



Ashgabat 2017

5th Asian Indoor & Martial Arts Games

Media Accreditation Guide

5th Asian Indoor and
Martial Arts Games

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1. Introduction

1.1 Purpose of this Guide

This Guide has been prepared by the Ashgabat 2017 5th Asian Indoor and Martial Arts Games Executive Committee to assist Media organisations to prepare for and complete the accreditation process for their delegations.

All organisations participating at Ashgabat 2017 must complete the accreditation process in order to obtain Asian Indoor and Martial Arts Games Identity and Accreditation Cards (AIMAGIACs) for their delegation members.

This Guide is available in English and Turkmen. The English language version prevails if there are disagreements regarding the Guide's translation.

For details of the Main Media Centre (MMC) Guest Pass and the Athletes Village Media Guest Pass, please refer to the *Media Guide* that will be prepared and distributed by the Ashgabat 2017 Broadcast and Media Operations team at Games time.

1.2 Definition and function of accreditation

The purpose of accreditation is to identify and register all persons involved in the staging of the Games, and allow them necessary venue access in order to perform their roles. Accreditation ensures that only qualified and eligible people are entitled to participate in and perform official functions at the Games. The AIMAGIAC limits the participant's access to the areas required to perform their function, allowing the venue to operate securely, efficiently and effectively.

The AIMAGIAC serves as an official document of the Games that:

- establishes the identity of its holder; and
- acts as a multiple entry visa for the registered holder into Turkmenistan between 18 August 2017 and 12 October 2017.

Prior to validation the AIMAGIAC is referred to as a Pre-Valid Card (PVC). This is the printed AIMAGIAC in a non-laminated format which should be taken care of until arrival in Turkmenistan. After validation at an official Games accreditation facility, the PVC becomes the official AIMAGIAC for the bearer throughout the Games period. PVCs can be validated up to, and including, the day of the Closing Ceremony (27 September 2017).



1.3 Accreditation process overview

Each organisation is responsible for the registration of every potential member of its delegation by the application deadline of 15 July 2017. This deadline allows the 5th AIMAG Executive Committee and the relevant Government of Turkmenistan authorities adequate time to verify the data and make the necessary arrangements for delegation members to enter Turkmenistan (where required) and other preparations for their participation in the Games.

Media organisations that are based within the territory of one of the National Olympic Committees (NOCs) that are competing at the 5th Asian Indoor and Martial Arts Games are required to submit their requests for media accreditation to the NOC. The NOC are responsible for submitting to the Ashgabat 2017 Executive Committee. A full list of competing National Olympic Committees can be found in the Appendix of this Guide .

Media organisations that are not based in the territory of one of the competing NOCs can submit applications for media accreditation direct to the Ashgabat 2017 Executive Committee.

A complete application for accreditation consists of:

- an application form;
- a digital photograph of the applicant;
- a digital scan of the applicant’s identity document; and
- an official letter of appointment from the Media Organisation’s publisher, editor or bureau chief (only required for Media Organisations not within the territory of a competing NOC).

Detailed specifications of the data field requirements and specifications for the photograph and document scan can be found in section 4 of this Guide.

All applications for accreditation are subject to a security background check that will be performed by the relevant Government of Turkmenistan authorities. This background check will include a visa authorisation for non-Turkmen citizens. Media Organisations are responsible for informing all delegation members that the information in the application form will be used in this way. Each applicant must complete and return the

Applicant Notice form before any applications for accreditation can be submitted. Further details can be found in section 3.1.1 of this Guide.

A Pre-Valid Accreditation Card (PVC) will be produced for all applicants whose complete application (including photograph and identity document scan) is received by 15 July 2017 and subsequently confirmed as attending the Games during the Data Review.

PVCs will be sent to the NOC’s head office (for media organisations based within the territory of a competing NOCS) or to the Media Organisation’s head office (for organisations from other countries and territories) from where the NOC or Media Organisation respectively is responsible for distribution to each individual participant prior to their departure for Turkmenistan. Sections 3.5 and 3.6 of this Guide include information about the Data Review process and PVC production and distribution respectively.

Ashgabat 2017 cannot guarantee provision of Pre-Valid Cards for applicants whose application for accreditation is submitted after the deadline. They will be required to obtain their own visa (at their own costs) to enter Turkmenistan and will be able to collect their accreditation from an official Games accreditation facility after arrival in Ashgabat (note that collection will not be available from the accreditation validation counters at Ashgabat International Airport).

