

## The accreditations period to the information broadcasting centre for the 21 December elections is now open

- The centre will be set up in Pavilion 8 of Fira de Barcelona (Gran Via site)
- The deadline for the media to submit their requests is the 14<sup>th</sup> of December, and the accreditations can be collected on the 20<sup>th</sup> and 21<sup>st</sup>
- On Thursday 30<sup>th</sup> of November, there will be a production tour of the area in order to provide information on the technical and logistical features and locations that will be available to the media

Today, Tuesday 28<sup>th</sup> of November, the accreditation period has opened for the media wanting to cover the elections on the 21<sup>st</sup> of December at the information broadcasting centre set up by the Catalan Ministry of the Vice-Presidency and of Economy and Treasury. Unlike previous Parliament of Catalonia elections, this time the centre will be located in Pavilion 8 of Fira de Barcelona, in the Gran Via site (Carrer del Foc, 45).

### Forms to accredit the media and specify technical needs

The media wanting to access the information broadcasting centre must fill out the forms available from the Press Room on the elections institutional website (<http://www.parlament2017.cat/es/sala-premsa/acreditacions-premsa/index.html>).

In the Press Accreditations section you will find a general media accreditation form (in Excel format), a second form for specifying technical needs (in web format) and the contact info where catering menus can be booked in advanced, if you wish to use the catering service.

#### a. Media accreditation form (Excel format)

The Excel accreditation form must be downloaded, filled out and sent to the email address [mediaeleccions@gencat.cat](mailto:mediaeleccions@gencat.cat). In addition to the form, a photograph of each of the people requesting accreditation must be attached in a file in JPG format weighing at most 500 Kb. The name of the photograph file must correspond to that of the national ID or passport number of the person seeking accreditation.

Once the form has been submitted, the media will receive an email confirming that their request has been properly processed. The applications may be submitted until the 14<sup>th</sup> of December.

The accreditations can be collected in the place set up for this purpose in Pavilion 8 at Fira de Barcelona on the 20<sup>th</sup> of December (from 10 am to 8 pm) and on election day itself (from 8 am until the start of the last press conference scheduled). **Any media that have not requested accreditations by the 14<sup>th</sup> of December must apply directly on the 20<sup>th</sup> and 21<sup>st</sup> of December at the same accreditation site in Pavilion 8.**



b. Technical specifications form (web format)

The media may submit their technical needs (reserving space for cameras, accrediting mobile units, reserving sets, etc.) through the web form available at <http://www.parlament2017.cat/es/sala-premsa/acreditacions-premsa/index.html>. The form should be filled out and sent before Wednesday 20<sup>th</sup> of December at 6 pm. The spaces will be allotted as the requests come in on a first-come, first-served basis.

c. Reservation of the catering service

Given that the range of restaurants near the information broadcasting centre is limited, a catering area will be set up on election day and it shall remain open all day long. You are advised to reserve meals (breakfast, lunch, dinner) in advance at [reserves@sagardi.com](mailto:reserves@sagardi.com) or by phoning (+34) 679 20 20 40.

### **Previous tour for technical media personnel**

On Thursday 30<sup>th</sup> November (at 10:30 am), a tour of the information broadcasting centre will be held to inform the technical media personnel about the logistics and location available to them. This is an exclusively technical meeting geared solely towards production considerations.

### **Technical and logistic resources available at the information broadcasting centre**

a. Accredited journalists

All accredited journalists may enter the centre's press room, which will have a Wi-Fi connection and tables with internet connection points for electronic devices. A payment car park will be set up for professionals travelling in their own cars.

**For security reasons, both the accreditation and the national ID or passport will be required to enter the centre. Media personnel will NOT be allowed access to the centre with the accreditation alone.**

b. Radio stations

The information broadcasting centre will have racks where analogue audio can be distributed through installed XLR3 male connectors. Any media that need an XDSI line must register with Telefónica. The installation deadline will be Tuesday 19<sup>th</sup> of December at 9 pm.

c. TV stations

The ENG teams will have image capture platforms in the centre's auditorium, as well as platforms with additional space where they can do stand-ups. They will have XLR3 male connectors with the analogue audio signals from the room and an outlet with maximum power of 1,000 W. Inside the auditorium, there will be a limit of 500W on spotlights to avoid shadows on the stage and to not exceed the facility's maximum consumption.

An institutional television signal will be provided during appearances, which will be distributed as follows:

- **Satellite:** The institutional satellite television signal will be sent via EUTELSAT and HISPASAT, with HD quality.
- **Video streaming:** Codes will be provided to insert the viewer via the institutional signal on the media's website.
- **Collserola Tower:** The institutional television signal will be sent to Collserola Tower for distribution.
- **Torre España in Madrid.** The media that need it can request the institutional television signal from Torre España (this service has a cost; inquire directly at Cellnex).

During appearances, a signal free of any graphics will be broadcast. Outside the appearances, there will be information with graphics.

d. Indoor sets

Five TV sets measuring 4m x 4m will be made available to the media inside the auditorium. Each set will have an outlet with a maximum power of 3,000 W. Any media that want to reserve these sets (which will be shared with other media according to timetables) must request them via the web form on technical needs.

e. Outdoor spaces

The Catalan Ministry of the Vice-Presidency and of Economy and Treasury has reserved the space located in front of the information broadcast centre (Carrer del Foc, 45) so that the media can set up outdoor sets there. Given that space is limited, any media that wish to make a reservation must contact the Ministry directly (+34 93 316 22 72).

f. Mobile units / radio link

The centre has a parking area for mobile units or radio links which must be reserved via the web form on technical needs. Given that the parking area is inside an acoustic protection area, there will be a noise limitation of 60 decibels for the generators.

The mobile units will have access to the institutional signal in SD-SDI and HD format with embedded audio. The media must have fibre optic equipment to transfer the signal from inside the auditorium to the mobile unit. For SD-SDI format, the cable must measure 130 metres long, and for HD format, it must measure 150 metres long. Cables can be laid, and tests from the mobile units to the auditorium can be made until Wednesday 20<sup>th</sup> of December at 6 pm. Each media outlet is responsible for the security of their mobile units.

i. Data repository

The media will have direct access to all the data, just as in the previous Parliamentary elections. Specific tests will be held the week before election day. At a later date, the exact day will be determined and instructions will be sent on how to request access to the data and how the repository can be accessed.



Tuesday, 28 November 2017

<b>REMINDER OF DEADLINES</b>	
Tour for technical staff	Thursday 30 November (10:30 am)
Installation of XDSI equipment in the auditorium	Tuesday 19 December (9 pm)
Deadline to send accreditation form (Excel format)	Thursday 14 December
Deadline to send technical specifications form (web format)	Wednesday 20 December (6 pm)
Installation of mobile unit cables inside the auditorium	Wednesday 20 December (6 pm)