own agencies:

- Journalists: must prove the supply of stories to at least 3 publications meeting Dorna criteria
- Photographers: must prove the supply of photos to at least 3 publications meeting Dorna criteria.

NATIONAL PRINTED MEDIA DOCUMENTS FOR THE MotoGP Media Manager

The National Press Officer must hand in the following documents to the MotoGP Media Manager:
The documents listed below must be given on Wednesday, and ordered by the number of application.

- Letter of the Chief Editor or senior staff member (digital format)
- Application Form (digital format)
- Headshot photo in bmp or jpg format (digital format)
- Press Clippings (digital format)

Example:

FOLDER NAME: 01_Surname_Name (01_Smith_Michael)

Documents:

- 01_Smith_Michael_LETTER
 - 01_Smith_Michael_APPLICATION
 - 01_Smith_Michael_PHOTO
 - 01_Smith_Michael_CLIPPINGS
-
- Set of original issues of the last copy of each accredited magazine and newspaper (one copy only).

NUMBER OF NATIONAL ONE EVENT MEDIA PASSES

The credentials specified below must be distributed just amongst the national printed media. Radio stations credentials will be issued directly by the Dorna Media Sales Department.

The NPO can distribute to the national printed media:

17 Full Media Passes, granting access to all Media Areas, Paddock, Track and Pit Lane until the first Qualifying session

22 Track Media Passes, granting access to all Media Areas, Paddock and Track.

50 Paddock Media Passes, granting access to all Media Areas, Paddock.

5 Media Vests, granting access to Pit Lane ONLY during the Qualifying sessions, MotoGP FP4, Warm Up and Race; and also to the Starting Grid (See Time Schedule for specific times). Media Vests can only be assigned to holders of a Full Media Pass.

It is also possible to assign ONE vest to two persons of the same publication or agency to share, whenever they are both photographers with a Full Media Pass. Media Vests will always subject to availability and to the final approval of the MotoGP Media Manager. It is important that the media understands that a Media Vest is a privilege and not a granted right. Media Vests for the National Media may be limited without prior notice.

NATIONAL PRINTED MEDIA PASS REQUEST LIST

The NPO is fully responsible for the national media accreditation. He/she will collect all required documents from the applicants, ensuring that the applicant has submitted all the necessary documents and that all these documents are authentic (not forged nor manipulated, from existing real media companies). Verifications with the corresponding editorial or publishing companies should be made if necessary.

The NPO must bear in mind that IT IS NOT POSSIBLE to change or to add any person after the deadline.

Then he/she must send the National Printed Media Pass Request List to the MotoGP Media Manager for final approval.



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The National Printed Media Pass Request List is subject to the approval of the Dorna Communications Department who reserves the right to confirm, deny or modify it. The NPO must wait for the written approval of the list by the Dorna Communications Department before confirming each accreditation.

The NPO will complete the Pass Request List in Excel format. The Excel file is found on the website containing the Promoter's Manual, and it will also be e-mailed to each NPO. Instructions to complete the excel file are found in the Printed Media Pass list sample. [\(SEE ANNEX 4 – PRINTED MEDIA PASS LIST SAMPLE\) PAGE 59](#)

Bearing in mind the date of each Grand Prix and the travelling days, the deadline for sending the file must be fully respected. The excel file must be sent by E-mail to these e-mail addresses: frinevelilla@dorna.com and media@dorna.com.



M4. RADIO STATIONS ACCREDITATION

CRITERIA

A maximum of five radio stations with national coverage can be accredited.

A maximum of two radio stations with local coverage can be accredited.

A maximum of two passes will be provided for each radio station.

A maximum of one parking will be provided for each radio station.

All radio stations can be provided with media Paddock passes only.

Requests for any special equipment must follow a 1-month deadline.

The NPO must inform all radio stations about special rules regarding the use of the Commentary Booths, mobile units and radio frequency equipment. It is duty of the NPO to inform all radio stations on time bearing in mind the deadlines given by Dorna.

LIVE COMMENTARY

Only Dorna can assign any radio and/or TV a Commentary Booth. A request to use any Booth must be done latest 1 month before the Event. All radio stations wishing to transmit live the Grand Prix must work from a Commentary Booth.

No live commentary is allowed from the Media Centre. Live Audio transmissions from the Media Centre cannot exceed 3 minutes and should not take place continuously. Failing to follow such requirements or raising complaints from the media working at the Media Centre will allow Dorna to forbid such transmissions and request that the journalist books a Commentary Booth.

The cost for radios for the fully equipped Commentary Booth (codec excluded) is 1,200 Euro net.

RADIO BROADCAST UNITS

Only Dorna can allow radio stations to use their mobile unit at the Circuit. This must be authorized by Dorna 1 month before the Event. If a radio station wishes to bring its own broadcast unit to the Circuit, then a written request has to be sent to Dorna Media Sales Department. The request must specify details of the programme and size of the broadcast unit. It is responsibility of the radio station to arrange its own power supply.

Dorna will confirm the availability of the space and the exact location of the unit.

WIRELESS EQUIPMENT

Due to the numerous frequencies used by all parties involved in the Championship: Teams, Organization, TV Networks covering live the Event, Dorna will have to approve any request from a radio station wishing to work with wireless equipment (e.g. radio frequency microphones such as "Pastega" etc.) in order to guarantee a reliable work environment for everybody and avoid interferences.

A flat fee of 5.000 Euro will be applied to any radio station wishing to work with this type of equipment. This fee also includes the use of a Commentary Booth.

If a radio station wishes to use any wireless equipment at the Circuit, then a written request together with the Radio Application Form and Transmission Details Form must be sent to Dorna Media Sales Department. The letter must also include an acceptance of the above flat fee and invoicing details. The payment has to be done prior to the Grand Prix.

Dorna will confirm if the frequencies requested are available or will suggest others.

Any radio found working at the Circuit with this type of equipment without Dorna's authorisation will be obliged to leave the Circuit immediately.

ONE EVENT INTERNATIONAL RADIO STATIONS

All international radio reporters and technicians will be accredited directly by Dorna Media Sales Department.

The Circuit/Promoter must ensure that all international requests received are immediately forwarded by e-mail to Dorna Media Sales Department at mediasales@dorna.com.

The criteria to determine if a media representative is national or international is the country of the media (e.g. if an Australian journalist is working for a British Radio Station - he has to ask for a national accreditation for the British GP and for an international accreditation for the other GPs, including the Australian GP).

ONE EVENT NATIONAL RADIO STATIONS

Each Circuit/Promoter will be responsible for accrediting 5 national radio stations (with final approval from Dorna Media Sales Department) for their home Grand Prix. E.g. The Spanish Circuit/Promoter will accredit Spanish radio stations for the Spanish Grand Prix and the French Circuit/Promoter will accredit French radio stations for the French Grand Prix, etc.

REQUIRED DOCUMENTS

All radio reporters and technicians have to send the following documents to the NPO in order to complete their application (digital format of all documents is recommended):

- Radio Stations Application Form duly filled in (CAN BE DIGITAL FORMAT)
- Transmission Details Form duly filled in (CAN BE DIGITAL FORMAT)
- Headshot photo in bmp format (size: 780 pixels high x 630 pixels wide)
- Letter from the Head of the Programme or Radio Station Director. (CAN BE DIGITAL FORMAT)
- Coverage of the 2017 or 2016 season: a CD or USB with audio samples and a list specifying transmitted programmes including date, time and length.

NATIONAL RADIO STATIONS DOCUMENTS FOR MEDIA SALES

The NPO must hand in the required documents mentioned above (Application Form, Transmission Details Form, etc) to the Media Sales Accreditation Responsible in a CD or USB on Wednesday morning. The NPO cannot include any applicant who has not presented all documents including audio samples. [*\(SEE ANNEX 6 – RADIO STATION APPLICATION FORM\) PAGE 61 / SEE ANNEX 7 – RADIO STATION TRANSMISSION FORM\) PAGE 62*](#)

Example:

FOLDER NAME: 01_ChérieFM (01_Smith_Michael)

Documents:

- 01_Smith_Michael_APPLICATION
- 01_Smith_Michael_TRANSMISSIONFORM
- 01_Smith_Michael_PHOTO
- 01_Smith_Michael_LETTER
- 01_Smith_Michael_COVERAGE

NATIONAL RADIO STATIONS PASS REQUEST LIST

The NPO must collect all the documents from the applicants, ensuring that the applicants have submitted all the necessary material. The NPO must bear in mind that IT IS NOT POSSIBLE to change or to add any person to the list after the deadline. The NPO will fill in a table with the names of the applicants in Excel format on the website containing the Promoter's Manual (also sent by e-mail). Instructions to complete the excel file will be found in the Radio Stations pass list sample. [*\(SEE ANNEX 8 – RADIO STATION PASS LIST SAMPLE\) PAGE 63.*](#)

The NPO must then send the National Radio Stations Pass Request List to the Media Sales Accreditation Responsible for final approval.

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The National Radio Stations Media Pass Request List is subject to the approval of the Dorna Media Sales Department, who reserves the right to confirm, deny or modify it. The NPO must wait for the written approval of the list by Dorna Media Sales Department before confirming each accreditation.

Bearing in mind the date of each Grand Prix and the travelling days, the deadline for sending the file must be fully respected. The excel file must be sent by E-mail to: mediasales@dorna.com.



M5. TV STATIONS ACCREDITATION

TV ACCREDITATION (National and International)

The Circuit/Promoter and the National Press Officer are not allowed to manage any television accreditation request (national or international).

All requests for TV accreditation for journalists or camera crew (international or national) must be forwarded directly from the TV to the Dorna Media Sales Department at ms.accreditation@dorna.com

It is the duty of the National Press Officer to inform the national TV as follows:

- There is an extremely restrictive policy of camera access to the Circuit due to the exclusivity of the TV rights and other current agreements and also for security reasons. Due to this fact, any television or production company wanting to enter the Circuit during a Grand Prix with their own camera will have to contact the Dorna Media Sales Department directly.
- No TV cameras are allowed to enter the Circuit starting from the Monday of the Event until Sunday midnight.

In the case of a regional-local television belonging to the National Rights Holder, its request has to be sent through the National Rights Holder.

CIRCUIT/PROMOTER TV CREW

They must contact Dorna Media Sales Department at ms.accreditation@dorna.com

TV STATIONS ACCREDITATION FOR OFFICIAL TESTS

All TVs wishing to attend an official test should be approved by Dorna Media Sales Department.

If the National Press Officer receives any request, it must be forwarded to ms.accreditation@dorna.com for approval.

M6. WEBSITES

NATIONAL WEBSITES ACCREDITATION

Each Circuit (NPO)/Promoter will be responsible for accrediting 5 websites, including the official websites of the Promoters/Organizers, always under final approval from Dorna Media Sales Department for their home Grand Prix. E.g. The Spanish Circuit/Promoter will accredit Spanish websites for the Spanish Grand Prix and the French Circuit/Promoter will accredit French websites for the French Grand Prix, etc. The Press Officer of the San Marino Grand Prix will also accredit all the Italian and Sammarinese websites.

The NPO is fully responsible for the national websites accreditation and must collect all required documents. He/she must also check very carefully all requests and must be sure that each website applicant has provided all necessary documents and traffic data.

The NPO must fill in the Website Pass Request List and send it to the Media Sales Accreditation responsible for final approval, who reserves the right to confirm, deny or modify this list. [\(SEE ANNEX 9 – NATIONAL WEBSITES APPLICATION FORM\) PAGE 64/ SEE ANNEX 10 – NATIONAL WEBSITES PASS LIST\) PAGE 65.](#)

The NPO must bear in mind that IT IS NOT POSSIBLE to change or to add any person to the list after the deadline.

The NPO must wait for the written approval of the list by Dorna Media Sales Department before confirming each accreditation.

Requests must be processed at least 18 days prior to the relevant event and must be fully respected. The NPO must bear in mind the date of each Grand Prix and the travelling days for sending the file on time.

The excel file must be sent by E-mail to this address: ms.accreditation@dorna.com.

REQUIRED DOCUMENTS AND DATA

Each electronic national media applicant must provide the required information and documents to the National Press Officer in order to request an accreditation.

COMPANY DATA

- Traffic statistics: These details must be provided in PDF format from an official source (such as Google Analytics)
- Monthly visits
- Monthly unique visitors
- Monthly pages viewed
- URL
- MotoGP™ section URL (if applicable)
- Date the site was launched
- Country
- MotoGP™ coverage: Samples (links or screenshots) of coverage of the 2016 and 2017 MotoGP™ season through articles and photos on this publication (minimum of 5 samples of each season)

PERSONAL DATA

- Journalist: A Letter from the chief editor or director of the website confirming journalist's position.
- Minimum of 5 samples of his/her stories with journalist's name included. Stories published after attending a race are especially important.
- Photographer: A Letter from the chief editor, director, or senior staff member of the website confirming photographer's position.
- Minimum of 10 samples of his/her published photos with photographer's name included. Photos published after attending a race are especially important.

INTERNATIONAL WEBSITES ACCREDITATION

The Circuit/Promoter and the National Press Officer are not allowed to manage any international electronic websites (including blogs, portals, etc.), request, including the official websites of the Promoters/Organizers.

All accreditations for international websites are under the authority of Dorna Media Sales Department, therefore all requests for Websites accreditation for international journalists or photographers must be forwarded directly to Dorna Media Sales Department at ms.accreditation@dorna.com.

REMINDER: Online/Web Magazines and Online/Web Newspapers are considered publications that are available separately and/or as an online version of a printed periodical, therefore will be regarded as Printed Media (to be considered of the same nationality as their printed version for their consideration of National or International Media).

IT IS THE DUTY OF THE NATIONAL PRESS OFFICER TO INFORM ALL WEBSITES OF THE FOLLOWING:

- Any international website, blog, portal or any other kind of online media wishing to cover the events from onsite must reach an agreement with Dorna Media Sales Department.
- Websites will be entitled a maximum of two passes: one journalist pass with access to the Paddock area and the Media Centre, and one Photographer pass with access to the Paddock area, the Media Centre and the Service Road.
- Pit Lane access will not be granted.
- Due to the exclusivity of the video rights of MotoGP™ for broadcast/display on the Internet, websites granted credentials are **not** allowed to record and/or display any footage from the Grand Prix nor post any audio clips. This applies not only to track footage but also to any/all footage taken at the Circuits during the running of a Grand Prix.
- Requests must be processed before the deadlines set in chapter M2.

CIRCUIT/PROMOTER WEBSITE

They must contact Dorna Media Sales Department at ms.accreditation@dorna.com

M7. PRESS KIT & STATIONERY

The Press Kit is the official set of information provided to all the accredited media. It must be done in English and it will be the NPO's choice to make a national version.

Press Kits must be available Wednesday evening, to be distributed in the Media Centre on Thursday at 09:00h.

NO ADVERTISING can be included in the Press Kit unless authorised or placed by Dorna.

ENGLISH VERSION

Approximately 40 printed paper copies will be required.

Additionally, the NPO may choose to distribute the Press Kit in digital format, which is highly recommended. [\(SEE SAMPLE 13 – ENVIRONMENTAL MANAGEMENT PLAN EXAMPLES\) PAGE 55](#)

If the Press Kit is distributed in digital format, it should be a CD or USB Pen Drive / Flash Card containing the Press Kit in one single PDF file. This PDF should not be a protected file.

Additionally, the NPO should provide the PDF file of the complete Press Kit (as one single file) to the MotoGP Media Manager so that it can be uploaded onto the PressArea Virtual Media Centre.

NATIONAL VERSION

It is the decision of the NPO to make a national version of the Press Kit will be available for the national media.

The number should be in accordance with the number of accredited national media. It is up to each NPO to decide whether the Press Kit is distributed in paper or in digital format, although it is strongly recommended to distribute it in digital format.

If the Press Kit is distributed in digital format, it should be a CD or USB Pen Drive / Flash Card containing the Press Kit in one single PDF file. This PDF should not be a protected file.

PRESS KIT CONTENTS

In order to standardize the contents of the Press Kits in all the events, the NPO will compile it with the following contents. Some will be provided by the MotoGP Media Manager and others have to be compiled by the NPO. [\(SEE ANNEX 2 – PRESS KIT CONTENT TABLE\) PAGE 57](#)

The order of the contents must be kept as indicated below.