The Pre-Valid Card acts as a multiple entry visa for Turkmenistan between 18 August and 12 October 2017. Games participants must carry their PVC in their carry-on luggage during their journey and present their PVC with their passport to demonstrate that they are authorised to enter Turkmenistan to participate in the Games.

All Games participants must visit an official Games accreditation facility, in person and with their passport, after arrival in Turkmenistan to complete the accreditation process. Details of the immigration and accreditation validation process can be found in sections 3.7 and 3.8. Further details will be provided in the documentation accompanying the PVCs.

Detailed step-by-step directions for the accreditation process can be found in section 3 of this Guide.



1.4 Accreditation timeline

The timeline of the accreditation process stages for Media organisations is displayed in table 2.

1.5 Accreditation assistance

This Guide has been prepared to provide you with the detailed instructions for the accreditation process. Answers to most common questions can be found within this document.

All queries about media accreditation that are not answered in this Guide should be directed to the Ashgabat 2017 Broadcast and Media Operations Team via email to media.accreditation@ashgabat2017.com. You are asked to include the name of your organisation in the email subject of all communications to allow an efficient response to your query.

Table 2: Accreditation timeline for Media organisations

Activity	Date
Ashgabat 2017 distributes accreditation registration package to NOCs and Media Organisations	May 2017
Deadline for NOCs and Media Organisations to submit applications for accreditation (note that NOCs may set an earlier deadline for Media Organisations within its territory to allow the NOC to meet this deadline for submission to the Ashgabat 2017 Executive Committee)	15 July 2017
Data Review	July 2017
PVCs produced and distributed to NOCs/Media Organisations	August 2017
PVC valid as entry document into Turkmenistan	18 August – 12 October 2017
Validation of PVC commences	04 September 2017
Ashgabat 2017 Asian Indoor and Martial Arts Games	17–27 September 2017





2. Accreditation categories, privileges, quotas and policies

2.1 Delegation overview

This section of the Media Accreditation Guide outlines the populations that are entitled to accreditation, the access and service privileges that they will receive at the Games, as well as any quotas and rules that apply.

Accreditation issued for a specific category may not be used by anyone who does not meet the requirements applicable to that category. If an accreditation is linked to the performance of a specific function, the person using such accreditation must be eligible or qualified accordingly and must actually perform that function. For example, the accreditation entitlement for a Photographer can only be used by an experienced photography professional – a Photographer accreditation cannot be used to take video footage.

No accreditation may be issued in return for any financial consideration.

2.2 Accreditation categories and privilege matrix

Media accreditation is available to professionals who meet the criteria outlined in table 3. Each applicant must be affiliated to one or several news organisations and their application must be validated by the news organisation that they represent and either the respective NOC or the Olympic Council of Asia.

Table 4 outlines the venue and zone access, seating and transport privileges granted to Media category participants at the Ashgabat 2017 Asian Indoor and Martial Arts Games. Explanations of the codes displayed in the matrix can be found in table 5.

Table 3: Media accreditation categories

Category	Description
E – Journalist	Journalist, editor, photographic editor, employed or contracted by an international or national news agency, a general daily newspaper, a sports newspaper, magazine, or internet site, a digital journalist, or independent or freelance journalist under contract
EP – Photographer	Photographer meeting the same criteria as above
ENR – Non-Rights Holding Broadcast Organisation	Member of a non-rights-holding radio and/or television organisation



Table 4: Privilege matrix

Category	Population	Venue access	Zone access	Seating	Transport
E	Journalist	ALL, MMC AVL with guest pass	5, White	E	T4
EP	Photographer	ALL, MMC AVL with guest pass	5, White	Access to photo positions with special vest	T4
ENR	Non-rights-holding broadcaster	ALL (without equipment), MMC AVL with guest pass (without equipment)	5, White	E	T4

Table 5: Accreditation privilege codes

Code	Accessible area/service
Venues	
ALL	All competition venues
AVL	Athletes Village
MMC	Main Media Centre
Seating	
E	Media and broadcast tribune
Transport	
WM	Workforce and media bus system
Zones	
White	General circulation areas
5	Media and broadcast areas

2.3 Quotas

There are no set quotas for each Media organisation, or for media from organisations identified by each NOC, however any recommendations for restrictions on numbers will be determined between the Olympic Council of Asia and the Ashgabat 2017 Executive Committee.

2.4 Substitution and multiple roles

Individuals are entitled to accreditation according to their role at the Games, and each individual is only entitled to hold only one AIMAGIAC, even if they will perform multiple official roles at the Games.

