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# Autumn Classic International

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Montréal 2023

**AUTUMN CLASSIC INTERNATIONAL  
SEPTEMBER 14-16, 2023  
MONTREAL, QUEBEC**

## Media Information



**INTERNATIONAL  
SKATING UNION**

2023-2024

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Skate Canada looks forward to hosting media attending the Challenger Series Autumn Classic International event in Montreal, Canada. The event will be held at the Sportplex Pierreferonds arena (14700 Pierreferonds Blvd., Pierreferonds, Quebec H9H 4Y6, Canada) from September 14-16, 2023.

This information will assist you in planning your trip to Montreal 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 Media Centre will be open and operational as from the first day of competition on September 14, 2023 according to the following time schedule (it may be subject to changes and needs to be verified on-site):

Date	Hours
Thursday, September 14	10:00 – 22:00
Friday, September 15	8:30 – 22:00
Saturday, September 16	9:30 – 18:00

## 1. Media Accreditation

**All media** must apply for media accreditation through [Skate Canada's Media Accreditation Form](#).

Only professional journalists and photographers (print/web, TV/Radio), and to some extent some content creators and social media reporters, covering ISU Events for editorial or news purposes will be accredited.

### 1.1. Quotas

If space is limited the following quota will be enforced:

Type of Media	Number of people per media organization
Writing Press	Media Organization (newspaper, magazine, web, agencies, ISU Member Federations): 1 journalist
	Major Agency or Newspaper: 2 journalists
Photographer	Media Organization: 1 photographer
	Major Agency or Newspaper: 2 photographers
	For Figure Skating, Synchronized Skating and Short Track Speed Skating: limited to one rink side position, the other in an elevated position. For Speed Skating, 2 rink side positions (if space permits).
TV Non-Right Holder	Media Organization: 3 persons crew max. (e.g. one reporter, one camera person, one editor)
Radio Non-Right Holder	Media Organization: 1 reporter (max.)

Freelancer	<p>Freelance journalist or photographer: 1 person</p> <ul style="list-style-type: none"> <li>Freelancers must provide written evidence that they are assigned to cover the ISU Event on behalf of a media organization.</li> <li>In case a freelancer is operating under its own account, they may be requested to submit additional written evidence (presentation letter, copy of past editorial pieces, etc).</li> </ul>
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## 1.2. Accreditation types and deadlines

The International Skating Union (ISU) and the Organizing Committee (OC) work diligently to ensure there will be ample coverage opportunities available to media outlets wishing to cover the ISU Events.

The type of media accreditation available are the following:

- **On-site** media accreditation (subject to capacity)

The deadlines to apply for media accreditations are as follows:

- **On-site** media accreditation requests: **September 1, 2023**

**⚠** No late media accreditation applications will be accepted for on-site requests.

## 1.3. Restrictions to Media Non-Right Holders during ISU Events

Non-Right Holders media – print/web journalists, TV/Radio, photographers, content creators and social media reporters – who have not negotiated any special production rights – need to abide and agree to the following rules in the conduct of their editorial work during ISU events ([see Terms and Conditions here](#)).

### 1.3.1 Restricted areas

Filming in the below listed areas is strictly forbidden:

- Competitions / Field of play
- Training sessions (at the Practice or Main rinks)
- Warm-up zone
- Changing rooms
- Mixed Zone area
- From public seats at all times (even during ice resurfacing)

The transgression of any of these rules may result in the exclusion from ISU Events, removal of accreditation and legal actions.

### 1.3.2 Authorized areas

Non-Right Holders media are only allowed to produce video, audio-recorded material for editorial/news purposes in the following areas:

- Outside the venue

**⚠** Special filming permissions, including permission to conduct interviews in the Mixed Zone, may be granted to Non-Rights Holders media on a limited and case-by-case basis. Requests must be made through the a form

([available for download here](#)) and submitted to the ISU Media Team ([media@isu.ch](mailto:media@isu.ch)) at least one week prior to the start of the event.

#### 1.4. TV and Radio Rights Holders Accreditation / Services

All Rights Holders media must also apply for accreditation through [Skate Canada's Media Accreditation Form](#).