ORDER	CONTENT	DESCRIPTION OF CONTENTS	N° PAGES	DONE BY
1	Index	It must follow the order of the contents with the page numbers	1	NPO
2	2017 Calendar	Calendar of the 2017 season with the current event in highlight	1	Dorna
3	Time Schedule	Schedule of the current event including participants of the Pre Event Press Conference, Support Races and other promotional events.	1	Dorna
4	Provisional Entry List MotoGP™	A provisional list of race participants provided by IRTA. (The official one is released on Thursday of the current event)	1	Dorna
5	MotoGP™ Riders Profiles	Information on the MotoGP riders and their bikes	5 - 8	Dorna
6	2016 Final World Championship Classification MotoGP™	Overview of the entire past season Standings	1	Dorna
7	2016 Event Qualifying Results MotoGP™	Results of the Qualifying Session in last year's event (result 20A, can be found in http://www.motogp.com/en/Results+Statistics/)	1	NPO
8	2016 Event Race Results MotoGP™	Results of the Race in last year's event (result 29, can be found in http://www.motogp.com/en/Results+Statistics/)	1	NPO
9	2017 Current World Championship Classification MotoGP™	The Championship standings up until the last race held.	1	Dorna
10	2017 Riders Performance MotoGP™	The Qualifying and Race Results up until the last race held.	1	Dorna
11	2017 BMW M Award	Standing of the BMW M Award which is awarded according to qualifying results in MotoGP class.	1	Dorna



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12	Provisional Entry List Moto2™	A provisional list of race participants provided by IRTA. (The official one is released on Thursday of the current event)	1	Dorna
13	2016 Final World Championship Classification Moto2™	Overview of the entire past season Standings	1	Dorna
14	2016 Event Qualifying Results Moto2™	Results of the Qualifying Session in last year's event (result 20A, can be found in http://www.motogp.com/en/Results+Statistics/)	1	NPO
15	2016 Event Race Results Moto2™	Results of the Race in last year's event (result 29, can be found in http://www.motogp.com/en/Results+Statistics/)	1	NPO
16	2017 Current World Championship Classification Moto2™	The Championship standings up until the last race held.	1	Dorna
17	2017 Riders Performance Moto2™	The Qualifying and Race Results up until the last race held.	1	Dorna
18	Provisional Entry List Moto3™	A provisional list of race participants provided by IRTA. (The official one is released on Thursday of the current event)	1	Dorna
19	2016 Final World Championship Classification Moto3™	Overview of the entire past season Standings	1	Dorna
20	2016 Event Qualifying Results Moto3™	Results of the Qualifying Session in last year's event (result 20A, can be found in http://www.motogp.com/en/Results+Statistics/)	1	NPO
21	2016 Event Race Results Moto3™	Results of the Race in last year's event (result 29, can be found in http://www.motogp.com/en/Results+Statistics/)	1	NPO
22	2017 Current World Championship Classification Moto3™	The Championship standings up until the last race held.	1	Dorna
23	2017 Riders Performance Moto3™	The Qualifying and Race Results up until the last race held.	1	Dorna
24	Wild Card Riders Information	The NPO must obtain all required information about profile (name, date and place of birth, nationality, team, make of bike and tyres) and career (year of the first World Championship race; year, place and class of the first GP).	1 - 2	NPO
-	Support race (If applicable)	Entry List, biographical information, other information. Dorna will provide the information for MotoAmerica, Asia Talent Cup and Red Bull Rookies Cup. The NPO must provide info for any other support races (if applicable)	1-10	Dorna or NPO
25	Event Winners – MotoGP™, 250cc/Moto2™ and 125cc/Moto3™	A list with all winners at the circuit in all categories. See chart below*	≤ 3	NPO
26	What is MotoGP™ / 2017 Key Rules [or other contents provided by Dorna]	Information about the Championship and the sporting regulations	1-2	Dorna
27	Key People	A list of permanent key people in the race organization, including National Officials. One part is completed by Dorna, the final part corresponding to the Key People of the circuit is to be completed by the NPO	1-2	Dorna & NPO
28	Pass System	Description of the pass system and Access areas	3	Dorna
29	Media Data	Media attendance, spectator figures, audience data	2-3	Dorna
30	Services for Media	Media Centre and Accreditations Centre time schedules, information about internet connections, photo shuttle services, lockers, etc.	No limit	NPO
31	Track Information	Track data and location of the circuit on a map	1	Dorna
32	Grand Prix Info	Additional information, e.g. impact of the event, ticket prices, history of the track, etc	No limit	NPO
33	Circuit & Regional Info	Useful contact details for taxis, restaurants, hotels, airports, hospitals, tourist information, things to do, cultural events, entertainment, history of the region, etc.	No limit	NPO
34	Circuit Map (s)	Maps of the circuit and its surroundings, including access roads, car parks, as well as photo shuttles routes and starting point.	No limit	NPO
35	Title Sponsor information	Information on the title sponsor brand/product and its relation to MotoGP	1-2	Dorna



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*Event winners (should include the top 3 in a neat chart separated by class)

Year	Circuit /GP	Moto3 / 125cc	Moto2 / 250cc	MotoGP / 500cc
2016	GP di San Marino e della Riviera di Rimini	1° B.Binder (KTM) 2° E.Bastianini (HONDA) 3° J.Mir (KTM)	1° L.Baldassarri (KTM) 2° A.Rins (KTM) 3° T.Nakagami (KTM)	1° D.Pedrosa (HONDA) 2° V.Rossi (YAMAHA) 3° J.Lorenzo (YAMAHA)
2015	GP di San Marino e della Riviera di Rimini	1° E.Bastianini (HONDA) 2° M.Oliveira (KTM) 3° N.Antonelli (HONDA)	1° J.Zarco (KTM) 2° T.Rabat (KTM) 3° T.Nakagami (KTM)	1° M.Marquez (HONDA) 2° B.Smith (YAMAHA) 3° S.Redding (HONDA)
2014	GP di San Marino e della Riviera di Rimini	1° A.Rins (HONDA) 2° A.Marquez (HONDA) 3° J.Miller (KTM)	1° T.Rabat (KTM) 2° M.Kallio (KTM) 3° J.Zarco (CAT- SUTER)	1° V.Rossi (YAMAHA) 2° J.Lorenzo (YAMAHA) 3° D.Pedrosa (HONDA)
2013	GP di San Marino e della Riviera di Rimini	1° A.Rins (KTM) 2° M.Vinales (KTM) 3° A.Marquez (KTM)	1° P.Espargaro (KTM) 2° T.Nakagami (KTM) 3° T.Rabat (KTM)	1° J.Lorenzo (YAMAHA) 2° M.Marquez (HONDA) 3° D.Pedrosa (HONDA)
2012	GP di San Marino e della Riviera di Rimini	1° S.Cortese (KTM) 2° L.Salom (KTM) 3° R.Fenati (FTR HONDA)	1° M.Marquez (SUTER) 2° P.Espargaro (KTM) 2° A.Iannone (SPEED UP)	1° J.Lorenzo (YAMAHA) 2° V.Rossi (DUCATI) 3° A.Bautista (HONDA)

PRINTING INSTRUCTIONS

The Design Manual and Templates with instructions to print the official coloured letterhead paper and the Press Kit covers are to be provided by Dorna (included with the rest of the documents provided with the Media Manual).

The samples of both the official letterhead paper and the Press Kit covers will have to be sent for final approval to Dorna Operations Department (events@dorna.com).

STATIONERY

- All information must be printed on the official colour letterhead paper. Note that apart from the necessary letterhead paper to print the Press Kits, 2,000 copies of the official coloured letterhead paper must be prepared for the race weekend.
- The font to be used for all Press Kit contents is Arial font.
- In order to standardize all the Championship, Press Kits must be printed in A4 format.
- The Press Kit is to be printed on both sides of the paper
- All pages including the maps must be BOUND together. Any folders with separate papers will not be accepted.
- It is highly recommended to use paper without chlorine with the ISO 140001 certification of environmental standards

PRESS KIT FINAL APPROVAL

It is compulsory that the NPO sends a PDF file with all the documents included in the Press Kit by E-mail to the MotoGP Media Manager (frinevelilla@dorna.com) before printing or distributing the Press Kit.

It is of utmost importance to wait for the FINAL APPROVAL from Dorna before starting printing or distributing the Press Kits, as it is not possible to make mistakes on these official documents.

DISTRIBUTION OF THE PRESS KITS

All One Event national and international media and the Permanent media will pick up the Press Kit at the MotoGP Media Office in the Media Centre. A sign (provided by the MotoGP Media Manager) should be posted stating that the documents (including the Press Kit) can be found on the PressArea Virtual Media Centre. The NPO should prepare 30-40 printed Press Kits.



M8. MEDIA CENTRE

The Media Centre means all the areas and facilities at the disposal of the accredited media. [*\(SEE SAMPLE 1 – MEDIA CENTRE PLAN\) PAGE 43*](#)

We remind that the Media Centre is a working area and therefore visitors without accreditation for this area are not authorised. Any exception to this rule must be agreed in advance with Dorna Operations Department or the MotoGP Media Manager. The security staff of the Media Centre must always follow Dorna personnel instructions without exception.

SAFETY DEVICES

It is obligatory that all areas of the Media Centre are in concordance with the national law in terms of safety regulations. It is highly recommended that the Media Centre is equipped with CCTV security cameras with clear visibility of the entire area.

DIMENSIONS

The ideal dimension for all the media facilities should be square metres: 800 - 1000 approximately.
These dimensions include all areas at the disposal of the accredited media.

Press room including:

- Working places: 350 of 1 x 0,60 m (3ft 3in x 2ft) each one
- Reception area
- TV monitors: panels of 5 monitors, 28 inches/ 0,7 m with a ratio format 16:9
- Pigeon Holes: at least 95 Pigeon Holes of height 0,24m x width 0,23 m x depth 0,10 m (10" x 9" x 3") each one.
75-80 Pigeon Holes will be for the official results and 10-15 for the support races (Red Bull Rookies Cup, Asian Talent Cup, National Cups, etc)
- Official Notice Board: 2 m² (21ft²)
- Team Information Table: 3 x 1 m (9'10" x 3')
- Lockers: at least 250 lockers of 0,50 x 0,50 x 0,70 m (1'7" x 1'7" x 2'3") each one. It is very important that there are enough lockers for ALL photographers and that they are big enough to fit all the photographic material (lenses, cases, tripods and other bulky material). Permanent photographers will have priority when requesting lockers. It is very important that a specific number of lockers are reserved for them. The MotoGP Media Manager will provide the list of Permanent Photographers and of the main international agencies attending as One Event Media Reuters, AP, AFP, etc).
- Waste paper baskets (one at each side of every row of desks) [*\(SEE SAMPLE 9 – LOCKERS\) PAGE 51*](#)

Press Conference Room:

- Minimum dimensions: 110 m² (1,100 ft²)

Staff working room (photocopiers):

- Minimum dimensions: 50 m² (540 ft²)

MotoGP Media Manager office:

- Minimum dimensions: 20 m² (215 ft²)

NPO office:

- Minimum dimensions: 20 m² (215 ft²)

OPENING HOURS

The official opening hours of the Media Centre are as follows:

Thursday: 09:00h - 21:00h
Friday: 08:00h - 22:00h
Saturday: 08:00h - 23:00h
Sunday: 07.45 h - until the last journalist leaves)



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The opening hours must be clearly indicated on a professional sign outside each entrance of the Media Centre.

RECOMMENDATION: It will be greatly appreciated if the Media Centre is opened before the set opening hours (to prevent journalists from having to wait outside) as long as there is a security guard near the area, even if there are no services available (Internet connection must still be operational).

In accordance with the number of media working late in the evening, the staff and the services may be reduced, but under no circumstances, may the telephone and Internet connection be disconnected or removed before closing time

DISTRIBUTION

350 minimum working places (tables/desks) must be available in the Media Centre. The minimum dimension for each place must be 1 m long (3'3") and 0,60 m (2') wide. **SMALLER TABLES ARE NOT ACCEPTABLE.** It is highly recommended to have recycling bins in the press room so that paper waste can be recycled. The Media Centre is to be cleaned regularly. The cleaning staff (with appropriate credentials/ vests) should empty waste baskets and remove empty glasses, bottles, and cans off the tables.

The circuits are strongly recommended to have a system to separate and recycle waste, considering that there are recycling bins in the Media Centre.

There should be curtains, vinyl, or panels blocking the direct sunlight in order ensure the best working conditions. The air conditioning system should be manageable to provide the appropriate working temperature (constant room temperature of 18-22°C / 64-71°F) under supervision of the NPO, who will be in charge of adjusting the temperature when required. [\(SEE SAMPLE 2 – MEDIA CENTRE SECTION PLAN\) PAGE 44 / \(SEE SAMPLE 3 – PRESS ROOM\) PAGE 45](#)

RECEPTION AREA

1 large reception desk with under shelf to store information sheets

1 telephone

Chairs for the reception staff

Cabinets to store locker keys, money for deposit, etc.

ELECTRICITY IN THE WORKING PLACES

A socket with 200-220 V must be available for each seat in the Media Centre. In case of events held in the countries where the electric voltage is 110 V the Circuit/Promoter must also provide a transformer of 200-220 V in the Media Centre.

Also, adapters for Type C 2-pin Europlugs (CEE 7/16) should be provided to the international media in case the system in the country of the event is different to the European system, it is recommended that a deposit is procured for each adapter, plug, cable or item lent to the journalist. [\(SEE SAMPLE 5 – ELECTRIC SOCKETS\) PAGE 47](#)

For safety reasons, we recommend that electricity and network cables do not run on the floor, and if they do, they must be securely adhered.

INTERNET

The Internet connection is the most valuable tool for the working media. It is of utmost importance that this service functions flawlessly, and without interruptions during the entire running of the Event.

It is the duty of the Circuit/Promoter and the NPO to inform, by submitting a copy of this "2017 Media Manual", a Representative of the National Telecommunications Company and to make sure that these regulations are fully understood and implemented.

If for any reason some of these rules cannot be implemented, the NPO must immediately inform the Dorna Communications Department in order to find a solution.

The Circuit/Promoter must make the necessary arrangements so that charging of Internet services will be possible through the major credit cards such as: VISA – AMERICAN EXPRESS – MASTERCARD – DINERS – etc.



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High-speed Internet connection is required. The type of the installation (wireless, LAN or individual ADSL lines) is up to the Circuit/Promoter. Due to the evolution of the working tendencies, media are requesting BOTH a LAN line and the possibility to have a wireless connection as well (for example, LAN for the laptop and wireless for the iPad).

Members of the media find it especially useful with the connection is allowed in more than one device at the same time (laptop and phone)

It is recommended to provide Internet connection for media for a reasonable price and at an extraordinary and reliable speed.

MINIMUM TECHNICAL REQUIREMENTS FOR THE INTERNET SYSTEM

Minimum capacity of the line must be at least 2 MB upload. The line must be exclusively for the Media Centre, and it cannot be shared with other areas in the Paddock, such as teams' hospitalities, Dorna office, etc. It must not impede journalists from connecting to their local servers or intranet.

- The system must be compatible with PC and Mac.
- The system must allow a minimum of 350 users working at the same time.
- The system must be fully functioning from Thursday 9:00h until Sunday when the last journalist leaves.
- When LAN connection is used, spare Ethernet cables must be available for rent.
- Considering the increase of usage of portable devices (iPad and smartphones), the media greatly appreciates the option of having wireless connection to connect more than one device at the same time.

PRINTING SERVICE FOR MEDIA

There must be 1 computer with Internet connection and a USB port connected to 1 printer for shared use of all media to print occasionally. If not, the Welcome Desk staff must be available to meet occasional requests for printing.

The printing service should be clearly signposted. (The MotoGP Media Manager can provide such sign)

TV MONITORS

The number of TV monitors depends on the dimension of the Media Centre.

The installation of the TV monitors suspended from the ceiling is recommended. [*\(SEE SAMPLE 6 – TV MONITORS CONTENTS\) PAGE 48 / SEE SAMPLE 7 – TV MONITORS POSITION\) PAGE 49*](#)

Features:

- The minimum size of each TV screen MUST BE: 28 inches / 70 cm - A SMALLER SIZE IS UNACCEPTABLE.
- The aspect ratio format of TV is 16:9, as the broadcast will be in wide screen.
- EACH TV PANEL MUST CONSIST OF 5 TV MONITORS in order to receive all information simultaneously generated by the Dorna Data processing and timekeeping.
- Flat screens.
- For further technical signal details, see the Data Processing & Timing Manual.
- TV monitors should be turned off when they are not in use in order to reduce the energy consumption.

LIVE INTERVIEWS AUDIO

The Circuit/Promoter must ensure that audio of the live interviews transmitted by the International Program Feed will be available in the Press Room.

It is recommended to install speakers in the ceiling in the Media Centre and control the audio signal directly from the Media Centre (having previously installed an audio cable from the IPF Unit or Live Interviews room (unilateral) to the Media Centre. Installation of this cable must be consulted and approved by Dorna).

Speakers of the televisions can be used. However, if there are only monitors, then additional speakers must be installed.

An audio check of the TV monitors in the Press Room will be done on Friday afternoon and both the TV and sound technician must attend this test.



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The schedule of the Live Interviews is:

Saturday:

- After the MotoGP™ Qualifying session: front row riders
- After the Moto2™ Qualifying session: front row riders

Sunday:

- After the Moto3™ podium - first three riders
- After the Moto2™ podium - first three riders
- After the MotoGP™ podium - first three riders

PIGEON HOLES

The NPO must provide at least 95 pigeon holes, to be divided in the following manner:

Approximately 22 Pigeon Holes for MotoGP™ class

Approximately 18 Pigeon Holes for Moto2™ class

Approximately 18 Pigeon Holes for Moto3™ class

Approximately 22 Pigeon Holes for MotoGP™ Info – these include the MotoGP™ Press Releases, Statistics, Falls Reports and other information.