Any person with multiple official functions at the Games may receive only one accreditation, but they will have all access privileges combined to fulfil all legitimate roles. In these cases, separate applications for accreditation for each role must be submitted by the relevant Media Organisation to Ashgabat 2017 before the respective application deadline. Each case will be considered on a case-by-case basis in line with OCA guidance, with any final decision made before the start of the Games.





3. Step-by-step directions for the accreditation process

This section of the Guide describes the steps that NOCs and Media organisations need to follow to obtain accreditation for their delegations at the Games.

Support throughout the accreditation process will be available from the Ashgabat 2017 Media Team via email to media.accreditation@ashgabat2017.com.

3.1 Registration package

The application for accreditation process for Media organisations will be managed by the Ashgabat 2017 Media Team.

Following the launch of the media application for accreditation process, all competing NOCs and other international Media Organisations expressing an interest in receiving accreditation for the 5th Asian Indoor and Martial Arts Games will be sent the following materials in electronic format:

- Media Accreditation Guide (this document);
- Media Application for Accreditation form; and
- Applicant Notice.

National Olympic Committees are responsible for distribution of registration materials to Media Organisations within its territory. Media Organisations based within the territory of a competing NOC should return the completed Application for Accreditation form and Applicant Notice to their NOC, who will then pass to the Ashgabat 2017 Executive Committee

NOCs and other international Media Organisations should return the completed forms to the Ashgabat 2017 Executive Committee by email to media.accreditation@ashgabat2017.com for processing and transfer to the Ashgabat 2017 Accreditation team.

Applicant Notice

The Applicant Notice provides the Ashgabat 2017 Executive Committee with the authorisation to accept the personal information of Games participants and to share this information with the relevant Turkmen authorities as stated on the form. This information will be used for immigration and security background checks. The Applicant Notice must be signed by the individual applicant.

Completed forms, including original signature, should be scanned and returned with the completed Application for Accreditation form. For any applicants under the age of 18 years, the applicant's parent or guardian must read and sign the Applicant Notice.

3.2 Delegation identification

Media Organisations are recommended to collect applications for accreditation from all potential representatives that may attend the Games. The populations that are entitled to accreditation are outlined in section 2 of this Guide.



Applications for accreditation must be submitted to Ashgabat 2017 for all potential Games participants still in consideration by the submission deadline of 15 July 2017.

A complete application for accreditation consists of the completed application form, a digital photograph and a digital copy/scan of the applicant's identity document. In addition to collecting the digital copy/scan of each applicants' identity document for the applications for accreditation, Media Organisations are recommended to retain and store the copy/scan to double check/cross-reference key data fields for review during the Data Review stage of the accreditation process.

3.3 Submit applications for accreditation

The data fields required for applications for accreditation are outlined on the Media Application for Accreditation form. A digital photograph and digital scan/copy of each applicants' identity document is required to be submitted at the same time as the completed Media Application for Accreditation form – specifications for the digital photograph and identity document scan can be found in Section 4 of this Guide.

All applications for media accreditation must be submitted electronically using the Media Application for Accreditation form. Media Organisations based within the territory of a competing NOC (see appendix) should return completed forms and required attachments to their NOC. NOCs are then responsible for delivering the completed forms, photographs and identity document copies to the Ashgabat 2017 Executive Committee.

Media Organisations from other countries and territories should return the completed forms and required attachments to media.accreditation@ashgabat2017.com.

In order for the Ashgabat 2017 Accreditation team to facilitate the production of PVCs, it is imperative that all applications are completed and submitted by the deadline of 15 July 2017.

3.4 Data validation

Applicants are advised to make every effort to ensure the accuracy of the data in their accreditation application.

The Ashgabat 2017 Accreditation team will perform a series of data checks for common and obvious errors throughout the application phase and will report back to applicants with any queries.

The data verification process is important for the following reasons:

- Accurate accreditation data will allow Ashgabat 2017 to print the Pre-Valid Cards (PVCs) for delegation members with the correct access privileges, ensuring that their arrival experience at the Games is as smooth as possible.
- If any discrepancies are discovered after the PVCs have been printed, the applicant's data may need to be re-sent for a new security background check. This will invalidate their visa-waiver and would delay their immigration and accreditation validation process upon arrival in Turkmenistan. Participants in such situation may need to apply for a visa for entry into Turkmenistan if the discrepancy is identified too late to issue a new PVC.

