



ISU WORLD TEAM TROPHY  
in Figure Skating 2017

**ISU World Team Trophy**

**Tokyo, JAPAN**

**April 20th-23rd, 2017**

**Media Information**

Japan Skating Federation looks forward to hosting media attending the ISU World Team Trophy in Tokyo, Japan. The event will be held at the Yoyogi National Gymnasium from April 20<sup>th</sup> to 23<sup>rd</sup>, 2017. This information will assist you in planning your trip to Tokyo and to apply for media accreditation to cover the event. Every effort will be made to ensure journalists have all the appropriate facilities necessary to work at the event.

The press center and press tribune will be open and operational for the first practice session on Wednesday, April 19<sup>th</sup>, 2017 at 7:00.

## Media Accreditation Package

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Additional information and updates as required will be posted on the ISU website as they become available. If you need more information, or have questions, please contact:

### ISU World Team Trophy in Tokyo, Media Office

1-3-9-3F Shibuya Shibuya-Ku TOKYO JAPAN 150-5881  
TEL: +81(3)5467-3379  
FAX:+81(3)5467-3483  
E-mail: wtt2017@mediaoffice.co.jp

## Media Accreditation Information

**All media** must apply for media accreditation through the ISU online media accreditation system on the International Skating Union (ISU) website ([www.isu.org](http://www.isu.org)) under «Media Accreditation». Alternatively click [here](#) to get direct access.

The total number of accredited media representatives will be subject to space available. The OC and ISU reserve the right to refuse accreditation should the number of applications exceed given space.

All media will be requested to upload a copy of their professional media card and a .jpg photograph. *If not in possession of a professional media card, a comment should be added to the note box provided.* The deadline to apply is April 3<sup>rd</sup>, 2017.

Accreditation will be granted to professional journalists and photographers only. Up to a total of two (2) journalists and one (1) photographer per publication are welcome to apply. Major wire services and newspapers may submit a request for two (2) photographers, however, only one (1) photographer is allowed at the rink-side.

**Rights holding TV and radio** must also apply for accreditation via the ISU online media accreditation system. Access to the Right Holders area is restricted, therefore Right Holders are invited to contact the ISU in order to obtain a username and password. To book any broadcasting services or facilities please contact the host Broadcaster TV Asahi Corporation.

TV Asahi Corporation  
Ms. Meg Shirokawa  
6-9-1, Roppongi, Minato-ku, Tokyo 106-8001 Japan  
Tel: +81 3 6406 1470  
Fax: +81 3 3405 3760  
E-mail: [meg@tv-asahi.co.jp](mailto:meg@tv-asahi.co.jp)

### **Accreditation Confirmation**

If the accreditation request is accepted, a Letter of Confirmation will be issued. You may be asked to present a copy of the Letter of Confirmation to receive your accreditation badge.

You will also be notified if your accreditation request is denied. Please note that the ISU and OC reserve the right to refuse accreditation with or without justification.

## **Media Accommodation**

### **Official Travel Agency**

JTB has been selected as an official travel agency of ISU World Team Trophy 2017. JTB will provide hotel room for media. Please feel free to contact JTB for your reservation by e-mail.

Shizuko MINAMI (Ms.)  
JTB Corporate Sales Inc.  
WTT2017 Desk  
26F Shinjuku Park Tower,3-7-1, Nishi-Shinjuku, Shinjuku-ku, Tokyo, 163-1066, JAPAN  
Mail: [wtt17-travel@bsec.jp](mailto:wtt17-travel@bsec.jp)

### **Media Hotels**

The OC has designated a) Shinjuku Washington Hotel and b) Shinjuku New City Hotel for the media members. For more details, refer to following information. Please note the hotel room will be booked on a first-come, first-served basis due to the limited room availability.



Shinjuku Washington Hotel



Shinjuku New City Hotel

**a) Shinjuku Washington Hotel**

Shinjuku Washington Hotel is the nearest hotel (3 minutes walking distance) to the official hotel, Keio Plaza Hotel. It is easy access to the Keio Plaza Hotel and you can take an event shuttle bus between the Keio Plaza Hotel and the venue.

The Shinjuku Washington Hotel is conveniently located in the center of Shinjuku, next to the Tokyo Metropolitan Government Buildings and close to shopping and entertainment area.