To book any broadcasting services or facilities please contact the Host Broadcaster:

Steve Muff: [stevemuff@gmail.com](mailto:stevemuff@gmail.com)

#### 1.5 Accreditation confirmation and pick-up

If the accreditation request is accepted, an email of confirmation will be issued. You will also be notified if your accreditation request is denied. **Note that the ISU and OC reserve the right to refuse accreditation requests with or without justification.**

Accreditations can be picked up at the Registration Desk located by the Main Entrance of the arena as of **Wednesday, September 13, at 4:00pm.**

## 2. Visa Application

Media representatives requiring an official invitation letter to apply for a visa must contact the Organizing Committee at [2023aci@skatecanada.ca](mailto:2023aci@skatecanada.ca). Please note that an official invitation letter will only be provided to approved media representatives.

The Government of Canada requires that all Foreign Nationals carry a valid passport as the only universally accepted travel and identification document for the purposes of international travel. People who live in countries where a visa is needed to enter Canada must obtain one from a Canadian embassy abroad before coming to Canada.

Canada does not have a [visa office](#) in every country so it is important that delegates visit the website of the Canadian visa office responsible for processing their visa application. Information is available on the website on how to submit a visa application and the documentation required.

[Processing times for visa applications](#) vary depending on the visa office and the time of the year. Participants are encouraged to apply approximately 12-weeks in advance of their departure date to ensure they receive the visa in time.

- Starting July 31, 2018, the biometric requirement becomes mandatory for nationals of Europe, Middle East and Africa, and
- Starting December 31, 2018, the biometric requirement becomes mandatory for nationals of Asia, Asia Pacific and the Americas.

For additional information on whether you require a biometric, please refer to our [fast facts about Biometrics](#).

Foreign Nationals must have valid travel documents to enter Canada. Document requirements vary depending on which country you are travelling from. For specific information on travel documents and to find out if you require a visa to enter Canada as a visitor, please refer to <http://www.cbsa.gc.ca/> and <http://www.cic.gc.ca/>.

**Important Notice:** Electronic Travel Authorization (eTA) is mandatory for visa-exempt Foreign Nationals travelling to Canada by air (not by land or sea). To avoid any issues at the airport, you should get your eTA as soon as you begin planning your trip to Canada. To find out if you need an eTA or to apply online, visit this [website](#).

### 3. Media Facilities at the venue

The Media Centre will be located on the concourse of the Sportplexe Pierrefonds arena, where tables and chairs will be available for members of the media. Public Internet will be available throughout the rink.

A dedicated photographer section will be reserved in the stands. The exact location will be confirmed on site.

#### 3.1. Media Tribunes and TV Commentator positions

There will be no Media Tribunes at this event.

#### 3.2. Mixed Zone & Press Conferences

##### 3.2.1 Mixed Zone

A Mixed Zone will be set up at the Skater Off area. Athletes will go through the Mixed Zone on completion of every competition. Coaches may also be requested for interviews. The media operations team onsite will do its best to make sure the requested skaters go through the Mixed Zone for media interviews, however it is not mandatory for the athletes to give interviews.

##### 3.2.2 Press Conferences

There will be no press conferences at this event.

### 4. Media Digital Services

The ISU provides relevant and live media information through a number of digital channels:

#### **ISU Website:**

- [Homepage](#)
- [News section](#)
- [Media section](#) that includes the [OMAS accreditation portal](#), [Press Releases](#), [Media Guides](#), [ISU Photo Collection](#) as well as video libraries ([Ice Skating Channel](#), [Archives](#)).
- [ISU Newsletter](#)
- [Event webpage](#) with access to all competition information.

#### **ISU Photo Event Gallery**

- Access ISU photo collection for editorial and non-commercial purposes [here](#).
- If you would like to use a picture, please contact the ISU Media team ([media@isu.ch](mailto:media@isu.ch))
- Once the picture is delivered to you, the ISU must be credited as follows: ©**International Skating Union (ISU)** and must be tagged or mentioned in any social media post.