In cases where applicants submit incomplete or inaccurate accreditation data and/or photographs, Ashgabat 2017 will not be able to produce and dispatch PVCs for the impacted applicants before their travel to Ashgabat for the Games. The applicant would then be responsible for the making their immigration arrangements for travel to Turkmenistan, including obtaining the appropriate visa.

3.5 Data Review

After the application for accreditation deadline, the Ashgabat 2017 Media Team will perform a Data Review with each organisation. This is the process of confirming submitted personal data and accreditation function. Applicants/organisations will also be required to confirm that they still plan to attend the Games.



3.6 PVC production, delivery and distribution

The Ashgabat 2017 Accreditation team will begin production of the PVCs after completion of the Data Review. The printed PVCs will then be sent to each NOC (for Media organisations based within the NOC's territory) or direct to the organisation's head office (for Media Organisations from other countries) by the end of August 2017.

The PVC is an important document – NOCs and Media Organisations must take great care to ensure that each participant receives their PVC intact and undamaged prior to their departure for Turkmenistan. Cooperation with this distribution process is essential to facilitate arrivals and avoid potential delays for the participants during their travel to Turkmenistan, and through the immigration and accreditation validation processes.

Any PVC that is received but will not be used because the participant is no longer coming to the Games, must be returned to the Ashgabat 2017 Executive Committee and cannot be used to travel to Turkmenistan.

Lost, stolen and damaged PVCs

If a PVC is lost, stolen or damaged before or after entering Turkmenistan, the Ashgabat 2017 Accreditation team should be informed at the earliest possible opportunity so that appropriate action can be taken.

In such cases, the participant must visit an official Games accreditation facility to have their AIMAGIAC issued after arrival in Turkmenistan. If it is not possible to reissue and send the PVC in advance of travel to Turkmenistan, the Ashgabat 2017 Accreditation team will determine and inform if you need to follow the standard immigration requirements for entry into Turkmenistan.

3.7 Entry into Turkmenistan

When presented together with a valid passport (or other valid travel document) at a port of entry into Turkmenistan, the PVC allows the bearer entry into Turkmenistan to perform their Games function from 18 August – 12 October 2017, without requiring a separate entry visa. Only participants whose application for accreditation is received by 16 July 2017 will be guaranteed to receive a PVC. Any participants registered after this date may be required to follow the standard

immigration requirements for entry into Turkmenistan.

PVC holders must enter Turkmenistan for the first time on or before 27 September 2017 (the date of the 5th AIMAG Closing Ceremony), and validate the PVC, in order to use it as a visa-waiver after this date.

Individuals using their PVC or validated AIMAGIAC as a visa-waiver document to enter Turkmenistan must ensure that their identification document (passport or other valid travel document) is valid until at least 27 December 2017, and that it matches the information provided on their application for accreditation.

The PVC does not function as a visa-waiver for any country other than Turkmenistan. Games participants must check the visa requirements for transit through any other countries and obtain the necessary visa if required. ROs/individual participants are fully responsible for the costs of transit visas.

The relevant ministries of the Government of Turkmenistan will communicate with airlines and immigration authorities worldwide to ensure that they are aware that the PVC can be used as a visa-waiver for travel to Turkmenistan for the Games.

3.7.1 Entry into Turkmenistan through Ashgabat International Airport (ASB)

Ashgabat International Airport (ASB) is the Official Port of Entry for the Games. Through the support of the airport authorities, Games Family participants arriving into Turkmenistan via the airport will be able to utilise AIMAG Games Lanes through the airside processes provided that they are in possession of their PVCs.

The AIMAG Games Lanes will be operational at ASB from 04 September 2017.

PVC holders will be able to complete the accreditation validation process at the airport at the Ashgabat 2017 Accreditation Validation Counters – see section 3.8 below for more information – which will be located before the immigration/border control booths.



Upon arrival into Turkmenistan, passport and travel document inspections will be conducted by the Turkmenistan State Migration Service. All individuals arriving for the Games will be subject to the standard due diligence and border controls. The presentation of a validated AIMAGIAC or a PVC (or evidence of an appropriate visa) in conjunction with a valid passport (or acceptable travel document) will assist the State Migration Service to establish the reason for travel to the Turkmenistan and ensure that the correct authorisation to enter is granted.

The validated AIMAGIAC will entitle each participant to access the Ashgabat 2017 arrivals transport services upon exit from the airport, in accordance with the transport privilege printed onto the AIMAGIAC.