Extra Pigeon Holes (10-15) will be needed for any support races and the Red Bull MotoGP Rookies Cup, Asia Talent Cup, National Cups, etc.

Dorna will provide the Media Centre Staff a list of all the documents (Results and MotoGP™ Info) to be copied in the pigeon holes as well as all the coloured stickers to signal each pigeon hole (3,7 cm x 10,5 cm (1.5" x 4")). [\(SEE SAMPLE 8 – PIGEON HOLES\) PAGE 50](#)

The Circuit/Promoter must provide signs (Moto3™, Moto2™, MotoGP™, and MotoGP™ Info) and place them above the panels with Pigeon Holes. Dorna will provide the correct logos for these signs. [\(SEE ANNEX 13 - PIGEON HOLE SIGNS\) PAGE 71](#)

The Media Centre Staff must ensure that there are always some copies of the documents in the Pigeon Holes. The starting number of copies can be around 40-50. The aim is to make less copies in order to waste less paper, however, the pigeon holes must be continuously supervised so that there are always some copies available. All documents that have more than 1 page must be printed out as a double-sided photocopy.

OFFICIAL NOTICE BOARD

The Notice Board should be a cork or plastic bulletin board in dimension of 2 square metres (21.5 ft²). It must be clearly identified with an "OFFICIAL NOTICE BOARD" sign. (The MotoGP Media Manager can provide such sign)

It must be provided in a prominent position, but placed in such a way as to avoid creating congestion at the entrance.

Drawing pins or other fixing material must be available.

Only the official communications must be posted on the official notice board such as:

- Official information from Dorna Sports, the FIM or the Circuit/Promoter (after previous approval by the MotoGP Media Manager)
- Information for photographers: Photo Shuttle Buses schedule and information, as well as access to the Podium ceremony
- Weather forecast (prepared by the NPO and daily updated).

TEAM INFORMATION

A space for team information (1 table with a minimum length of 2 metres x 1 metre wide / 6ft x 3ft) must be reserved in the Media Centre, this space must be clearly identified with a "TEAM INFORMATION" sign. (The MotoGP Media Manager can provide such sign)

It is up to the MotoGP Media Manager to check and remove the materials that are not in accordance with the Dorna rules.

NO ADVERTISING MATERIALS ARE ALLOWED unless it is approved and authorized by the MotoGP Media Manager.



DISTRIBUTION OF RESULTS AND OTHER INFORMATION

INFORMATION SERVICE

If the NPO wishes to issue a press release and distribute it in the Media Centre, then this must be consulted in advance with the MotoGP Media Manager. The Circuit/Promoter and the NPO are not authorized to give any information regarding the injuries of the riders, number of spectators, etc. without having an approval of the MotoGP Media Manager.

RESULTS DISTRIBUTION

The MotoGP Media Manager is the only person authorized to issue any official information including the results sheets. The MotoGP Media Manager will receive all official results directly from the Dorna Data Processing and Timing Department.

MEDIA HIGHLIGHTS

The Circuit/Promoter must ensure that the NPO collects, from at least the Monday before the Event, as many clippings as possible from the national publications in a CD or USB.

The NPO must prepare the press clippings of national newspapers from Thursday to Sunday in paper version and in digital format (USB, CD, FTP, sent by mail, etc). The MotoGP Media Manager will provide a special cover page, and the Media Highlights will be placed in the Pigeon Holes in the Media Centre after the final approval of the MotoGP Media Manager. They will also be uploaded onto the PressArea Virtual Media Centre.

Dorna will prepare Spanish press clippings on Thursday, Friday, Saturday and Sunday. These press clippings will be officially titled as "SPANISH MEDIA HIGHLIGHTS" and MotoGP Media Manager will provide a personalised cover page.

WEATHER FORECAST

NPO must ensure that there is a weather forecast updated every morning available in English (and optionally in the national language).

Ideally, the most valuable weather information is the one which includes hourly updates (per day) and a forecast of the entire race weekend. More than one source may be used.

The weather forecast will be placed on the Official Notice Board and some spare copies will be available at the reception desk in the Media Centre.

M9. ACCREDITATION CENTRE

For complete information on the Accreditation Centre, please see the General Manual section of the Promoters Manual.

The Accreditation Centre is the only place to pick-up any passes for Media of any kind, Dorna guests and Team guests. It is the first point of contact and the first place seen by the guests and journalists attending the Event, so it is important to cause a good impression and to have an efficient and flowing atmosphere.

It is obligatory that ALL Accreditation Centre staff attend the meeting with the MotoGP Media Manager on Wednesday at 17:00h (or at the agreed time). The staff will be instructed at the meeting with the MotoGP Media Manager and the passes will be handed over to them during this meeting. All Accreditations Centre staff MUST attend this meeting.

Nobody, including the NPO, is allowed to open, exchange, or interfere with the sealed envelopes containing passes.

OPENING HOURS

The Accreditation Centre must be fully operating during these opening hours. It is obvious that the Accreditation Centre staff must arrive at the Circuit earlier in order to prepare everything and be ready on time. If the opening hours are to be modified, this will be done in agreement between the NPO, Dorna's Operations Department and the MotoGP Media Manager.

Thursday: 09.00 - 17:00h
Friday: 08.30 - 17:00h
Saturday: 08.30 - 18:00h
Sunday: 07.45 - 1 hour before start of last race*

*Last race refers to official MotoGP, Moto2 or Moto3 race, not support races.

PASSES DELIVERY AND PICK-UP

ONLY THESE PEOPLE (MotoGP Media Manager, Dorna Accreditation Centre Coordinator, Media Sales Accreditation Coordinator and IRTA representative) ARE AUTHORISED TO DELIVER PASSES TO THE ACCREDITATION CENTRE:

The different types of passes are:

Dorna Guests (See General Manual section of the Promoters Manual)
IRTA and Teams Guests (See General Manual section of the Promoters Manual)
And the passes that are specific for the media:

PRINTED MEDIA (National, International, Permanent)

The MotoGP Media Manager will deliver all personal and car park passes together with the Presence Books and Accreditations Acceptance to the person in charge of the Accreditation Centre.

TV, RADIO STATIONS, WEBSITES

The Media Sales Accreditations Coordinator will deliver all personal and car park passes together with the Presence Books and Accreditations Acceptance to the person in charge of the Accreditation Centre.

DOCUMENTS

The following documents must be brought to the MotoGP Media Manager on Sunday immediately after the closing of the Accreditation Centre:

- Original of the Presence Books.
- All originals of the signed Media Accreditation Acceptance (although most of the media will have filled in this document online)
- Cameras with the photos of the ID of attended pass collectors
- All envelopes with the passes that have not been picked up



M10. PHOTOGRAPHERS

Due to the elevated number of media staff, the dangerous nature of motorsports, and the limited physical spaces that make up the working areas (many of which are in an active area with bikes or other vehicles circulating), Dorna reserves the right to modify and/or restrict the number of photographers or media staff allowed in the different working areas. Dorna will inform accordingly of the restrictions or modifications to be applied in all specific cases.

PHOTO SHUTTLES

Photo Shuttle Buses for photographers and TV cameramen must be provided by the Circuit/Promoter. The amount of shuttles will be agreed with Dorna Events. It will depend on service road layout. The vehicles to be used should be vans, as they are big and can fit photographers comfortably with all their gear.

The drivers must be very reliable people in order to check strictly the passes of the photographers and TV cameramen.

The MotoGP Media Manager in co-operation with the NPO will instruct the drivers that only holders of Track Media and Full Media Passes are allowed to board. The MotoGP Media Manager will provide signs which illustrate the types of passes allowed in the Photo Shuttles.

On the windscreen of the shuttle a sign "PHOTO SHUTTLE" must be attached.
No advertising is allowed on the photo shuttles.

A signpost must be installed on the Paddock indicating the Photo Shuttle Buses start/arrival point.

The Photo Shuttle Buses MUST CIRCULATE CONTINUOUSLY, starting 15 minutes before the start of the first practice session until the end of the last practice session or race.

The routes of the Photo Shuttle Buses must be approved by the Race Direction (not only by the Clerk of the Course).
The NPO must explain to the drivers the routes of the Photo Shuttle Buses and that the maximum circulation speed is 30km/h (18mph).

If no service roads independent from the track are available and the Photo Shuttle Buses must circulate on the track, a schedule must be agreed upon by the Race Director and the Clerk of the Course.

PIT LANE AND STARTING GRID ACCESS

The NPO will prepare a list with 5 national photographers who should obtain a Media Vest as explained in Chapter M2 MEDIA ACCREDITATION SYSTEM.

All photographers authorised to be on the Pit Lane must have a Full Media Pass (and wear the Media Vest starting from the Qualifying Practice sessions). All photographers with media vest are asked to stay off the path of the bikes on pit lane. They may not stand in front or behind the bikes on pit lane during the warm up nor the race. They may stand on the pit wall or on the walls of the pit garages, but never in front of the bikes nor in front of the pit garages.

All photographers and TV cameramen authorised to be on the Starting Grid must wear the Media Vest (can only be distributed by authorized Dorna staff).

At the showing of the "3 minutes board" indicating that the warm up lap will begin in 3 minutes, all photographers and TV cameramen must leave immediately and no additional photos are to be taken from this moment onwards in order to not interfere with the starting procedure. Exception to the above rule will only be made for the Dorna Cameramen who will leave the Starting Grid at the showing of the "1 minute board".

Failure to follow this rule may result in the loss of the Media Vest and/or the pass for the offending photographer or cameraman.

The NPO must ensure that all national photographers are aware of this rule.



SHOOTING OF THE PARC FERMÉ

Only photographers with a Media Vest will be able to shoot the Parc Fermé standing in the designated area for photographers. MotoGP Media Manager will distribute photos of the Parc Fermé upon request, free of charge to those media who do not have access to the Parc Fermé.

Anyone who stands in any other area (Teams area, TV area) will be immediately removed.

The MotoGP Media Manager will inform all media about the access points to the Podium Ceremony, depending on the location of the rostrum at each Circuit.

Please inform the Accredited National Media about the specific rules in the Parc Fermé, where a good professional behaviour in this area is essential. Pushing, screaming and any signs of violence with other fellow members of the media and /or Dorna or security staff will not be tolerated. Any unprofessional conduct will lead to an immediate expulsion. The Parc Fermé is working space where a lot of people are crowded with heavy, bulky (and very expensive) photographic material in a very tight space. It is easy to get hurt by someone being pushed, stepped on, or hit by a camera or a lens. Safety is a priority. It is very important that all pass holders are informed about this.

SHOOTING OF THE PODIUM CEREMONY

Only photographers and TV cameramen with Full Media (with and without media vest) and Track Media Passes are allowed to shoot the podium ceremony. MotoGP Media Manager will distribute photos of the podium ceremony upon request, free of charge to those media who do not have access to the Pit Lane.

The MotoGP Media Manager will inform all media about the access points to the Podium Ceremony, depending on the location of the rostrum at each Circuit.

M11. PRESS CONFERENCES

Only the Championship's official press conferences can be organized. If the Circuit/Promoter wishes to organize other press conferences this must be previously authorised by the MotoGP Media Manager.

Three series of press conferences will be organized during the Event:

1 PRE-EVENT PRESS CONFERENCE

On Thursday at 17:00h

For GP's held in USA and Argentina - Austin, Termas de Río Hondo - a different time will be set for the Press Conference, the Pre-Event Press conferences will be at 12:00 noon.

Six (6) riders and/or other representatives will be chosen by Dorna (chosen people may not be only leaders of the Championship. Also Wild Card Riders, Team Managers and others can participate at this press conference, number of participants may vary).

The MotoGP Media Manager will inform the NPO which guests will participate at the press conference latest on Monday on the race week. It is the duty of the NPO to invite the national media to this press conference.

1 QUALIFYING PRESS CONFERENCE

On Saturday at 17:00h. (In Australia at 18:00h)

The three front row riders of the MotoGP™ class together with the holders of Pole Position in Moto2™ class and Moto3™ class will participate in this press conference. (Alternatively, other representatives may be chosen by Dorna for this Press Conference)

3 POST-RACE PRESS CONFERENCES

On Sunday after each race.

The three first classified riders of each race will participate in this press conference.

- Moto3™: Immediately after the end of the Moto3™ Podium Ceremony
- Moto2™: Immediately after the end of the Moto2™ Podium Ceremony
- MotoGP™: Immediately after the end of the MotoGP™ Podium Ceremony

The MotoGP Media Manager will inform if there is any extra scheduled press conference.

It is Dorna's responsibility to provide the interviewers.

PRESS CONFERENCE ROOM

Press conferences will take place in a SEPARATE ROOM but located close to the podium and the Media Centre. [SEE SAMPLE 10 – PRESS CONFERENCE ROOM PLAN PAGE 52](#)

The ideal dimensions are 110 square metres (1,200 ft²) and the minimum height of the ceiling is 3 metres (10').

The following equipment will be provided by Dorna:

- a backdrop behind the riders' table and a structure to hold the backdrop
- a table for the riders
- 6 microphones and if necessary a mixer. The MotoGP Media Manager will give the equipment to the sound technician on Wednesday afternoon and he will take care of the installation. This equipment must be given back to the MotoGP Media Manager on Sunday after the last press conference. The sound technician will be responsible for the equipment the entire time.
- Spotlights and additional lights for the riders in order to take high-quality photos and camera shots.

The following equipment must be provided by the Circuit/Promoter:

- A white wall in front of which the backdrop and its structure will be placed (minimum length 5 metres / 16' , minimum height 2,5 metres / 8')
- 1 platform for riders with dimensions: no less than: height 40-50 cm (15-20') / length 5 metres (16') / width 3 metres (according to the dimensions of the room). Please keep in mind the dimensions of the backdrop. For TV production it is very important to maintain these measurements.



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- 1 platform for photographers and TV Cameras with dimensions: height 40-50 cm / length along the whole back wall / width 2.5-3 metres (8-9') (according to the dimensions of the room). The platform must be stable and withstand vibrations from people walking on it. If the platform is still vibrating, a separate platform must be installed for the Dorna TV Cameraman. The dimensions shall be no less than 1.5 x 1.5 metres (5 x 5'). [\(SEE SAMPLE 11 – PRESS CONFERENCE ROOM PLATFORMS\) PAGE 53](#)
- 10 audio connectors for TV cameras must be placed at the back wall (facing the riders) of the Press Conference Room. The connectors must be connected to the sound mixer provided by Dorna. The required type is: Mixer PGM Out x 4 with XLR-A (3 pin) male connector. [\(SEE SAMPLE 12 – PRESS CONFERENCE ROOM SOUND SYSTEM EQUIPMENT\) PAGE 54](#)
- 60 chairs for the audience + 6 chairs for the speakers of the press conferences
- 3 hand microphones (1 for the Dorna speaker and 2 for the persons helping with the “questions from the floor”)
- Water without gas and at room temperature (if the bottles are 50 cl, 16.9 oz) it will be necessary provide 19 bottles + 9 spare bottles; in very hot countries more spares will be necessary) – NO ADVERTISING CAN BE SHOWN ON THE BOTTLES, the labels must be removed. No drinking glasses are required.
- hand towels (+ 3 spare) must be available for the post-race press conferences on Sunday
- TV monitor with IPF signal (to watch the beginning of the next race while riders arrive to the Press Conference).
- In very hot weather, it would be greatly appreciated (not obligatory) to have 2 bottles per rider, 1 with cold water and 1 with room temperature water.
- 1 small table for the Dorna Sound Engineer measuring 60-80cm long x 60-80cm wide.
- Although the spotlights are to be provided by Dorna, there must be enough electric outlets to connect them and enough structure to hang them from, if necessary.

DISTRIBUTION OF THE AREAS

The Press Conference Room must be distributed as shown on the plan with specific places for journalists and photographers: [\(SEE SAMPLE 10 – PRESS CONFERENCE ROOM PLAN\) PAGE 52](#)

Two entry doors will be appreciated in order to separate the entrance for the riders and for the media. Having two doors we will avoid riders crossing the whole room through all the media in order to get to their places on the stage.

STAFF

The MotoGP Media Manager is responsible for the course of the press conferences; it is the duty of the NPO to help and assist her in any way necessary.

MEDIA STAFF

Only 2 members of the Media staff must be in attendance throughout the duration of the press conferences with 2 hand microphones ready to be handed to the media asking questions to the riders (“questions from the floor”).

Media Personnel will assist the MotoGP Media Manager before, during and after all press conferences. The rest of the Circuit staff must not attend the Press Conference Room due to space restrictions.

SOUND TECHNICIAN

The Sound Technician be taking care of the installation. He will receive the equipment (6 microphones and if needed a mixer) from the Dorna Sound Engineer. He will be responsible for the equipment the entire Event, and must give it back to the MotoGP Media Manager or to the Dorna Sound Engineer on Sunday after the end of the last press conference.



