

For the attention of:
International Broadcasters

Lausanne, 22 March 2018

European Athletics Championships – Berlin 2018

Dear Non-Rightsholder,

The next European Athletics Championships will be held from Monday 06 August to Sunday 12 August 2018 in Berlin/GER at the Berlin Olympic Stadium and European Mile at the Breitscheidplatz.

European Athletics Event Management System Arena is now open to request Accreditation, Accommodation and Transfers.

We kindly ask you to fill out one Registration form for each member of your team in Arena.

Please be aware that the Berlin security authorities have decided that a background check is mandatory for each person applying for Media accreditation. The security clearance from the Berlin authorities is a prerequisite for the approval of an accreditation request as well as for the delivery of the accreditation card on site.

Accreditation

Please note that all accreditation cards must be collected personally at the Main Accreditation Centre against a valid identity proof. Opening dates and times will be communicated soon.

Address: Reiterstadion - Passenheimer Straße 24; 14053 Berlin (close to the Olympic Stadium).

Please also note that your accreditation request will be confirmed only if you have provided a signed version of the '**2-Declaration of Consent-Press**' (by **15 June** at the latest) and if the background check is successfully passed. Please send a signed copy of the '**2-Declaration of Consent-Press**' to the Berlin 2018 LOC Accreditation department at accreditation@berlin2018.info.

Accommodation

The following three Media Hotels are selected as official media hotels.
Do not hesitate to visit their respective websites for further information.

Motel One Upper West***

Kantstr. 163-165

10623 Berlin

Website: www.motel-one.com/de/hotels/berlin/hotel-berlin-upper-west/

Single occupancy: 88,50€/108,50€

Double/Twin occupancy: 113,00€/133,00€

Rooms at Motel One Upper West depend on room type (Standard or View room)

Motel One Kurfürstendamm***

Kantstr. 10

10623 Berlin

Website: www.motel-one.com/de/hotels/berlin/hotel-berlin-ku-damm/

Single occupancy: 78,50€

Hotel Scandic Berlin Kurfürstendamm ****

Augsburger Str. 5

10789 Berlin

Website: www.scandichotels.de/hotelsuche/deutschland/berlin/scandic-berlin-kurfurstendamm

Single occupancy: 107€/127€

Double/Twin occupancy: 119€/139€

Rooms at Hotel Scandic depend on room type (Standard or Superior room)

The Local Organising Committee is in charge of accommodation for this event. The accommodation request will be processed after registration approval and an email will follow to confirm the status of your request. Please note that default method of payment is by credit card. The LOC official card payment provider is WireCard.

Cancellation policy

- For any cancellation made until 30 April 2018, no cancellation fee will be charged.
- For any cancellation made from 01 May 2018, 100% of the total accommodation cost including breakfast will be charged as a cancellation fee, unless the room is resold.

The accommodation request will be processed after registration approval and an email will follow to confirm the status of your request.

Please be aware that accommodation deadline is **30 April**.

Transportation

In order to have guaranteed transportation from the airports or the main train station your transfer requests will have to be submitted at least 48 hours in advance.

Please note that the official transportation period is from 01 to 14 August.

Upon arrival at the airports or the main train station, please report to the Transportation Desk.

Registration

Our Event Team is coordinating the logistics for this event. If you are planning to attend, we kindly ask you to register via our online Event Management System ARENA using the link below.

Link for Non-Rightsholder form

<https://arena-bo.european-athletics.org/ArenaEvent/Arena.Domain.Registration.Web/Views/Registration/RegistrationForm.aspx?p1=MjY4>

Please note that due to extra security measures from the City of Berlin, you will be asked to provide mandatory personal information when registering.



Changes/Corrections

If you wish to change or amend your details, please login to ARENA and do the changes directly.

Should you need any help or further information, please contact Marie-Anne Midy at the European Athletics Office (marie-anne.midy@european-athletics.org).

Please visit <http://www.berlin2018.info/en> for any further event and venue information.

We look forward to hearing from you by 30 April 2018 and see you in Berlin.

Sincerely yours,

European Athletics & LOC Berlin 2018