3.7.2 Entry into Turkmenistan through other ports of entry

The Ashgabat 2017 Accreditation team will not be providing services at any other ports of entry into Turkmenistan (other international airports, land border crossings and sea ports). Games Family participants arriving through these other ports of entry will be able to use their PVC as a visa-waiver, and, as above, on arrival into Turkmenistan, passport and travel document inspections will be conducted by the State Migration Service or State Frontier Service. The presentation of a PVC (or evidence of an appropriate visa) in conjunction with a valid passport will assist the State Migration Service to establish the reason for travel to the Turkmenistan and ensure that the correct leave to enter is granted.

Participants will be required to perform the validation of the PVCs upon arrival in Ashgabat at an official Games accreditation centre. Further detailed instructions will be provided by the Ashgabat 2017 Arrivals and Departures team to ROs that are planning to use these other ports of entry into Turkmenistan.

3.7.3 Entry into Turkmenistan without a PVC

Applicants whose application for accreditation is submitted after 15 July 2017 may need to make their own arrangements for entry into Turkmenistan, including obtaining their own visa.

All participants arriving into Ashgabat International Airport without a PVC should proceed to the Ashgabat 2017 accreditation validation counters to verify the status of their application for accreditation before

proceeding to the immigration/border control booths. Members of the Accreditation team at the validation counters will provide advice on the steps that the participant should take to obtain their accreditation. In most cases this will require the individual to visit another accreditation facility – refer to section 5.1 for details of the accreditation centres and the services available at each location.

3.8 PVC Validation

All participants due to be accredited for the Ashgabat 2017 Asian Indoor and Martial Arts Games must attend an official Games accreditation facility to complete the validation process prior to being able to enter any Ashgabat 2017 competition venues, the Main Media Centre (MMC), and the official media accommodation.

Each participant must attend in person and must present an acceptable form of identification for their citizenship as outlined in section 4.3. The identity document presented should be the same document that was used in the application for accreditation, and must be valid until at least 27 December 2017.

3.8.1 Ashgabat International Airport

PVC holders arriving into Turkmenistan through the official port of entry of Ashgabat International Airport (ASB) will be able to validate their cards at the airport.

The accreditation facility at the airport will be located airside before the immigration/border control operated by the State Migration Service of Turkmenistan. The validation counters will commence operation on 04 September 2017. Further details about the operating hours of the validation counters will be contained materials accompanying the PVCs, and in the Media Guide.

All participants arriving through ASB are strongly recommended to complete validation at the airport as this will considerably ease the remaining steps of their journey to their accommodation. This is particularly relevant to those due to stay at the official media accommodation as a secure transport service will transfer participants from ASB directly to these locations without a requirement for further search and screening processes upon arrival.



Some participants may not be able to complete validation at the airport. Reasons for this may include:

- information submitted on the application for accreditation does not match the identity document presented; or
- privileges on the PVC have changed.

In these cases, as well as those arriving without a PVC, it remains important that the participant stops at the accreditation validation counters to confirm the status of their accreditation before proceeding to the immigration/border control booths. Members of the Accreditation team at the validation counters will provide advice on the steps that the participant should take to reach their accommodation and to obtain their accreditation. In most cases this will require the individual to visit another accreditation facility – refer to section 5.1 for details of the accreditation centres and the services available at each location.

Other ports of entry

There will be no accreditation services provided at other ports of entry. Further instructions on the accreditation validation process for participants not arriving through ASB airport will be provided by directly to ROs that plan to arrive through these other ports of entry. Information will also be presented in the *Media Guide*.

3.8.2 Other accreditation facilities

The Media Accreditation Centre is the primary accreditation facility for Media and Broadcast category Games participants. It will be located close to the pedestrian entrance to the Main Media Centre. Section 5.1 of this Guide provides full details of the Ashgabat 2017 accreditation facilities and the services available at each of them.

3.9 Using the AIMAGIAC during the Games

All Games participants should take good care of their AIMAGIAC and ensure that it is available for inspection whenever entering Ashgabat 2017 venues and that it is worn around the neck whenever inside venues.

Electronic Access Control will be used at entrances to the Main Media Centre (MMC), Ashgabat Olympic Complex (AOC), competition venues outside of the AOC, and the official media accommodation – the barcode on the AIMAGIAC will be scanned as part of the security procedures to enter these locations.

3.10 Departure from Turkmenistan

There is no requirement for accredited participants to show their AIMAGIAC upon departure from Turkmenistan after the Games.