M12. STAFF WORKING ROOM

The following equipment must be available:

2 photocopiers with the following specifications:

- 60 copies per minute minimum
- Automatic function of making double-sided copies (front and back)
- Sorter of 10 copies minimum
- Automatic stapler

1 photocopier with the following specifications:

- 60 copies per minute minimum

Enough number of cartridges for printing approximately 85,000 copies

Stationery:

- Letterhead paper (2,000 copies - for the race weekend plus letterhead paper that must be used for the Press Kit).
- A4 white paper for photocopiers (85,000) must be ensured by the Circuit/Promoter. It is highly recommended to use paper without chlorine with the ISO 140001 certification of environmental standards and/or recycled paper.
- The staff must make all photocopies as double sided copies (front and back)
- The staff must make an effort to reduce the consumption of paper as much as possible, by making less copies whenever it is possible.
- The photocopiers should be turned off when they are not in use to reduce the energy consumption.

M13. MotoGP MEDIA MANAGER'S OFFICE

It is compulsory for the Circuit/Promoter to set up a private office (in the Media Centre) at the disposal of the MotoGP Media Manager.

For working reasons, the office cannot be shared with the NPO or anybody else.

The office must be fully operational upon the arrival at the Circuit of the MotoGP Media Manager on Wednesday (if earlier, it will be duly notified) in order to start work immediately. All phone lines must be installed and connected by then.

The office must be equipped with the following furniture and be big enough to contain it in a comfortable manner (minimum 20 square metres (215 sq ft)).

The office must be equipped with:

- 2 office desks with lockable drawers
- 3 chairs
- 1 cabinet with lock
- 1 table for distribution of material (Press Kits & official programmes)
- 1 direct telephone line with international (overseas) access
- The telephone number must be sent to the MotoGP Media Manager latest on Friday prior to the race week.
- 2 TV screens (with connection to MotoGP signal)
- 220 V electricity
- 1 Ethernet cable connecting the Dorna Data Processing Office. For more details, see the Timekeeping Manual.
- One sign for the door reading "Friné Velilla MotoGP Media Manager". (The MotoGP Media Manager can provide such sign)

Furthermore, some place near the Media Centre must be provided to store 1 big travel trunk, if there isn't enough space inside the office.

The telephone line (installation and use) is at the expense of the Circuit/Promoter.

M14. MEDIA STAFF

ACCREDITATION CENTRE STAFF

On Wednesday at 17:00h (or at the agreed time) a meeting with the Accreditation Centre Staff will be held in the Media Centre. The Accreditation Centre Staff will be instructed about the procedures required for delivering the passes. All Media Passes will be handed over during this meeting, and all the Accreditation Centre staff must attend this meeting.

In all 6 people (fluent in English and in the local language, other languages will be appreciated) must be in charge of pass delivery:

- One person in charge of International Printed Media Accreditations (English speaking)++
- One person in charge of National Printed Media Accreditations++
- One person in charge of TV, Radio and Websites Accreditations (English speaking)
- One person in charge of Dorna Guests Passes (English speaking)
- One person in charge of Team Guest Passes (English speaking). In Overseas races the person in charge of Dorna Guest Passes will also take care of Team Passes.
- One person will be the Accreditations Centre Runner for exclusive use of Dorna to deliver and pick up accreditations. He/she must be available and easily reached at all times. While he/she is not delivering passes, he can be cooperating in the Media Centre.

(++ these passes can all be delivered by the same person in case there is shortage of staff).

- The sections/counters should ideally be arranged in the following order:

Dorna Guests	IRTA and Team Guest Passes	Printed Media Permanent Media*	/	National Printed Media International	TV, Radio, Websites
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*only in the first 4-5 rounds

MEDIA CENTRE STAFF

All Media Centre staff must be available at least from Thursday at 08:30h. Each person's task will be clearly defined bearing in mind that the staff free of work must help others when necessary. The staff includes also the technicians.

The staff must be the same for the duration of the Event. Past experience has shown that people working, for example only on race day, are not useful and end up hindering the normal development of the work.

The staff in charge must know the Circuit very well and must be available to personally care for the requests of the media, and not just defer them to somebody else.

On Wednesday evening the NPO will give a list with the names and contact numbers of the staff (including Accreditations Centre staff and Runners) to the MotoGP Media Manager.

7 people minimum must be in permanent attendance in the Media Centre. It is suggested that everybody speaks English. These 7 people will cover following different positions:

MEDIA RUNNER (1 person)

This person (fluent English) must be exclusively at the disposal of the MotoGP Media Manager from Thursday at 11:00h.

The runner will be in charge of going, at the end of each practice and race session, to Race Direction to pick up the Incident/Accident report, of delivering the results and the press clippings to several places, apart from being available for any other needs.

TV RUNNER (1 person)

This person (fluent English) will be exclusively at the disposal of Dorna Media Sales Department.



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This person must be available from Thursday at 11:00h. During the Event this person, under the control of the Dorna Media Sales Accreditations Coordinator, will deliver results, etc. to the Commentary Booths and other TV areas, and has to be available for any other TV needs, including providing water and catering to the Commentary Booths.

RECEPTION STAFF (3 persons)

3 people should occupy this position, all of them English fluent, other languages would be appreciated. These people must know the Circuit well.

One of them must be in permanent attendance at the reception desk. Another one must be available to help out with the preparation of all press conferences during the event and must attend them to assist the MotoGP Media Manager.

The third person will be asked to help the MotoGP Media Manager during specific periods of time. This person must be fluent in English and must be at the disposal of the MotoGP Media Manager from Wednesday at 12:00h. This person's assistance will be especially necessary on Wednesday (all day), Saturday morning and Sunday evening.

Other duties of the reception may include providing the media with internet connection (payment or supplying codes, if any), with locker service, finding working spaces, and helping the media with any other requests they may have.

PHOTOCOPIERS (2 persons)

A minimum of two people will be in charge of making the photocopies of the results and press releases. One person must be in permanent attendance and one person must be English speaking.

The remaining personnel will be in charge of delivering results to all Pigeon Holes and making sure that there are always copies available.

The starting number of copies can be around 40-50. The aim is to make less copies in order to waste less paper, however, the pigeon holes must be continuously supervised so that there are always some copies available. All documents that are more than 1 page must be printed out as a double-sided photocopy.

TECHNICIANS

TELECOMMUNICATIONS TECHNICIANS

At least 1 experienced telecommunication technician must be in permanent attendance following the same opening hours of the Media Centre. The technician must be at the exclusive disposal of the Media Centre and cannot be shared with other services on the Circuit. This technician must also help the media with their Internet connections.

A professional technician from the National Telecommunications Company must be present if the National Telephone Company provides any services in the Media Centre.

PHOTOCOPIER TECHNICIAN

The technician must be in attendance early in the morning (08:00h) and must be available at all times during the opening hours of the Media Centre.

TV MONITOR TECHNICIAN

The TV technician must ensure that all TV panels in the Media Centre are working properly to show the results pages. The TVs must be set up and running on Thursday noon. Every day, before the beginning of the practice sessions, the technician must check that all TV panels function correctly, and during the day he must be available if a failure happens.

The TV technician, together with the sound technician, will also be responsible for the live interviews broadcast in the TV panels of the Media Centre. They must attend a sound test meeting with the MotoGP Media Manager on Friday at 17:00h in the Media Centre.

SOUND TECHNICIAN

The sound technician is responsible for the sound during the press conferences as well as the live interview broadcast in the TV panels of the Media Centre.

The Dorna Sound Engineer will give him the equipment (6 microphones and if needed a mixer) and the technician will take care of the installation. He will be responsible for the equipment during the entire Event, and must give it back to the MotoGP Media Manager or to the Dorna Sound Engineer on Sunday after the end of the last press conference.

A sound test has to be done on Thursday before 16:00h (the time will be agreed with the MotoGP Media Manager on Wednesday).

The final schedule of press conferences will be confirmed by the MotoGP Media Manager on Thursday, as exceptional press conferences may be organized during some events. The technician must be available from 30 minutes before the start of each press conference. The NPO must ensure that the sound technician will not leave the Circuit under any circumstances without permission from the MotoGP Media Manager.

During the press conferences, from his working place in the Press Conference Room the technician must be able to see clearly the riders and the speaker, to easily control the volume of the microphones.



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Audio of all press conferences must be recorded in MP3 file and this file must be given to the MotoGP Media Manager immediately after the end of each press conference.

The sound technician together with the TV technician will also be responsible for the sound of the TV panels in the Media Centre during the live interviews. They must attend a sound test meeting with the MotoGP Media Manager on Friday at 17:00h in the Media Centre.

PHOTO SHUTTLE DRIVERS

Experienced drivers must be available to drive the Photo Shuttle Buses starting from Friday.

All drivers must be very reliable people in order to strictly check the passes of the photographers. Only photographers with Full Media and Track Media Passes are allowed to ride the Photo Shuttle Buses. Nobody else is allowed to use the shuttles meant for photographers (such as holders of premium track passes or team members).

The MotoGP Media Manager in co-operation with the NPO will instruct the drivers:

- The Photo Shuttle Buses must run continuously during all the practice and race sessions. The photographers need to move around the Circuit during each session and it is not allowed that the Photo Shuttle Buses stay stopped at the Paddock.
- As some accidents occurred in the past, we strongly ask the drivers to drive carefully.

MEDIA STAFF PASSES

All passes for personnel working in media areas must only be requested through the Circuit/Promoter responsible person who then will contact Dorna Operations - Security Director.

According to the General Manual, the Circuit/Promoter will send Dorna Operations Department a list of the personnel working in media areas (NPO, Media Centre and Accreditation Centre Staff, Photo Shuttle buses drivers, sound and TV monitors' technician, telecommunications personnel, cleaning staff, catering staff, etc., and the specification of each person's function).

MEDIA STAFF UNIFORMS

All media staff, excluding the technicians, working in media areas, must wear a uniform to ensure that they are easily recognized. It is highly recommended to make each member of the media staff a badge with name and spoken languages.

Only the official name of the Event must appear on the staff clothing, e.g. Red Bull Grand Prix of the Americas.

No other advertising is allowed on the uniforms.



M15. MEDIA CATERING

MEDIA CENTRE CATERING

The Circuit/Promoter must ensure that water, coffee, and tea will be available for all accredited media during the Event. It is necessary to arrange:

- Bottled water, as photographers cannot take cups or glasses with them to the track. It is also recommended to have water fountains in the Media Centre so that all media can refill their bottles and reduce plastic waste.
- 1 refrigerator for the beverages
- Coffee machine or coffee pot / tea kettle
- Media will greatly appreciate any kind of snacks

On Sunday (Race Day) the Circuit/Promoter must ensure that some sandwiches or dinner will be available for the media who work late in the night. Simple catering for approximately 60-70 people must be prepared around 20:00h.

Catering at other times during the Event is not compulsory. Providing this service is a decision to be made by the Circuit/Promoter. In case that this service is provided, then a separate area should be used.

However, in case that there is not any restaurant located in the Paddock area, catering service has to be provided.

COMMENTARY BOOTHS CATERING

The Circuit/Promoter must ensure the catering for the Commentary Booths. Dorna will send a list with the TV and Radio Commentary Booths to the NPO latest on Monday on the race week.

Lunch boxes (sandwiches and water) must be delivered according to the list to all Commentary Booths. Also bottles of water must be delivered every morning to all TV and Radio Commentary Booths.

The TV Runner (or the Catering Service under the control of the TV Runner) will deliver the lunch boxes to the Commentary Booths, leaving the necessary lunch boxes inside each one of the booths, as stated on the document that will be sent by Dorna. The document specifying the catering needs and the delivery times of meals in the Commentary Booths must be strictly followed.

The TV Runner must ensure that there is always drinking water in the Commentary Booths.

M16. OFFICIAL TESTS

The NPO will inform the MotoGP Media Manager of the services (opening hours of the Media Centre, internet, timetable of the accreditation centre, shuttle service, etc.) available for the media covering the test, and how and where the passes for the tests will be delivered (Accreditation Centre, Main Gate, etc)

These are the pass rules we will be applying for the Official Tests

Permanent Pass Holders:

Full (Orange) Media Pass can go to Pit Lane, Service Road, Paddock (regardless of vest)

Track (Blue) Media Pass can go to Service Road, Paddock (vest cannot be added to access pit lane)

Paddock (Green) Paddock Pass) can go to Paddock (vest cannot be added to access pit lane)

Test Passes (with the specific sticker for the correct test)

Pit Lane sticker (Red) on test pass can go to Pit Lane, Service Road, Paddock

Service Road sticker (Blue) on test pass can go to Service Road, Paddock (vest cannot be added to access pit lane)

Paddock sticker (Green) on test pass can go to Paddock (vest cannot be added to access pit lane)

The MotoGP Media Manager will provide the NPO with the necessary test passes in advance.

Notice that regarding the vests, there will be no vests "rules" as we use in MotoGP Events, meaning that what determines the access of the media is the type of pass.

PRINTED MEDIA ACCREDITATION FOR OFFICIAL TESTS

PRE-SEASON TESTS

Permanent passes of the 2016 season are valid.

International and National Media must contact the NPO of the Circuit hosting the test. The NPO will then forward the MotoGP Media Manager the list of petitions, and after approving the list of requests, will arrange the delivery of the special test passes so that the NPO can distribute them to the accredited media on the first day of the test. It is important that the security staff at the Circuit gate have a copy of the list to ensure that only accredited people access the Circuit (in case the passes are delivered by the NPO in the press room).

POST-RACE TESTS

Permanent passes of the 2017 season are valid.

One Event International Media must request the MotoGP Media Manager access to the test following the Grand Prix. The MotoGP Media Manager will distribute the special test passes among the media.

One Event National Media must request the NPO access to the test. The NPO will then forward the MotoGP Media Manager the list of petitions, and after approving the list of requests, will provide the NPO the special test passes for the media.

One Event Passes from the preceding race will NOT grant access to the test.

RADIO STATIONS ACCREDITATION FOR OFFICIAL TESTS

PRE-SEASON TESTS

Permanent passes of the 2016 season are valid.

International and National Radios must contact the National Press Officer of the Circuit hosting the test. The National Press Officer will then forward the Media Sales Department (mediasales@dorna.com) the list of petitions, and after approving the list of requests, the Media Sales Department will arrange the delivery of the special test passes so that the National Press Officer can distribute them to the accredited media on the first day of the test.

It is important that the security staff at the Circuit gate have a copy of the list to ensure that only accredited people access the Circuit (as the passes will be delivered by the National Press Officer in the press room).

POST-RACE TESTS

- Permanent passes of the 2017 season are valid.



2017 MotoGP™ PROMOTERS MANUAL

MEDIA MANUAL

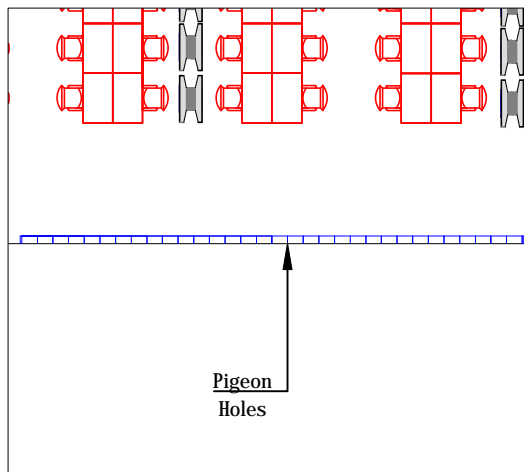
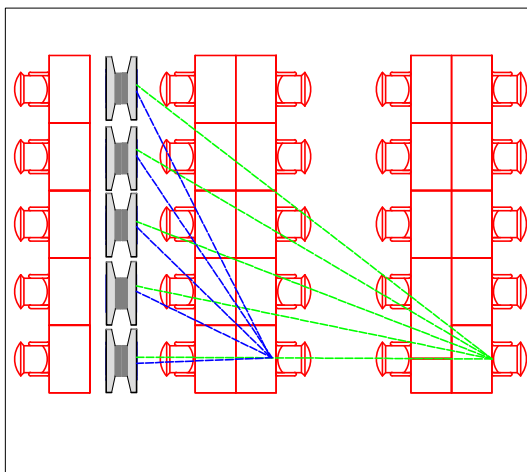
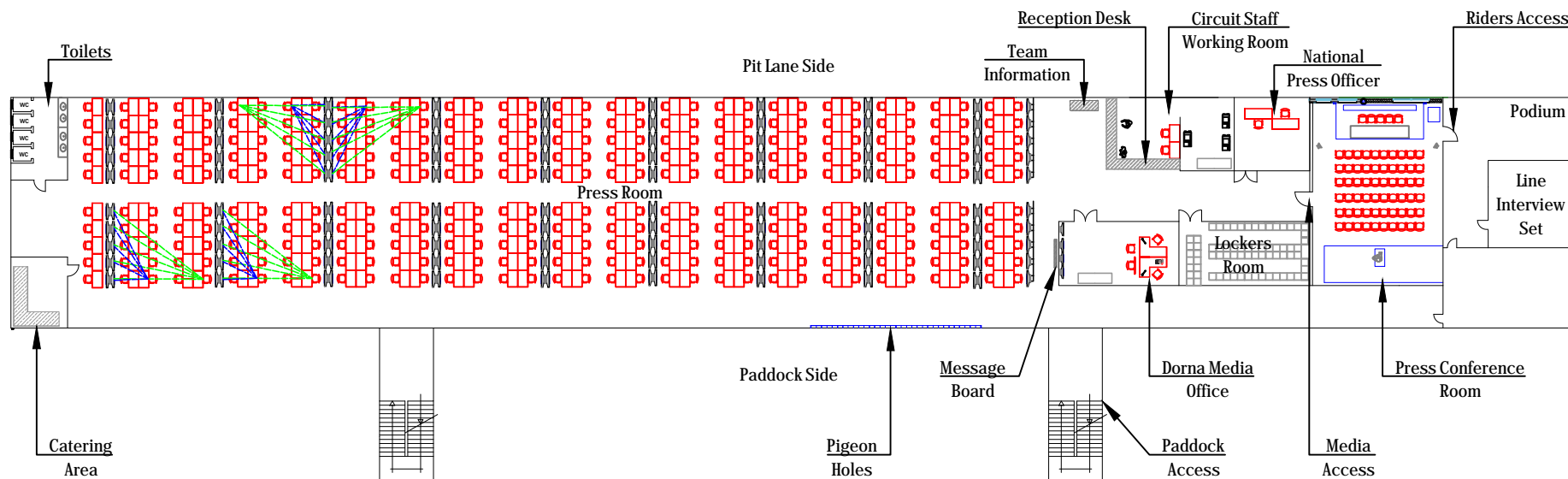
- International Radios must request the Media Sales Department access to the test following the Grand Prix. The Media Sales Department will distribute the special test passes among the media.
- National Radios must request the National Press Officer access to the test. The National Press Officer will then forward the Media Sales Department the list of petitions, and after approving the list of requests, will provide the National Press Officer the special test passes for the media.
- One Event Passes from the preceding race will NOT grant access to the test.

