



EXPERIENCE FILM, CELEBRATE CULTURE  
SEPTEMBER 25-27, 2009

**Media Accreditation Guidelines**

Media accreditation is strictly reserved for members of the press - print, photo, radio, TV, film, news agencies and online media - who represent a bona fide media organization (\*see below). Accreditation will be granted upon presentation of valid press credentials including:

1. Completed media accreditation form
2. Letter of assignment on official letterhead of a media organization signed by the Publisher/Assignment Editor, Editor-in-chief or Bureau Chief, specifying the name and functional title of the journalist. Unsigned letters or e-mails will not be accepted. The letter should be addressed to Mr Andrew Mahorn. The letter can be as a scanned document in jpeg or PDF format to [communications@cbff.ca](mailto:communications@cbff.ca)
3. Photocopy of a valid press card/work pass
4. Photocopy of passport/ or national ID card

**Independent broadcast or film production companies** are required to provide a letter from a broadcast organization or film distributor which has committed to air or distribute the work or coverage.

**Print** media representatives may be required to submit two by-lined articles within the past four months and a copy of the publication.

**Radio and TV** media representatives may be asked to submit two recordings of reports within the past four months.

**Photographers** are required to submit original tear sheets or photos with credits of the issuing organization.

**Online media** must meet the following requirements, in addition to those above:

- The web publication must belong to a registered company, such as a media organization, and have a specific, verifiable non-web address and a telephone number.
- The online journal requesting accreditation for its correspondent must have a substantial amount of original news content or commentary or analysis on media, arts and film-related issues
- If the web site is new, the applicant seeking accreditation must provide the latest data on the site's visitors or other relevant material (press citations, etc.) about the outlet's audience. The applicant must have an established record of having written extensively on arts issues and must present copies of three recently published articles with his/her byline.

**Freelance Journalists:** Freelance journalists can only obtain accreditation for a specific event or time period. Freelance journalists, including photographers, must provide clear evidence they are on assignment from a specific news organization or publication. A valid assignment letter from that news organization, or publication, is required.

**Status of Application:** Please check your e-mail for messages informing you of the status of your application. If there are any problems with your application, you will be called. If you do not receive an email or a call within 7-days of your application, please contact Andrew Mahorn at [andrew@cbff.ca](mailto:andrew@cbff.ca).