Narita and Haneda airports are accessible by the airport limousine bus that stops at the hotel’s entrance or by train from nearby Shinjuku station. Shinjuku station is directly connected by an underground passageway from 6:00 to 22:45.

**[Room facilities/equipment]**

A work desk, TV, telephone, free Wi-Fi (LAN cable is also available), air conditioning, electric kettle, hairdryer, refrigerator, bath, shower and toilet.

**[Room amenities]**

Shampoo, conditioner, body soap, toothbrush and toothpaste set, bath towel, face towel, cotton swab, hair brush, shower cap, razor, yukata (kimono-like bath robe or pajamas), slippers and green tea set.

**[Standard Room]**

Standard rooms are between 13-18 m<sup>2</sup>.

**[Room Charge]**

Single Room (capacity 1): 15,500 Yen/per room/per night.

Breakfast and VAT are included in the price.

**b) Shinjuku New City Hotel**

The Shinjuku New City Hotel is the hotel that offers reasonable price, located in walking distance (8 minutes) to the official hotel, Keio Plaza Hotel.

You can take a complimentary shuttle bus from the Keio Plaza Hotel to the venue.

The Shinjuku New City Hotel provides a complimentary shuttle bus service between the West Exit of Shinjuku stations where Narita airport is easily accessible by Narita Express train and the hotel. It takes only 5 minutes by complimentary shuttle bus.

**[Room facilities/equipment]**

TV, telephone, free Wi-Fi, modem kit (available to borrow), tea server, hair dryer, refrigerator, trouser press(available to borrow), desk lamp(available to borrow), iron(available to borrow), bath, shower and toilet.

[Room amenities]

Shampoo, conditioner, body soap, toothbrush and toothpaste set, bath towel, face towel, razor, yukata (kimono-like bath robe or pajamas), slippers and tea set.

[Standard Room]

Standard rooms are between 14-17 m<sup>2</sup>.

[Room Charge]

Single Room (capacity 1): 12,500 Yen/per room/per night.

Breakfast and VAT are included in the price.

### **Reservation Payment Conditions**

The OC requests for all media members, a pre-payment (deposit) to guarantee the availability of required rooms has to be made.

The pre-payment (50%) of the total amount as deposit must be made. The terms of payment and condition is shown below.

Refund of deposit 100% until April 03, 2017

Refund of deposit 50% from April 04, and until April 06, 2017

No refund after April 07, 2017

## **Transportation & Telecommunications**

### **Transportation**

#### **Narita Airport (NRT)**

The distance is about 78 km to Shinjuku area.

There are several ways to get to Shinjuku as follows:

Taxi: Taxi fare will cost about 26,000Yen (appx.75 min)

Bus: Take Airport Limousine Bus bound for Shinjuku Station (appx.85-145min, 3,100Yen)

Train: Take a JR Narita Express (N'EX) to "Shinjuku Station" (appx.85min, 3,190Yen)

If you need further information, please see: <http://www.narita-airport.jp/en/index.html>

#### **Haneda Airport International Passenger Terminal (HND)**

The distance is about 24km to Shinjuku area.

There are several ways to get to Shinjuku as follows:

Taxi: Taxi fare will cost about 8,000Yen.

Bus: Take Airport Limousine Bus bound for Shinjuku Station (appx.45-75min, 1,230Yen)

Train: Take the Keikyu Line to Shinagawa Station and change trains to the JR Yamanote Line that goes in the direction of Shibuya. Get off at Shinjuku Station. (appx.50min, 600Yen)

If you need further information, please see: <http://www.haneda-airport.jp/inter/en/>

### **Telecommunications**

The Press Center at the Yoyogi National Gymnasium will be equipped with wireless internet service, available to all journalists and photographers. Should you require a separate telephone line, internet connection or mobile telephone, please contact the Organizing committee for additional rate card information.

## **Useful Information**

### **CURRENCY EXCHANGE AND BANKING HOURS**

Regular banking hours are Monday to Friday from 9:00 to 15:00. All banks on Saturday, Sunday and national holidays are closed all day.