TV STATIONS ACCREDITATION FOR OFFICIAL TESTS

All TVs wishing to attend an official test should be approved by Dorna Media Sales Department.

If the National Press Officer receives any request, it must be forwarded to mediasales@dorna.com for approval.





*** Press Room:**

- 350 working places, of 1 x 0.60 m each one
- Reception area
- Telecommunications area
- TV Monitors: panels of 5 monitors, 28 inches/ 70 cm, ratio format 16:9
- Team Information table: 1.5m x 1m
- Pigeon Holes: 120 pigeon holes of 0.38 x 0.24 x 0.23 m each one
- Official Notice Board: 2 m2

* Catering area: 20 m2

* Lockers: at least 200 lockers of 0.50 x 0.50 x 0.70 m each one

* Press Conference Room: 110 m2

* Staff working Room: 50 m2

* MotoGP Media Officer: 20 m2

* National Press Officer Office: 20 m2



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Promoters Manual

Date

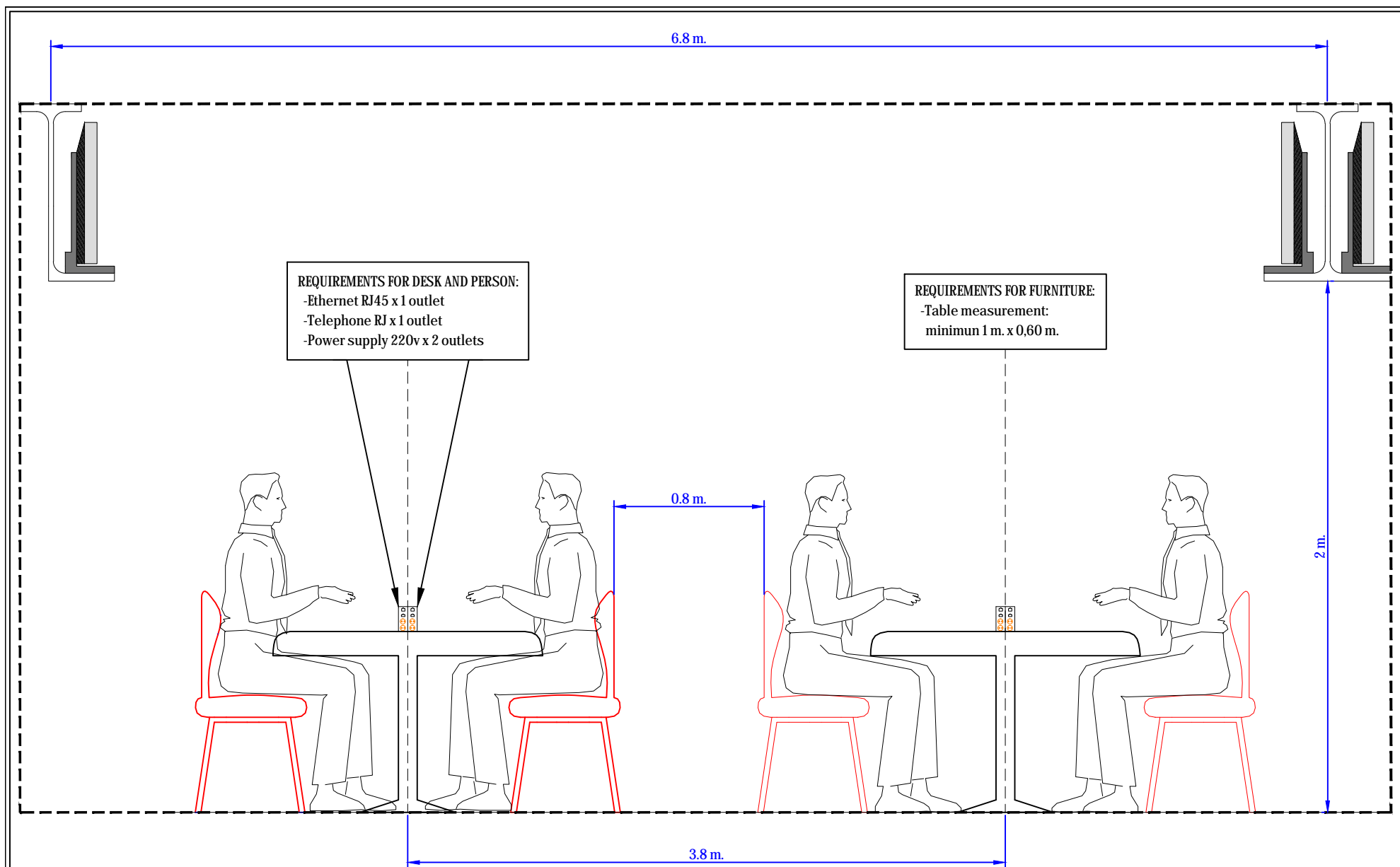
JANUARY 2012

Filename

MEDIA CENTRE EU

Description

PLAN SPECIFICATIONS



Dorna Sports S.L.

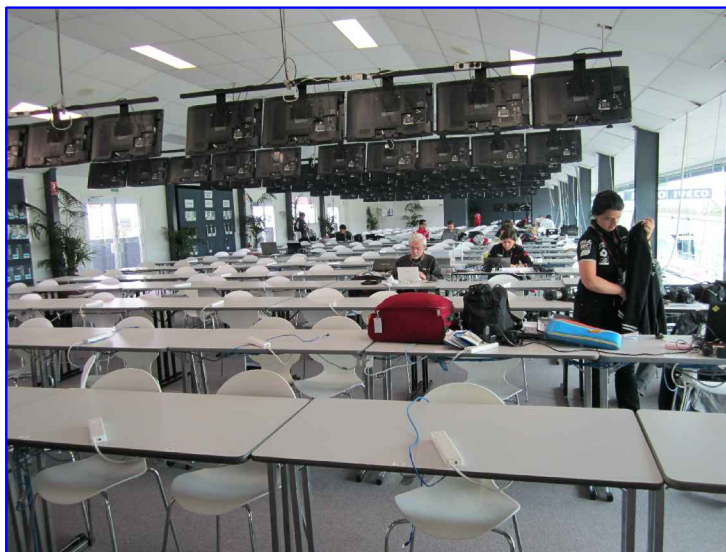
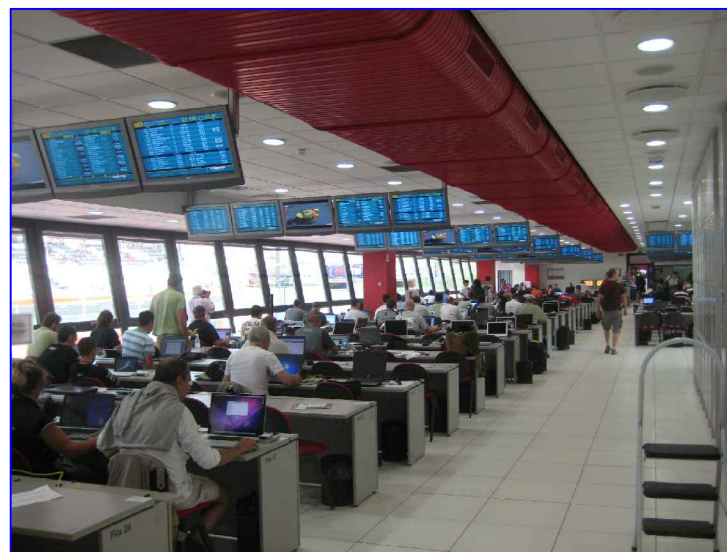
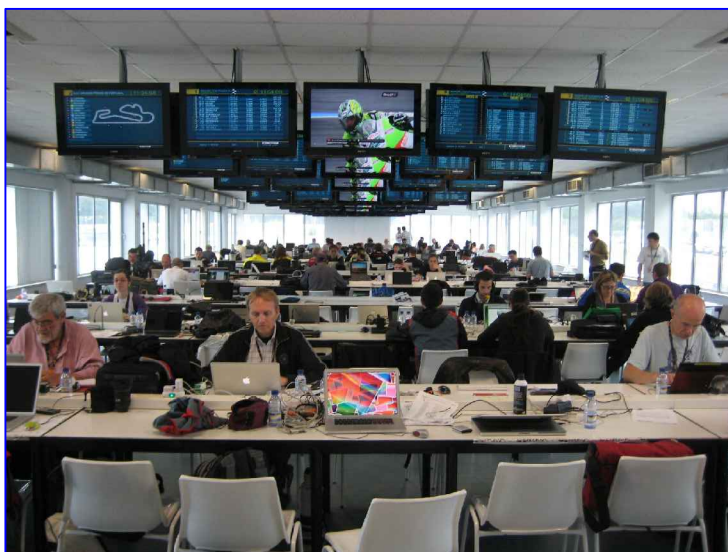
Operations Department

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Promoters Manual **Date** **JANUARY 2012**

Filename **PRESS ROOM**

Description **SECTION PLAN**



Dorna Sports S.L.

Operations Department

Filename

PRESS ROOM

Description

FACILITIES



Dorna Sports S.L.

Operations Department

Filename

MEDIA CENTRE

Description

RECEPTION AREA



ELECTRIC SOCKETS



Dorna Sports S.L.

Operations Department

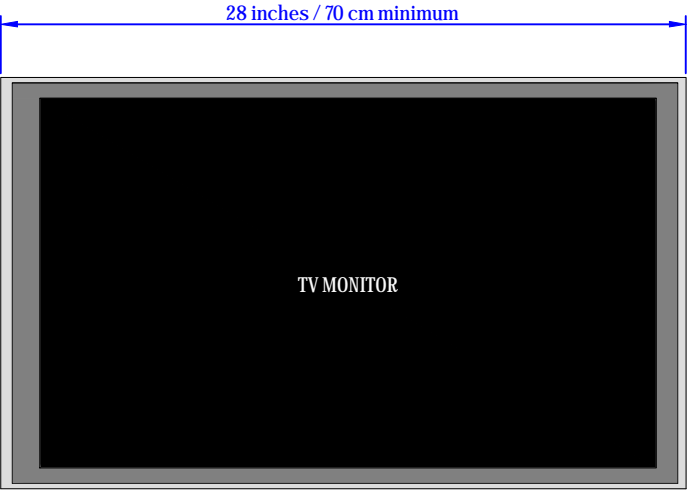
Filename

PRESS ROOM

Description

ELECTRIC SOCKETS

- Minimum size of each TV screen: 28 inches / 70 cm
- ASPECT RATIO FORMAT 16:9
- Each TV pannel consists of 5 TV monitors. It is recommended to install the TV Monitors hanging from the ceiling.
- TV pannels are placed between the rows of tables (not above the working places)
- An audio cable from the International Program Feed Unit or Live Interview Room to the Media Centre must be installed.
- Flatscreens are highly recommended.



FRIDAY & SATURDAY & SUNDAY (warm up only) Screen Contents

TIMING PAGE 2 /
TIMING PAGE 2*

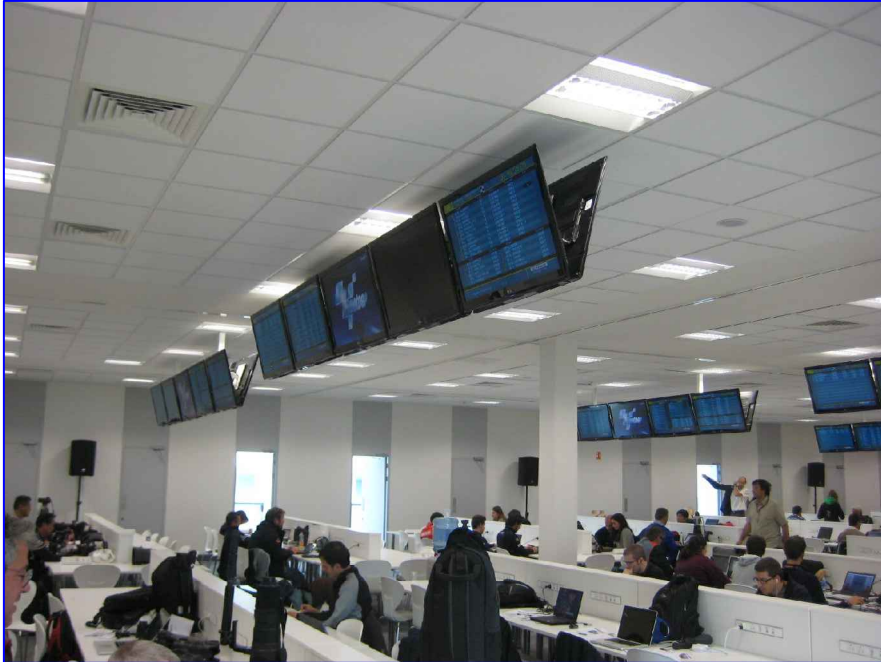
TIMING PAGE 1 /
TIMING PAGE 1*

IPF MotoGP™ Logo (audio) /
IPF MotoGP™ Logo (audio)*

TIMING PAGE 4 /
TIMING PAGE 3 (sunday races)*

TIMING PAGE 3 /
TIMING PAGE 4 (sunday races)*

*SUNDAY (races) Screen Contents



TV PANELS WITH FIVE TV SCREENS ON EACH ONE



TV PANELS ARE PLACED BETWEEN THE ROWS OF TABLES (NOT ABOVE THE WORKING TABLES)



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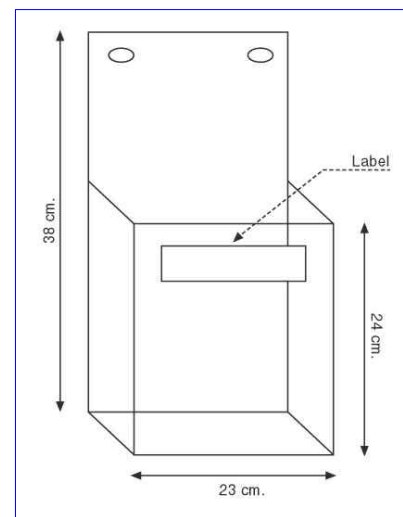
Operations Department

Filename

PRESS ROOM

Description

TV MONITORS



The Promoter also has the choice to include the graphic version of the categories' names above the corresponding Pigeon Holes



Dorna Sports S.L.

