

(Tentative translation)

August 8, 2016

Ministry of Land, Infrastructure, Transport and Tourism (MLIT)

**Guidelines for Prior Press Accreditation  
G7 Transport Ministers' Meeting in Karuizawa, Nagano**

- Prior press registration is started on the website for the G7 Transport Ministers' Meeting in Karuizawa, Nagano (<http://g7nagano2016.mlit.go.jp/en/index.html>) at 14:00 on August 8 (Mon), 2016. Please download and fill in the registration form to apply.
- At this meeting, only the media personnel who is registered in advance is permitted to cover at designated locations in the convention premises.
- No one can enter the convention premises and the press center without prior press registration or fully completing the registration procedure in advance.
- The schedule for prior briefing and other necessary information, if any, will be later forwarded to the registered persons separately.

**1. Schedule and press coverage opportunity**

- Discussions by transport ministers at the meeting is not open to the public in principle, but it is planned at this stage to arrange so that registered personnel may cover at the beginning of the meeting and during the photo session, in addition to the Presidency Press Conference to be held at the end of the meeting by the Minister of Land, Infrastructure, Transportation and Tourism as the chairperson of the meeting.
- Press coverage opportunities are listed in the table below. More details including information on designated locations for coverage will be provided later.
- You are required to wear the "press badge (ID card)" in addition to his/her press pass.
- Please note that only pool coverage may be used for particular opportunities to make up for limited space for covering.

Date	Coverage opportunity
September 23 (Fri)	Photo session at the start of welcome dinner party hosted jointly by MLIT and local government
September 24 (Sat)	Photo session at the start of meeting
	Commemorative photo session
	Presidency Press Conference
	Exhibition
September 25 (Sun)	Exhibition

- \* Although live broadcast of the meeting is not permitted, live broadcast at the designated reporting location may be allowed provided prior permission is obtained.
- \* Reporters should refrain from covering activities at the airport, railway station and hotel, etc.
- \* Shooting locations and schedules may be changed depending on various reasons, such as change of weather.
- \* Please cooperate for the security check that will be carried out at the entrance of the convention premises.

## 2. Press registration

- Media personnel should apply for the press registration in advance to obtain the press badge for reporting the G7 Transport Ministers' Meeting and the related events.
- The following application form should be filled in with necessary information and submitted by August 23 (Tue).
- \* The website for downloading the application form is opened on August 8 (Mon).

URL: <http://g7nagano2016.mlit.go.jp/en/index.html>

### Required information

- Name, sex, date of birth, nationality
  - a. Photograph (3MB or smaller, colored, JPEG), etc.
  - b. Digital copy of the photo ID card
  - c. Digital copy of the material to certify the company name and continuance in office such as the certificate of employment
- Contact (e.g. cell phone number)
  - \* For details, refer to the registration form.

- The press badge is required for the entry into the convention premises during the meeting. No one can access the conference center or press center without prior registration. Registration on the day is not available. Everyone who may come into the convention premises, including drivers, assistants, messengers, are required to complete prior press registration.
- A freelance reporter without a certificate of employment (c. above) should submit his or her signed article (within six months).
- Please be forewarned that a press badge may not be issued for reasons such as incomplete registration information.
- The time and place of distributing the press badge will be notified later.

### 3. Press center

- The press center is located in the Karuizawa Prince Hotel.
- Please note that the press center is shared by all news media.
- The Internet (wireless LAN) will be provided at the press center.
- There is no fixed telephone at the press center.
- The opening period of the press center is planned as follows:
  - Date and time: September 23 (Fri), 14:00 - 21:00
  - September 24 (Sat), 8:00 - 20:00
  - September 25 (Sun), 8:00 - 12:00

### 4. Logistics

- Means of transportation to the convention premises and meals as well as accommodation should be arranged individually at your own expense.
- Personnel who wish to stay at hotel during the meeting may contact the following hotel:

Karuizawa Prince Hotel East  
(<http://www.princehotels.co.jp/karuizawa-east/>)

### 5. Prior briefing

- The schedule and venue of prior briefing, if any, will be informed to the registered persons later.

<Contact>  
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