Major credit cards are accepted in most business establishments. The Japanese Yen has a favorable exchange rate. Automated teller machines marked with a Plus symbol will accept automated banking cards from outside Japan. Banks charge a fee for international transactions. Most shops and restaurants will accept major international credit cards e.g. Visa, MasterCard, American Express Card, Diners Club, but no Euro Card is accepted in Japan; also traveller's check will be accepted in major shops, but it is recommended to visit the nearest major bank to change it to YEN for your convenience.

### **CURRENCY**

Paper bills, we have 10,000Yen, 5,000Yen and 1,000Yen bills and coins, we have 500Yen, 100Yen, 50Yen, 10Yen, 5Yen and 1Yen coins are used. Most stores accept all bills but larger bills (10,000Yen or 5,000Yen) may not be accepted when you take public transportation like buses or subways. There are three kinds of international convertible currency in our planet, US dollars, Euros and Yen. It means, you can convert Yen (Only bills) in your own country if you have extra Yen left in your pocket.

### **TAXES**

8% sales tax is collected in the entire country for all services and products.

Prices are posted with sometimes tax included and sometimes tax excluded. Vending machines, convenient stores, coffee shops, buses, taxis, etc. are mainly included. Restaurants, fashion boutiques, hotel, etc. are mainly excluded.

### **GRATUITY**

Tipping in restaurants is not necessary. Hotel restaurants or cafe automatically add a service charge to the bill. Try to tip your room keeper, bell boy at your personal discretion. I believe they will never accept it.

### **LIQUOR LAWS**

The minimum legal drinking age in Japan is 20 years old. At liquor stores, bars, you may be asked to show your identification.

### **SMOKING**

There is a smoking law in Japan. It is illegal to smoke for people under 20 years old. There are many restricted building, hotels, arena or restaurant, and limited area for smokers.

### **TIME ZONE**

Time zone for Japan is 9 hours ahead of Greenwich Mean Time (GMT+9:00).

### **CLIMATE (April in Tokyo)**

Daily Average (°C) +18

### **ELECTRICITY**

100 V plug type A

### **VISA APPLICATION**

Check the following URL to find out if you need to obtain a visa to enter Japan.

[http://www.mofa.go.jp/j\\_info/visit/visa/short/novisa.html](http://www.mofa.go.jp/j_info/visit/visa/short/novisa.html)

The procedure is shown in the following page to apply for a visa.

[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

It will take at more than one week for the visa to be issued, so it is highly recommended to consider the timing for the application.

## Event Schedule

Tuesday, April 18, 2017	All day	Arrival of teams
Wednesday, April 19, 2017	07:30	Official Practice
	TBD	Individual Technical Panel Meetings
	14:00	Team Leaders Meeting
	16:00	Referees and Technical Controllers Meeting
	17:00	Judges Meeting
	19:30	Opening Ceremony & Reception
Thursday, April 20, 2017	08:30	Official Practice
	14:30	Opening Ceremony on Ice
	15:15	ICE DANCE - Short Dance
	16:35	LADIES - Short Program
	18: 40	MEN - Short Program
Friday, April 21, 2017	09:30	Official Practice
	16:00	PAIRS - Short Program
	17:25	ICE DANCE - Free Dance
	19:00	MEN - Free Skating
Saturday, April 22, 2017	07:15	Technical Panel Review Meetings MEN
	08:15	Technical Panel Review Meetings ICE DANCE
	08:00	Round Table Discussion MEN

09:15 Round Table Discussion ICE DANCE  
10:00 Official Practice  
15:15 PAIRS - Free Skating  
16:50 LADIES - Free Skating  
Award Ceremony  
21:00 Prize Giving Ceremony and Closing Banquet

Sunday, April 23, 2017

07:15 Technical Panel Review Meetings PAIRS  
08:00 Technical Panel Review Meetings LADIES  
08:30 Exhibition Practice  
09:00 Round Table Discussion PAIRS  
10:15 Round Table Discussion LADIES  
14:00 GALA EXHIBITION

**Subject to change**

***For any additional questions or information, please do not hesitate to contact:***

Tomoko DOI (Ms.)  
Event Coordinator Figure Skating / International Affairs  
Japan Skating Federation  
Email: [info@skatingjapan.or.jp](mailto:info@skatingjapan.or.jp)  
Fax: +81 3 3481 2350