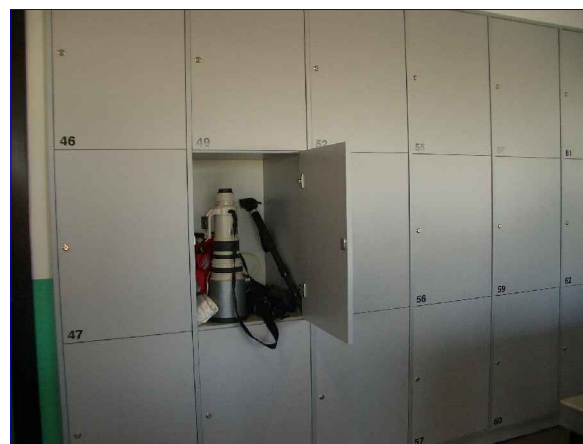
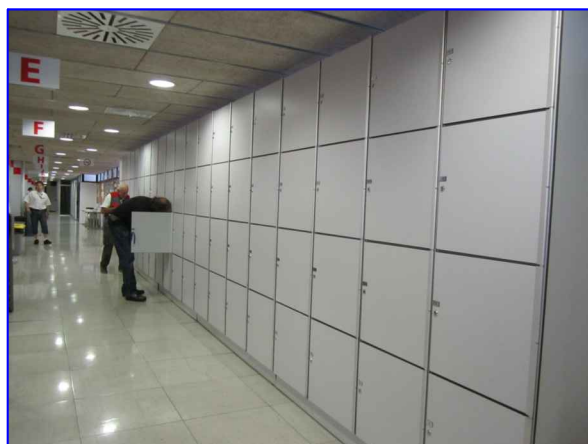
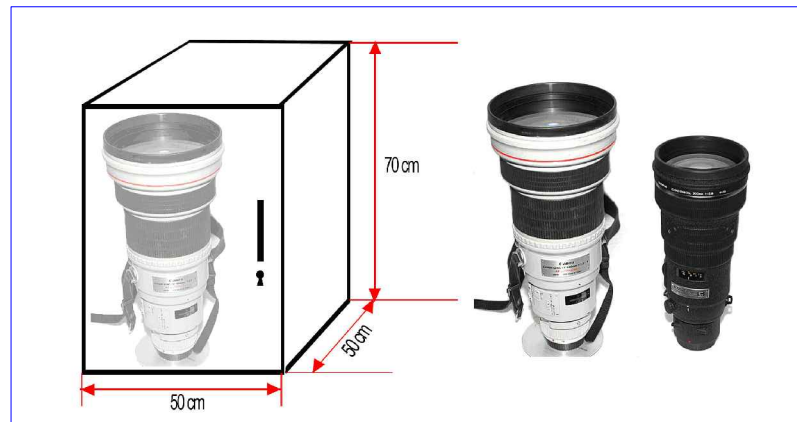
Operations Department

Filename

MEDIA CENTRE

Description

PIGEON HOLES



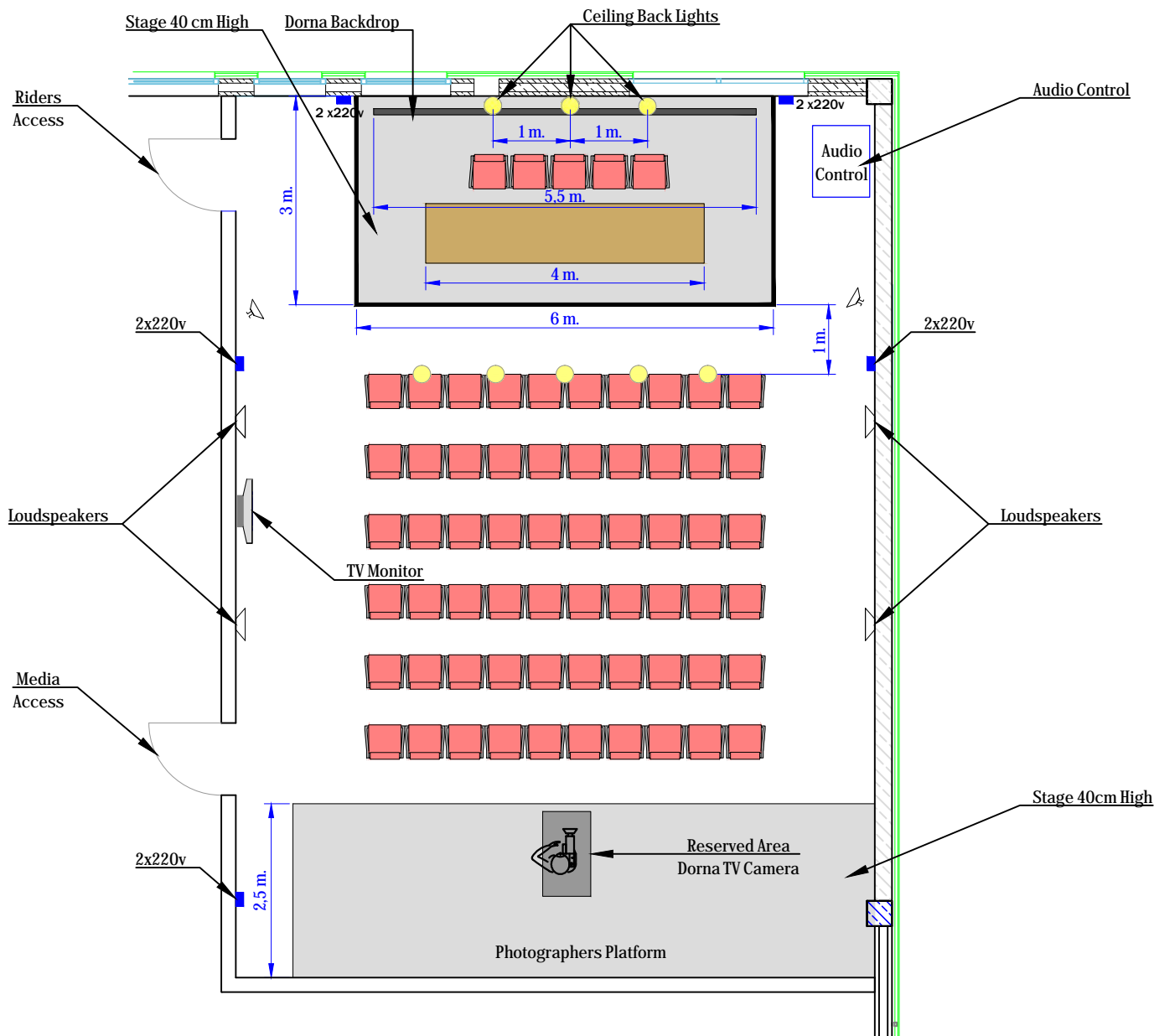
*LOCKERS FOR THE PHOTOGRAPHERS' AREA ARE INSTALLED AT THE ENTRANCE OF THE MEDIA CENTRE
 *THERE SHOULD BE ENOUGH LOCKERS FOR ALL PHOTOGRAPHERS. THEY MUST BE BIG ENOUGH TO FIT ALL PHOTOGRAPHIC MATERIAL

*MINIMUM DIMENSIONS OF THE LOCKERS ARE: 50x50x70 cm. (THE LOCKERS ON THE PHOTO ARE EVEN BIGGER)
 *A SPECIAL SECURITY CODE SYSTEM IS USED



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 Operations Department

Filename	MEDIA CENTRE
Description	LOCKERS



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Promoters Manual

Date

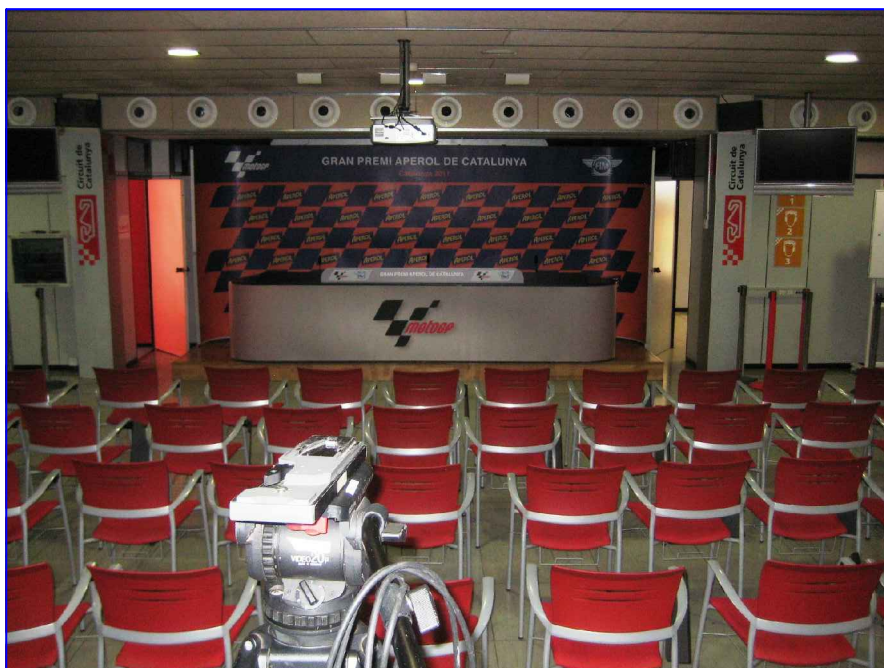
JANUARY 2015

Filename

PRESS CONFERENCE ROOM

Description

DIMENSIONS



-PRESS CONFERENCE ROOM PLATFORMS FOR RIDERS AND PHOTOGRAPHERS
 -PLATFORM FOR PHOTOGRAPHERS & TV CAMERAS IS SITUATED BEHIND THE
 CHAIRS OF JOURNALISTS AND IT IS HIGH ENOUGH TO ALLOW PHOTOGRAPHERS
 A GOOD VIEW ON THE RIDERS



Dorna Sports S.L.

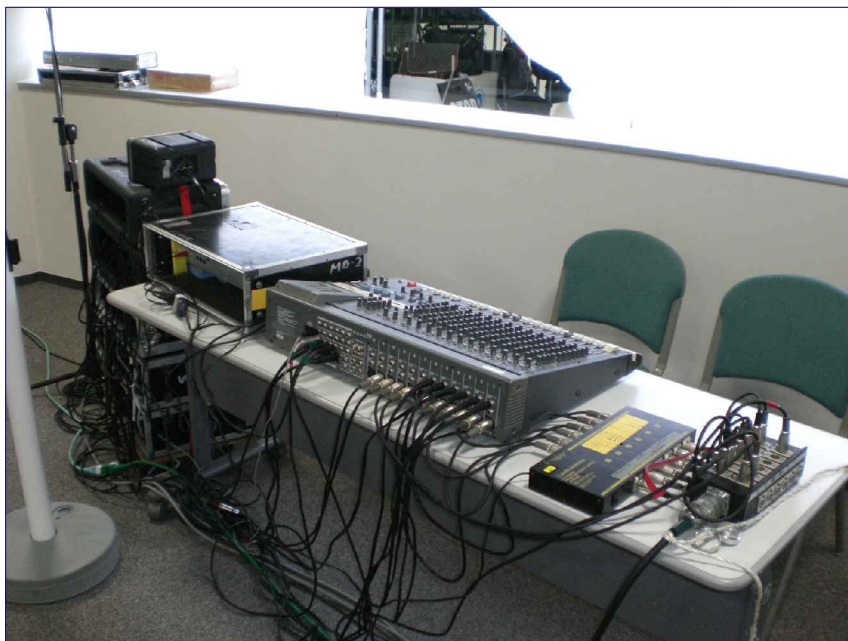
Operations Department

Filename

PRESS CONFERENCE ROOM

Description

PLATFORMS



SOUND TECHNICIAN WORKING PLACE



10 AUDIO CANON CONNECTORS FOR TV CAMERAS MUST BE PLACED
ON THE BACK WALL OF THE PRESS CONFERENCE

PRESS CONFERENCE ROOM SOUND SYSTEM



Dorna Sports S.L.

Operations Department

Filename

PRESS CONFERENCE ROOM

Description

SOUND EQUIPMENT



DIGITAL PRESS KIT



REFILLABLE WATER FOUNTAINS



PAPER CONTAINER



DIFFERENT TYPE OF WASTE
CONTAINERS



Dorna Sports S.L.

Operations Department

- WAYS TO REDUCE WASTE AND MAKE THE MEDIA CENTRE
AS ENVIRONMENTALLY FRIENDLY AS POSSIBLE.

Filename

ENVIRONMENTAL MANAGEMENT PLAN

Description

ECO-FRIENDLY TIPS

STANDARD TIME SCHEDULE

THURSDAY

17:00	Pre-event Press Conference
Except for:	Losail → Wednesday at 17:00 h local time
	Argentina and Austin → Thursday at 12:00 h local time

FRIDAY

09:00-09:40	Moto3™	Free Practice 1	
09:55-10:40	MotoGP™	Free Practice 1	timed for Qualifying
10:55-11:40	Moto2™	Free Practice 1	
13:10-13:50	Moto3™	Free Practice 2	
14:05-14:50	MotoGP™	Free Practice 2	timed for Qualifying
15:05-15:50	Moto2™	Free Practice 2	

SATURDAY

09:00-09:40	Moto3™	Free Practice 3	
09:55-10:40	MotoGP™	Free Practice 3	timed for Qualifying
10:55-11:40	Moto2™	Free Practice 3	
12:35-13:15	Moto3™	Qualifying	
13:30-14:00	MotoGP™	Free Practice 4	not timed for Qualifying
14:10-14:25	MotoGP™	Qualifying 1	
14:35-14:50	MotoGP™	Qualifying 2	
15:05-15:50	Moto2™	Qualifying	
17:00	Qualifying Press Conference (Phillip Island → Saturday at 18:00 h local time)		

SUNDAY

08:40 - 09:00	Moto3™	Warm Up
09:10 - 09:30	Moto2™	Warm Up
09:40 - 10:00	MotoGP™	Warm Up
11:00	Moto3™	Race Podium Press Conference (immediately after the end of the podium ceremony)
12:20	Moto2™	Race Podium Press Conference (immediately after the end of the podium ceremony)
14:00	MotoGP™	Race Podium Press Conference (immediately after the end of the podium ceremony)

- Time schedule in local time, issued on January 17th, 2017.
- This is a provisional time schedule and does not include support races nor the MotoGP VIP Village™ Pit Lane Walk.
- The Event Schedule will be established exclusively by Dorna Events Department. Any support activity on the Race Track that the Circuit/Promoter wants to include inside the Event Time Schedule should be approved in advance.
- Schedule may vary in some GP's



Dorna Sports S.L.
Operations Department

Promoters Manual	Date	FEBRUARY 2017
Filename	STANDARD TIME SCHEDULE	
Description	STANDARD TIME SCHEDULE	

PRESS KIT CONTENTS TABLE

ORDER	CONTENT	N° PAGES	DONE BY
1	Index (please create your own Index)	1	National Press Officer
2	2017 Calendar	1	Dorna
3	Time Schedule	1	Dorna
4	Provisional Entry List MotoGP™	1	Dorna
5	MotoGP™ Riders Profiles	5 - 8	Dorna
6	2016 Final World Championship Classification MotoGP™	1	Dorna
7	2016 Event Qualifying Results MotoGP™	1	National Press Officer
8	2016 Event Race Results MotoGP™	1	National Press Officer
9	2017 Current World Championship Classification MotoGP™	1	Dorna
10	2017 Riders Performance MotoGP™	1	Dorna
11	2017 BMW M Award	1	Dorna
12	Provisional Entry List Moto2™	1	Dorna
13	2016 Final World Championship Classification Moto2™	1	Dorna
14	2016 Event Qualifying Results Moto2™	1	National Press Officer
15	2016 Event Race Results Moto2™	1	National Press Officer
16	2017 Current World Championship Classification Moto2™	1	Dorna
17	2017 Riders Performance Moto2™	1	Dorna
18	Provisional Entry List Moto3™	1	Dorna
19	2016 Final World Championship Classification Moto3™	1	Dorna
20	2016 Event Qualifying Results Moto3™	1	National Press Officer
21	2016 Event Race Results Moto3™	1	National Press Officer
22	2017 Current World Championship Classification Moto3™	1	Dorna
23	2017 Riders Performance Moto3™	1	Dorna
24	Wild Card Riders Information	1 - 2	National Press Officer
-	Support race (If applicable)	1-10	Dorna
25	Event Winners	≤ 3	National Press Officer
26	What is MotoGP™/2017 Key Rules [or other contents provided by Dorna]	4-5	Dorna
27	Key People: including National Officials to be completed by the NPO	1-2	Dorna & NPO
28	Pass System	3	Dorna
29	Media Data	2-3	Dorna
30	Services for Media	No limit	National Press Officer
31	Track Information	1	Dorna
32	Grand Prix Info	No limit	National Press Officer
33	Circuit & Regional Info	No limit	National Press Officer
34	Circuit Map(s)	No limit	National Press Officer
35	Title Sponsor information	1-2	Dorna

- The National Press Officer must confirm this Contents Table with the MotoGP Media Officer before starting to prepare the Press Kit of the Event.

- Please follow instructions to prepare the Press Kit as specified in the Media Manual Chapter 3.