#### **ISU Social Media Accounts:**

- Facebook: [@ISUFigureSkating](#) / [@ISUSpeedSkating](#) / [@ISUShortTrackSpeedSkating](#)
- Instagram: [@ISUFigureSkating](#) / [@isuspeedskating](#)
- Youtube: [Skating ISU](#)
- Twitter: [@ISU\\_Figure](#) / [@ISU\\_Speed](#)
- Tik Tok: [@isuskating](#)
- Weibo: [weibo.com/isuofficial](http://weibo.com/isuofficial)
- LinkedIn: <https://www.linkedin.com/company/international-skating-union>

The OC also offers media information relevant to the Event on the following digital channels:

- [Event webpage](#)
- [Event Hashtags](#): #ACI23 #ICA23
- [OC Photographer](#): Danielle Earl – [photos@danielleearlphotography.com](mailto:photos@danielleearlphotography.com)
- [Social Media accounts](#):
  - Facebook: [Skate Canada / Patinage Canada](#)
  - Twitter: [@SkateCanada](#)
  - Instagram: [@skate\\_canada](#)
  - TikTok: [@skate\\_canada](#)

## 5. Media Accommodation

The Organizing Committee has designated one official media hotel. Every individual media person is responsible for booking their own accommodation and bearing any cancellation fees.

Please contact [Carrie Lynn Bonavia](#) at HTG to make hotel reservations.

### 5.1. Media Hotel

#### **DoubleTree by Hilton Pointe Claire Montreal Airport West**

6700 Autoroute Transcanadienne

Pointe Claire, Quebec

Telephone: 1.514.697.7110

[Website](#)

#### **Features:**

- Free parking
- Free wireless standard Internet
- Health and Fitness Centre
- Indoor pool
- Restaurant

#### **Distances :**

- Airport to official hotel: 11km, 20-minute drive
- Official hotel to rink: 5km, 15-minute drive

#### **Rates:**

- \$199.00 CAD/night + applicable taxes

### 5.2. Reservation Payment Conditions

Payment will be required at the time of booking.

## 6. Transportation

There will be no transportation available at this event.



## 7. Useful Information

### Language

French is the predominant language throughout Québec, although both English and French are the official languages in Canada. Most government services are available in either language.

### Financial Services and Banking Hours

Regular banking hours are Monday to Friday from 9:30 until 16:00 with extended hours including weekends at many locations. Some banks are open on Saturdays for a brief amount of time, but most are also closed on Sundays and holidays.

Major credit cards are honoured in most business establishments. Automated teller machines (ATMs) marked with a Plus or Interac symbol will accept automated banking cards from outside Canada. Banks charge a fee of approximately \$2 for international transactions. The visitors' bank sets the exchange rate. For currency conversions refer to: <http://www.bankofcanada.ca/rates/exchange/daily-converter>

### Taxes

The Goods and Services Tax (GST) is a five percent (5%) federal tax that is applied to most supplies of goods and services made in Canada. Almost all services and products are subject to a 5% GST. The Province of Québec also has a provincial sales tax (Québec Sales Tax - QST) of 9.975%. Most prices posted in stores do not include taxes. Visitors to Canada may be eligible for tax rebates. Rebate forms are available at the airport or Tourism Office. There is no rebate on consumable items such as meals, liquor, tobacco, transportation costs and gasoline.

### Currency

The currency is the Canadian dollar (CAD). For denominations under five dollars, Canadians use coins, including what are affectionately known as the "Loonie" (one-dollar coin) and "Toonie" (two-dollar coin).

### Tipping

While tipping is not mandatory in Canada, it is customary in many circumstances for good service, especially in sit-down restaurants, which offer table service. If you're happy with the service you receive, a 15-20% tip on the pre-tax bill is a standard expression of appreciation.

### Electricity

Electricity sockets are 120V plug type A. Visitors with appliances of different voltages should bring adapters.

### Time Zone

Eastern Standard Time (EST) is 4 hours behind Greenwich Mean Time (GMT).

### Climate

[Montréal, Quebec 7 Day Weather Forecast - The Weather Network](#)

### Emergency Services

The emergency number for all health, safety, police and crime emergencies is 9-1-1.



## Competition Information

For Schedule, Entry Lists, Results and Rankings, visit the [Skate Canada Event Webpage](#) or the [ISU Event webpage](#).

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

Karine Bédard  
Director of Communications & Brand  
[kbedard@skatecanada.ca](mailto:kbedard@skatecanada.ca)  
+1-438-884-8771