Promoters Manual	Date	FEBRUARY 2017
Filename	PRESS KIT CONTENTS TABLE	
Description	PRESS KIT CONTENTS TABLE	



PRINTED MEDIA 2017 ONE-EVENT APPLICATION FORM Grand Prix: _____

1. PUBLICATION DATA

NAME OF PUBLICATION	_____	COUNTRY	_____
CIRCULATION	(Average number of copies/ Monthly Visits) _____		
COMPANY EMAIL	_____		
COMPANY PHONE	(+) _____	URL	_____
FACEBOOK PAGE	_____	TWITTER	_____
INSTAGRAM	_____	OTHER SOCIAL MEDIA	_____
TYPE OF PUBLICATION	<input type="checkbox"/> NEWSPAPER <input type="checkbox"/> MAGAZINE <input type="checkbox"/> FREE PUBLICATION <input type="checkbox"/> BOOK		
	<input type="checkbox"/> AGENCY <input type="checkbox"/> ONLINE PUBLICATION <input type="checkbox"/> OTHER _____		
CONTENT	<input type="checkbox"/> GENERAL <input type="checkbox"/> SPORTS <input type="checkbox"/> MOTORSPORTS <input type="checkbox"/> BIKES <input type="checkbox"/> OTHER _____		
COVERAGE	<input type="checkbox"/> INTERNATIONAL <input type="checkbox"/> NATIONAL <input type="checkbox"/> REGIONAL <input type="checkbox"/> LOCAL _____		
FREQUENCY	<input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> BI-WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/> OTHER _____		

2. PERSONAL DATA

FIRST NAME	_____	LAST NAME	_____
JOB	<input type="checkbox"/> JOURNALIST <input type="checkbox"/> PHOTOGRAPHER <input type="checkbox"/> JOURNALIST / PHOTOGRAPHER		
BIRTH DATE	DAY _____ MONTH _____ YEAR _____	NATIONALITY:	_____
MOBILE	(+) _____	EMAIL	_____
PERSONAL E-MAIL	_____	PERSONAL URL	_____
FACEBOOK PAGE	_____	TWITTER	_____
INSTAGRAM	_____	OTHER SOCIAL MEDIA	_____

3. ADDITIONAL DATA FOR AGENCIES AND FREELANCE

Publications supplied with text/photos. Specify: name, type, coverage, frequency and circulation

4. DOCUMENTS TO BE SENT WITH THIS FORM

>> Please send all documents in PDF, JPG or BMP format via e-mail, CD or FTP server. Only the publication issue must be sent by mail or courier.
Thank you for not wasting paper and help the environment!

- | | |
|--|--|
| <input type="checkbox"/> Letter from the chief editor or senior staff (PDF FORMAT) | <input type="checkbox"/> Passport-size photo (*.JPG OR *.BMP FORMAT) |
| <input type="checkbox"/> Original of the last issue of the publication (1 SAMPLE PER YEAR) | <input type="checkbox"/> Coverage of 2016/17 MotoGP™ season (PDF FORMAT) |
| <input type="checkbox"/> JOURNALISTS: Press clippings showing published and signed articles, at least 5-10 articles from the last 12 months (PDF FORMAT) | |
| <input type="checkbox"/> PHOTOGRAPHERS: Press clippings showing published and signed photos, at least 10-20 photos from the last 12 months (PDF FORMAT) | |

INCOMPLETE AND/OR LATE REQUESTS WILL NOT BE CONSIDERED

>> TV STATIONS, RADIO STATIONS AND ELECTRONIC MEDIA MUST SUBMIT A DIFFERENT APPLICATION FORM. Please send email to tv@doma.com

- DORNA hereby informs Applicant that for the purpose of this document any personal details given will be stored and treated in a personal data file pertaining to DORNA in compliance with the Directive 95/46/EC, of the European Parliament and Council, dated as of October 24th 1995. Applicant hereby acknowledges and accepts full Dorna's Data Protection Policy. Applicant holds the right to access its information, to correct it and/or to request the cancellation of the aforementioned file, which may be exercised by contacting DORNA through letter addressed to: Narcis Monturiol 2, 08960 Sant Just Desvern (Barcelona) SPAIN. Full Dorna's Data Protection Policy is available on the Terms of Use of www.motogp.com.
- Application Form is subject to availability and in any case Media Pass supply is subject to signature of 2017 MotoGP™ Media Accreditation Acceptance.
- DORNA does not grant any image right of the attendants, participants, workers or any other person involved or assisting to the Event.
- If granted with an accreditation for the MotoGP™, the Applicant acknowledges that he/she is responsible for his/her own acting and commits to indemnify and hold DORNA harmless from any claim or action arising out of Applicant's incorrect behaviour.
- By applying for the Accreditation and accepting it, if granted, Applicant acknowledges and accepts to be submitted to the terms contained in this form and in the back of the accreditation.
- Subscription to the MotoGP Info will be automatic. Users will be able to unsubscribe from the MotoGP Info by clicking on the indicated link on the Info.



Dorna Sports S.L.

Operations Department

Promoters Manual Date **FEBRUARY 2017**

Filename **1 EVENT PRINTED MEDIA APP FORM**

Description **APPLICATION FORM**

2017 MotoGP™ World Championship
Grand Prix of:

NO	SURNAME	NAME	COMPANY	COUNTRY	JOU	PHO	JOU/PHO	FULL	TRACK	PADDOCK	PARKING 1	PARKING 2	DAY	E-MAIL	AGREEMENT	GP CODE
1				SPA												
2	SURNAME	NAME	COMPANY	SPA	1 in JOU if the person is journalist.			In the FULL column a 1 must be noted if the requested type of pass is full.						Please write the contact email address as the MotoGP Info will be sent automatically using this excel file.		
3	Write the family name of the person in this column.	Write the first name of the person in this column.	Write the name of the publication in this column.	SPA												
4	The first letter must be written in capital letter.	The first letter must be written in capital letter.	The entire company name must be written in CAPITAL LETTERS .	SPA	1 in PHO if the person is photographer			In the TRACK column a 1 must be noted if the requested type of pass is track.								
5	The first letter must be written in capital letter.	The first letter must be written in capital letter.	Do not use any dots, commas or accents.	SPA												
6	Do not use any dots, commas or accents.	Do not use any dots, commas or accents.		SPA	1 in JOU/PHO if the person is journalist & photographer.			In the PADDOCK column a 1 must be noted if the requested type of pass is paddock.								
7				SPA												
8				SPA												
9				SPA												
10				SPA												
11				SPA												
12				SPA												
14				SPA												
15	Smith	Jean Louis	THE EVENING GAZETTE	SPA		1		1				1		name@hotmail.com		
16				SPA												
17	PHOTO ELECTRONIC VERSION:			SPA												
18	The file format must be: BMP, 780 pixels high x 630 pixels wide.			SPA												
19	The file name must be: Smith_JeanLouis.bmp			SPA												
20				SPA												



Dorna Sports S.L.
Operations Department

Season 2017		Date	FEBRUARY 2017
Filename	PRINTED MEDIA PASS LIST		
Description	PRINTED MEDIA PASS LIST		

2017 MotoGP™ World Championship
GRAND PRIX OF:

NATIONAL PRINTED MEDIA
MEDIA VESTS LIST

NO	SURNAME	NAME	COMPANY	CELL PHONE	MEDIA VEST NUMBER	RETURN
MEDIA VEST						
1	Merlyn / Queen	Malcolm/ Oliver	STARLING CITY NEWS CENTRAL CITY GAZETTE		will be filled in by DORNA	
2	Smoak	Felicity	PALMER PHOTO AGENCY			
3	Diggle / Lance	John / Quentin	ARGUS PICTURES / NANDA PARBAT TODAY			
4						
5						
6			CIRCUIT PHOTOGRAPHER			
To be filled in by the National Press Officer						

List to be submitted on Friday. Media Vests have to be picked up Saturday morning until 12 am. A deposit (20€, \$20, £20) will be required.

The NPO can assign 2 photographers to share one vest, but it is their responsibility to set the conditions of the shared vest.



Dorna Sports S.L.

Operations Department

Season 2017

Date **FEBRUARY 2017**

Filename **PRINTED MEDIA VEST LIST**

Description **PRINTED MEDIA VEST LIST**



RADIO STATIONS

2017 ONE-EVENT APPLICATION FORM

Grand Prix: _____

1. COMPANY DATA

RADIO STATION NAME: _____		COUNTRY: _____	
TRANSMISSION FREQUENCY: _____	<input type="checkbox"/> FM	<input type="checkbox"/> AM	<input type="checkbox"/> MW
ADDRESS: STREET: _____			
CITY: _____	POST CODE: _____	COUNTRY: _____	
PHONE: + _____	(incl. area code)		
E-MAIL: _____	WEB: _____		

2. PROGRAMME DATA

NAME OF THE PROGRAMME: _____				
PERSON IN CHARGE OF THIS PROGRAMME: _____				
TYPE: <input type="checkbox"/> NEWS	<input type="checkbox"/> GENERAL	<input type="checkbox"/> SPORTS	<input type="checkbox"/> MOTORSPORTS	OTHER _____
COVERAGE (area heard): <input type="checkbox"/> INTERNATIONAL	<input type="checkbox"/> NATIONAL	<input type="checkbox"/> REGIONAL	<input type="checkbox"/> LOCAL	
PERIODICITY OF THE PROGRAMME: <input type="checkbox"/> DAILY	<input type="checkbox"/> WEEKLY	OTHER _____		
PLANNED COVERAGE OF THE MotoGP EVENT: <input type="checkbox"/> LIVE	<input type="checkbox"/> POST EVENT	AUDIENCE: _____		
BROADCASTING DETAILS:	DATE	TIME	LENGTH	

3. PERSONAL DATA

NAME: _____		SURNAME: _____	
CATEGORY: <input type="checkbox"/> REPORTER	<input type="checkbox"/> TECHNICIAN		
BIRTH DATE: DAY MONTH YEAR	NATIONALITY: _____		
ADDRESS: STREET: _____			
CITY: _____	POST CODE: _____	COUNTRY: _____	
PHONE: + _____	MOBILE: + _____		
(incl. area code)			
FAX: + _____	E-MAIL: _____		
(incl. area code)			
PREFERRED MAILING ADDRESS: <input type="checkbox"/> PROFESSIONAL <input type="checkbox"/> PERSONAL			
I WISH TO RECEIVE MotoGP™ INFOS VIA E-MAIL: <input type="checkbox"/> YES, E-MAIL: <input type="checkbox"/> NO			
DO YOU WORK FOR OTHER MEDIA BESIDES THE COMPANY STATED ABOVE (1)?	YES	PRINT MEDIA	NAME: _____
	NO	WEBSITE	NAME: _____

4. DOCUMENTS TO BE SENT WITH THIS FORM:

<input type="checkbox"/> TRANSMISSION DETAILS FORM	<input type="checkbox"/> ONE PASSPORT SIZE PHOTO
<input type="checkbox"/> LETTER FROM THE CHIEF EDITOR	<input type="checkbox"/> COVERAGE OF THE 2017 OR 2016 MotoGP™
(a tape and a list specifying transmitted programmes incl. date, time and length)	

INCOMPLETE AND/OR LATE REQUESTS WILL NOT BE CONSIDERED

DORNA hereby informs Applicant that for the purpose of this document any personal details given will be stored and treated in a personal data file pertaining to DORNA in compliance with the Spanish L.O. 15/1999, 13th December, Data Protection Law, in accordance with the Directive 95/46/EC, of the European Parliament and Council, dated as of October 24th 1995. Applicant hereby acknowledges and accepts full Dorna's Data Protection Policy. Company holds the right to access its information, to correct it and/or to request the cancellation of the aforementioned file, which may be exercised by contacting DORNA through letter addressed to: Nardis Monturiol 2, 08960 Sant Just Desvern (Barcelona) SPAIN. Full Dorna's Data Protection Policy is available on the Terms of Use of www.motogp.com.
This Application Form is subject to availability and in any case a Media Pass supply will be subject to signature of 2017 MotoGP™ ACCREDITATION ACCEPTANCE.
If granted with an accreditation for the MotoGP™, the Applicant acknowledges that he/she is responsible for his/her own acting and commits to indemnify and hold DORNA harmless from any claim or action arising out of Applicant's incorrect behaviour.
By applying for the Accreditation and accepting it, if granted, Applicant acknowledges and accepts to be submitted to the terms contained in this form and in the back of the accreditation

Dorna Media Sales Department - E-Mail: ms.accreditation@dorna.com



Dorna Sports S.L.

Operations Department

Season 2017

Date **FEBRUARY 2017**

Filename **1 EVENT RADIO APPLICATION FORM**

Description **RADIO APPLICATION FORM**



RADIO STATIONS

2017 ONE-EVENT TRANSMISSION FORM

Grand Prix: _____

1. COMPANY DATA

BROADCASTING COMPANY NAME: _____ COUNTRY: _____

RADIO STATION NAME: _____

NAME OF THE PERSON IN CHARGE FOR THE ACCREDITATION REQUEST: _____

TEL.: _____ E-MAIL: _____

NAME OF THE REPORTER WHO WILL BE COVERING THE GP: 1. _____

2. _____

2. TRANSMISSION DATA

SPECIFY PLANNED COVERAGE FROM THE CIRCUIT:

☐ LIVE COMMENTARY ☐ SHORT NEWS REPORT ☐ POST-EVENT STUDIO PROGRAMME

WHAT TECHNICAL EQUIPMENT WILL YOU USE FOR THE TRANSMISSION:

☐ WIRELESS EQUIPMENT ☐ ISDN LINE ☐ ANALOGUE LINE ☐ MOBILE PHONE

3. TRANSMISSIONS RULES

- No live commentary is allowed from the media centre.
- Live commentary can only be done from a commentary booth. This must be requested latest 1 month prior the Grand Prix.
- Permission to use mobile units must be requested latest 1 month prior the corresponding GP.
- Permission to use wireless equipment (e.g. radio-frequency microphones type "Pastega" etc.) must be requested latest 1 month prior the corresponding GP.
- The radio station is responsible for ordering necessary telephone lines. Dorna will not provide any telephone lines.
- Cost for commentary booth (Codec not included) 1200 Euro net of any taxes or withholdings to be paid prior to the Event.. Commentary booths will be provided subject to availability.

4. TRANSMISSIONS USING WIRELESS EQUIPMENT

- PERMISSION TO USE WIRELESS EQUIPMENT MUST BE REQUESTED LATEST 1 MONTH PRIOR THE CORRESPONDING GP
- MANUFACTURER OF THE EQUIPMENT: _____
- MODEL OF THE EQUIPMENT: _____
- REQUIRED RANGE OF FREQUENCIES: _____
- CONDITIONS: Flat fee of 5000 Euro (Net of any taxes, duties or withholdings) will be applied to any radio station wishing to work with this type of equipment.
If required frequencies can not be approved Dorna will propose others subject to availability
This fee includes also the use of a commentary position which will be provided subject to availability
The payment has to be done prior the corresponding Grand Prix.

5. ACCEPTATION OF RULES

AS A REPRESENTATIVE OF THE RADIO STATION I ACCEPT THE ABOVE WRITTEN RULES.

NAME: _____ POSITION: _____

DATE: _____ SIGNATURE: _____

DORNA hereby informs Applicant that for the purpose of this document any personal details given will be stored and treated in a personal data file pertaining to DORNA in compliance with the Spanish L.O. 15/1999, 13th December, Data Protection Law, in accordance with the Directive 95/46/EC, of the European Parliament and Council, dated as of October 24th 1995. Applicant hereby acknowledges and accepts full Dorna's Data Protection Policy. Company holds the right to access its information, to correct it and/or to request the cancellation of the aforementioned file, which may be exercised by contacting DORNA through letter addressed to: Nardis Monturiol 2, 08960 Sant Just Desvern (Barcelona) SPAIN. Full Dorna's Data Protection Policy is available on the Terms of Use of www.motogp.com. This Application Form is subject to availability and in any case a MediaPass supply will be subject to signature of 2017 MotoGP™ Media and Printed Media Accreditation Acceptance. If granted with an accreditation for the MotoGP™, the Applicant acknowledges that he/she is responsible for his/her own acting and commits to indemnify and hold DORNA harmless from any claim or action arising out of Applicant's incorrect behaviour. By applying for the Accreditation and accepting it, if granted, Applicant acknowledges and accepts to be submitted to the terms contained in this form and in the back of the accreditation

Dorna Media Sales Department ms.accreditation@dorna.com



Dorna Sports S.L.

Operations Department

Season 2017

Date **FEBRUARY 2017**

Filename

1 EV. RADIO TRANSMISSION FORM

Description

RADIO TRANSMISSION FORM

2017 MotoGP™ World Championship
Grand Prix of:

NATIONAL RADIO STATIONS
PASS REQUEST LIST

NO	SURNAME	NAME	COMPANY	COUNTRY	JOU	TECH	PADDOCK	PARKING 1	PARKING 2	MotoGP™ INFO	INFO E-MAIL	GP CODE	STATUS	COMMENTS
												SPA		
	NAME Write the first name of the person in this column. The first letter must be written in capital letter. Do not use any dots, commas or accents.	COMPANY Write the name of the radio station in this column. The entire company name must be written in CAPITAL LETTERS . Do not use any dots, commas or accents.	SPA	When the person is Reporter put a 1 in the column JOU. If it is a technician put a 1 in TECH. Only one column can be filled in!		A number 1 must be written in the column PADDOCK to assign this type of pass to the radio station journalist or technician.	In the PARKING P1 column a 1 must be noted if parking pass for PARKING P1 is requested. In the PARKING P2 column a 1 must be noted if parking pass for PARKING P2 is requested.			In the MotoGP™ INFO column a 1 must be noted if the person wishes to receive the MotoGP™ Updates via e-mail . If the person doesn't wish to receive the Info, the column will stay empty.	SPA			
			SPA											
			SPA											
			SPA											
			SPA											
			SPA											
			SPA											
			SPA											
			SPA											
			SPA											
	Smith	Jean Louis	RADIO WORLD 2	SPA	1		1		1	1	name@hotmail.com	SPA		
												SPA		
TOTAL					1	0	1	0	1					



Dorna Sports S.L.

Operations Department

Season 2017

Date	FEBRUARY 2017
-------------	----------------------

Filename RADIO STATIONS PASS LIST

Description RADIO STATIONS PASS LIST



WEBSITES

2017 ONE-EVENT APPLICATION FORM

Grand Prix: _____

1. COMPANY DATA

WEBSITE (URL) www.

COMPANY NAME _____ COUNTRY _____

ADDRESS STREET _____

CITY _____ POST CODE _____ COUNTRY _____

PHONE + _____ E-MAIL + _____
(incl. country and area code)

TRAFFIC STATISTICS (MONTHLY)

Visits: _____ Unique Visitors: _____ Pageviews: _____

COVERAGE ☐ International ☐ National ☐ Regional

CONTENT ☐ General ☐ Sports ☐ Motorsports ☐ Other

MotoGP Section URL (if applicable) www.

COVERAGE (Please include between 3 and 5 hyperlink of MotoGP coverage samples – not necessarily signed by the staff requesting accreditation)

1. _____

2. _____

3. _____

4. _____

5. _____

2. PERSONAL DATA

FIRST NAME _____ LAST NAME _____

BIRTH DATE DAY MONTH YEAR NATIONALITY: _____

JOB ☐ JOURNALIST ☐ PHOTOGRAPHER ☐ JOURNALIST / PHOTOGRAPHER

SAMPLES OF PUBLISHED AND SIGNED ARTICLES/PHOTOS BY THE JOURNALIST/PHOTOGRAPHER REQUESTING ACCREDITATION
(Please include 3-5 hyperlinks)

1. _____

2. _____

3. _____

4. _____

5. _____

MOBILE + _____ EMAIL _____
(incl. country and area code)

MotoGP™ INFO I wish to receive MotoGP™ updates by e-mail: YES ☐ NO ☐

3. DOCUMENTS TO BE SENT WITH THIS FORM

Please send my email in PDF format

☐ Letter from the chief editor confirming the interest of the website to cover the event and the job positions of the accredited staff (on letterhead paper).

☐ Traffic data as requested above (monthly visits, unique visits and page views) must also be provided in from an official source (as Google Analytics)

INCOMPLETE AND/OR LATE REQUESTS WILL NOT BE CONSIDERED

>> ONLINE MAGAZINES AND NEWSPAPERS, TV STATIONS AND RADIO STATIONS MEDIA MUST SUBMIT APPLICATION FORM TO
ms.accreditation@dorna.com

- DORNA hereby informs Applicant that for the purpose of this document any personal details given will be stored and treated in a personal data file pertaining to DORNA in compliance with the Directive 95/46/EC, of the European Parliament and Council, dated as of October 24th 1995. Applicant hereby acknowledges and accepts full Dorna's Data Protection Policy. Applicant holds the right to access its information, to correct it and/or to request the cancellation of the aforementioned file, which may be exercised by contacting DORNA through letter addressed to: Narcis Monturiol 2, 08960 Sant Just Desvern (Barcelona) SPAIN. Full Dorna's Data Protection Policy is available on the Terms of Use of www.motogp.com.
- Application Form is subject to availability and in any case Media Pass supply is subject to signature of 2017 MotoGP™ Media Accreditation Acceptance.
- DORNA does not grant any image right of the attendants, participants, workers or any other person involved or assisting to the Event.
- If granted with an accreditation for the MotoGP™, the Applicant acknowledges that he/she is responsible for his/her own acting and commits to indemnify and hold DORNA harmless from any claim or action arising out of Applicant's incorrect behaviour.
- By applying for the Accreditation and accepting it, if granted, Applicant acknowledges and accepts to be submitted to the terms contained in this form and in the back of the accreditation.



Dorna Sports S.L.

Operations Department

Season 2017

Date **FEBRUARY 2017**

Filename

1 EVENT NATIONAL WEB APP FORM

Description

WEBSITE APPLICATION FORM

NATIONAL WEBSITES PASS REQUEST LIST

	<u>Dorna Sports S.L.</u>
	Operations Department

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SCREENSHOTS OF THE ONLINE ACCREDITATION ACCEPTANCE

This 2017 MotoGP MEDIA and PRINTED MEDIA ACCREDITATION ACCEPTANCE is made on the February 2, 2017

WHEREAS

- a) Pursuant to various agreements entered into between Federation Internationale de Motocyclisme (FIM) and DORNA SPORTS, S.L. (DORNA), the latter is authorised to grant or refuse any person, firm or company a media accreditation to report on the FIM ROAD RACING WORLD CHAMPIONSHIP GRAND PRIX ("MotoGP") including all and every Events pertaining to the referred MotoGP.
- b) Mr/Ms (name and last name to be inserted below), with Passport or ID number to be inserted below ("the Pass Holder") requires a Media Accreditation as representative of "Media Company" inserted below to report on the MotoGP 2017 .
- c) DORNA is prepared to issue and the Pass Holder agrees to accept the accreditation referred below subject to the terms and conditions set out herein and, in any, in the Commercial Agreement between DORNA and the Media Company. DORNA may in its absolute discretion determine other terms and conditions and therefore advise the Pass Holder of such conditions from time to time. Any variation to these terms will be subject to reasonable prior notice.

PASS CONDITIONS ARE THE FOLLOWING:

1. Definitions.

- "Accreditation" means each or any pass to the Event given to and issued on the name of the Pass Holder to report on MotoGP on behalf of the Media Company.
- "Event" means the Grand Prix listed below pertaining to the MotoGP 2017 and includes all racing activities, practices, demonstrations etc. taking place within the limits of the Circuit on each day of such Grand Prix included of the 2017 Official Calendar of the MotoGP including all official 2017 MotoGP, Moto2, and Moto3 Post-Race Tests, 2017 Post-Season Tests and 2018 Pre-Season Tests and any other Grand Prix for which the Pass Holder is granted accreditation.
- "Designated Area(s)" means the areas in each Circuit to which the Pass holder is allowed to access, these areas are indicated on the plan to be issued for each Circuit.

Pass Holder Name

First Name Last Name
First Name* Last Name*

Pass Holder Date of Birth*

☐ I certify that I am 18 years of age or older

Pass Holder Information

Passport or ID Number
Passport or ID Number:*

Accreditation as representative of
Accreditation as representative of: ("Media Company")*

Grand Prix of _____ (or "2017 Season")
Grand Prix of _____ (or "2017 Season" for Permanent Passes)*

Additional Media Company the pass holder works for (if any):

Additional Media Company the pass holder works for (if any):

Pass Holder Signature*

Click to Sign

Email Address

Email
Email

☒ Subscribe to MotoGP Info

A signed copy of this waiver will be sent to the email address you provided.

Electronic Signature Consent*

☐ By checking here, you are consenting to the use of your electronic signature in lieu of an original signature on paper. You have the right to request that you sign a paper copy instead. By checking here, you are waiving that right. After consent, you may, upon written request to us, obtain a paper copy of an electronic record. No fee will be charged for such copy and no special hardware or software is required to view it. Your agreement to use an electronic signature with us for any documents will continue until such time as you notify us in writing that you no longer wish to use an electronic signature. There is no penalty for withdrawing your consent. You should always make sure that we have a current email address in order to contact you regarding any changes, if necessary.

Agree To This Document

Promoters Manual Date **FEBRUARY 2017**

Filename **ONLINE ACCREDITATION ACCEPTANCE**

Description **SCREENSHOTS OF ACC. ACCEPTANCE**



Dorna Sports S.L.

Operations Department



PRE-EVENT MEDIA CHECKLIST

GRAND PRIX OF _____

Please, fill in this PRE-EVENT MEDIA CHECKLIST and send it to the MotoGP Media Officer
between 1 month and 2 weeks before the event

M1. GENERAL COMMENTS	YES/NO
The National Press Officer has read and understands the Media Manual	
The National Press Officer will carry out all possible actions to reduce paper waste and to reduce the energy consumption in the Media Centre, in an effort to it as environmentally friendly as possible.	
M2-M6. MEDIA ACCREDITATION SYSTEM	YES/NO
NATIONAL PRINTED MEDIA, RADIO STATIONS, AND 5 NATIONAL WEBSITE ACCREDITATIONS	
The National Press Officer deals with all national printed media and radio stations accreditations and 5 websites	
INTERNATIONAL PRINTED MEDIA REQUESTS	
All requests are sent to Dorna Communications MotoGP Media Officer	
INT'L RADIO STATIONS, WEBSITES (EXCEPT 5 NATIONAL WEBS) AND ALL TV REQUESTS	
All requests are sent to Dorna Media Sales Department	
PASS DISTRIBUTION FOR NATIONAL PRINTED MEDIA AND RADIO STATIONS	
The National Press Officer understands the pass distribution system	
The National Press Officer will send the excel files with National Printed Media and National Radio Stations before the corresponding deadline	
The National Press Officer accepts that it is not possible to do any changes in the National Media Pass Request Lists after the deadline	
RESPONSABILITIES OF MEDIA PASS HOLDER	
The National Press Officer ensures that the national media are aware of all the MotoGP Championship rules	
DELIVERY OF THE ONE-EVENT PASSES	
The National Press Officer together with all the Media Accreditation Centre staff will attend the meeting about Accreditations distribution on Wednesday at 17:00h	
COLLECTION OF NATIONAL ONE-EVENT MEDIA DOCUMENTS	
The National Press Officer will collect all the national media documents and will give them to the MotoGP Media Officer as established in the Manual	
PRESS CLIPPINGS FROM NATIONAL MEDIA	
The MotoGP Media Officer will receive samples of national press clippings between 1 week before and 1 week after the event	



Dorna Sports S.L.

Communications
Department

Promoters Manual	Date	FEBRUARY 2017
Filename	PRE-EVENT CHECKLIST	
Description	PRE-EVENT CHECKLIST	



M7. PRESS KIT & STATIONERY		YES/NO
PRESS KITS		
The Press Kit will include all required information in the Press Kit Contents Table		
It will be sent for final approval to the MotoGP Media Officer before printing / distributing		
The required number of Press Kits will be agreed with the MotoGP Media Officer and they will be ready latest on Thursday at 9:00h		
The National Press Officer will consider the possibility of producing digital Press Kits USB or CD to reduce paper consumption)		
If a digital Press Kit is produced, the National Press Officer will still print 30-40 copies in paper		
The National Press Officer will provide the MotoGP Media Officer with one single PDF file containing the complete Press Kit (including front and back covers)		
STATIONERY		
The official coloured letterhead paper and the Press Kit covers have been sent for approval to Dorna Events Department		
Official coloured letterhead paper will be used for the Press Kit		
2000 copies of the official coloured letterhead paper will be available during the GP		
Whenever it is possible, paper without chlorine with the ISO 140001 certification of environmental standards will be used		
M8. MEDIA CENTRE	YES/NO	Fill in as requested
The National Press Officer is bearing in mind the opening hours of the Media Centre		
All facilities are in concordance with national laws of in terms of safety regulations		
DIMENSIONS		
Press Room:		_____m2
Press Conference Room:		_____m2
Staff working room		_____m2
MotoGP Media Officer office:		_____m2
Catering area:		_____m2
No. of lockers and dimensions:	_____ lockers	_____ cm x _____ cm x _____ cm
There will be a specific number of lockers reserved for the Permanent Photographers		
No. of working places:		_____ places
Dimension of each working place:		_____ cm x _____ cm
TV MONITORS		
No. of TV Monitors in each TV Panel:	_____ monitors	Total no. of TV Panels: _____ TV Panels
Screen size of TV Monitors:		Size _____
The connection by cable will be arranged as required in the Timekeeping Manual		
LIVE INTERVIEWS		
The audio of the live interviews will be arranged as required		
The TV technician and/or sound technician will attend the sound check on Friday		
PIGEON HOLES		
The National Press Officer will ensure that signs (Moto3, Moto2, MotoGP, MotoGP Info) will be placed above the panels of the pigeon holes:		



Dorna Sports S.L.
Communications Department

Promoters Manual	Date	FEBRUARY 2017
Filename	PRE-EVENT CHECKLIST	
Description	PRE-EVENT CHECKLIST	



NOTICE BOARDS & TEAM INFORMATION	
A space will be ensured as required	
DISTRIBUTION OF RESULTS AND OTHER INFORMATION	
The National Press Officer will prepare a set of national press clippings every morning from Thursday until Sunday of the race week, which must be approved by Dorna.	
The MotoGP Media Officer is the only person authorized to issue any documents.	
The National Press Officer has the Results Folder to file the Official Results during the race weekend (previous year's folder is permitted).	
The National Press Officer will ensure that all services are available	
The Circuit technician, in cooperation with the National Telephone Company, will assure a smooth installation of all lines and availability of Internet connection:	
The National Press Officer will inform the MotoGP Media Officer and all accredited media about procedures to order private lines during the event	
INTERNET CONNECTION AND PRINTING SERVICE	
The National Press Officer has the Results Folder to file the Official Results during the race weekend (previous year's folder is permitted).	
The National Press Officer will ensure that all services are available	
The Circuit technician, in cooperation with the National Telephone Company, will assure a smooth installation of all lines and availability of Internet connection:	
The National Press Officer will inform the MotoGP Media Officer and all accredited media about procedures to order private lines during the event	
Type of Internet connection (wireless, cable)	
Capacity of the Internet connection upload and download)	
Price per day / 4-day connection)	
A computer with a printer or a printing service at the Welcome Desk or in the Press Room will be available for occasional requests	
The printing service will be clearly signposted	
TECHNICIANS	
A technician will be full time available in the Media Centre	
A technician of the National Telecom Company will be available if the Company provides any service in the Media Centre	
M9. ACCREDITATIONS CENTRE	YES/NO
The National Press Officer is bearing in mind the opening hours of the Accreditation Centre	
The Accreditation Centre will be equipped as required, and the access signs as well as signs for the different kind of media and guests of the Accreditation Centre will be ready on Thursday morning	
M10. PHOTOGRAPHERS	YES/NO
	Fill in as requested
Number of photo shuttles:	_____ shuttles
The National Press Officer will prepare a list with 5 national photographers who should obtain a Media Vest	
M11. PRESS CONFERENCES	YES/NO
A separate room is available	
The Press Conference room will be equipped as required	
The sound technician will attend the sound test on Thursday	



Dorna Sports S.L.
Communications Department

Promoters Manual	Date	FEBRUARY 2017
Filename	PRE-EVENT CHECKLIST	
Description	PRE-EVENT CHECKLIST	



M12. STAFF WORKING ROOM		YES/NO Fill in as requested
An area for exclusive use of the staff will be available to work comfortably		
Number of copy machines:	_____copy machines	
Whenever possible, paper without chlorine with the ISO 140001 certification of environmental standards will be used, results and Infos will be released on double sided copies, and efforts will be made to reduce the consumption of paper and energy.		

M13. MotoGP MEDIA OFFICER'S OFFICE		YES/NO
The National Press Officer will send the MotoGP Media Officer her phone number on Friday prior to the race week		
This office must be fully operational upon the arrival of the MotoGP Media Officer at the circuit on Wednesday morning		

M14. MEDIA STAFF		YES/NO
ACCREDITATION CENTRE STAFF		
All Accreditation Centre Staff will attend the meeting on Wednesday at 17:00h (or the agreed time)		
Total number of Accreditation Centre staff:		
MEDIA STAFF		
The MotoGP Media Officer will have a Media Staff member available from Wednesday at 11:00h		
All Media Staff will be available from Thursday at 08:30h		
All technicians (telecommunications, TV, sound and photocopy machines) will be available during the whole weekend		
Photo Shuttle drivers will be available from Friday		
MEDIA STAFF PASSES		
Request was made by the Circuit/Promoter according to the General Protocol		
M15. CATERING FOR MEDIA		YES/NO
MEDIA CENTRE CATERING		
Catering for 50 people on Sunday at 20:00h will be provided in the Media Centre		
COMMENTARY BOOTHS CATERING		
Catering will be provided to the commentary booths from Friday to Sunday		
M16. OFFICIAL TESTS		YES/NO
OFFICIAL TESTS ACCREDITATIONS		
The National Press Officer understands the accreditation system for Official Tests		

SIGNS FOR THE PIGEON HOLES



MotoGP™ INFO

***moto2*™**

***moto3*™**



Dorna Sports S.L.
OPERATIONS DEPARTMENT

Promoters Manual	Date	FEBRUARY 2017
Filename	PIGEON HOLE SIGNS	
Description	PIGEON HOLE SIGNS	

SIGNS FOR THE ACCREDITATION CENTRE



DORNA GUESTS



**INTERNATIONAL
PRINTED MEDIA**



**IRTA GUESTS
TEAM GUESTS**



**NATIONAL
PRINTED MEDIA**



**TV, RADIO,
NEW MEDIA**



**Official MotoGP™
Ticket Store**



IMPORTANT

NO PASS WILL BE HANDED OUT UNLESS A PHOTO ID IS SHOWN:

- DRIVER'S LICENSE or
- NATIONAL ID or
- PASSPORT



Dorna Sports S.L.

OPERATIONS DEPARTMENT

Promoters Manual **Date** **FEBRUARY 2017**

Filename **ACCREDITATION CENTRE SIGNS**

Description **ACCREDITATION CENTRE SIGNS**



Dorna Sports

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