4. Data requirements

4.1 Required data fields

The following information is required in the Media Application for Accreditation form. All data fields are mandatory unless otherwise stated.

- Media organisation
- Organisation type
- Organisation country
- Function (Journalist, Photographer, or Non-Rights Holding Broadcaster)
- Given name(s)
- Family name
- Patronymic name (Turkmenistan citizens only)
- Date of birth
- Gender
- Title (optional)
- Preferred given name (optional)
- Preferred family name (optional)
- Citizenship
- Identity document type (see section 4.3 for acceptable forms of identification)
- Identity document number
- Identity document date of issue (Turkmenistan citizens only)
- Identity document date of expiry (international applicants only)
- Identity document country of issue
- Identification document issuing authority (Turkmenistan citizens only)
- Place of birth – country
- Place of birth – city
- Email address
- Home telephone number (optional)
- Mobile telephone number (optional)
- Current residential address
- Official registration address (Turkmenistan citizens only)
- Organisation address
- Marital status (Turkmenistan citizens only)
- Previous convictions (Turkmenistan citizens only)
- Daily wheelchair user?

In addition, the following must be provided for every applicant.

- Digital copy of the identification document used for the application (see section 4.3 for specifications)
- Digital photograph of the applicant (see section 4.4. for specifications)

Organisations are requested to name the identification document copy and photograph as follows:

- Familyname_IDNumber_ID.pdf
- Familyname_IDNumber_Photo.jpg



4.2 Required data formats

All data submitted into data fields must be entered using Latin script, exactly as displayed on the individual’s identity document. Where details are originally written in a non-Latin script, the Latin script transliteration that appears in the identity document must be entered exactly as displayed.

Applications for citizens of Turkmenistan must be entered using the letters of the Turkmen alphabet exactly as shown in the identity document. The information should be taken from the following pages of the National Passport:

- Page 1: family name, given name, patronymic name, identity document number (including series number)
- Page 2: place of birth (city), identity document issuing authority
- Page 9/10: address for official registration

Note that the family name, given name and place of birth (city) information displayed on the laminated photograph page at the back of the National Passport are not written using the Turkmen alphabet and therefore should not be used in the application for accreditation. In addition, the identity document number does not include the series number.

Both upper case and lower case characters can be used when submitting applications for accreditation.

Optional fields must be left blank if not applicable. Do not enter ‘same as above’, ‘idem’, not applicable’, ‘n/a’, etc. Entering these terms can cause delays.

The acceptable characters for all text fields are:

- A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z, and most diacritic (accented) variants (Turkmen alphabet characters Ç, Ä, Ž, Ň, Ö, Ş, Ü, Ý are acceptable – see specific instruction above)
- apostrophe: ‘
- hyphen: -
- space character

If diacritic (accented) Latin script characters appear on the identity document, or in the applicant’s preferred names, then these must be entered into the application form if possible without the need for conversion in advance. Please communicate with your contact in the

Ashgabat 2017 accreditation team for assistance in cases where it is not possible to enter certain characters.

The acceptable characters for phone number fields are:

- 1, 2, 3, 4, 5, 6, 7, 8, 9, 0

4.3 Acceptable forms of identification

The Ashgabat 2017 application for accreditation process requires submission of a digital scan or image of each applicant’s identity document (see below for details of the pages of the document to be included in the digital scan) in addition to entering the details of the document into the application form itself. This is a requirement of the Government of Turkmenistan as part of the background security check and visa-waiver processing.

The acceptable forms of identity document are dependent on the applicant’s citizenship as per the table 6.

Where a passport is used as the identity document, it must expire on or after 27 December 2017.

Table 6: Acceptable forms of identification

Citizenship	Acceptable identification document
Turkmen citizens	Turkmen national passport, or birth certificate (participants under 16 years of age)
Citizens of all other countries	Valid passport or equivalent travel document valid for entry into Turkmenistan

When validating an Accreditation Card at Games-time, each participant will need to present personally their identity document that was used in their application for accreditation.

Should a participant obtain a new passport between submission of their application for accreditation and the Games, and they intend to travel using the new passport, then please communicate with your contact in the Ashgabat 2017 Accreditation team for support in making the change in the application for accreditation.



Turkmen citizens – National Passport

For Turkmen citizens, the following pages must be shown in the digital scan of the Turkmen national passport:

- page 1 – shows the individual’s given name, family name and patronymic name using the Turkmen alphabet, and the passport series and number;
- page 2 – shows the individual’s date of birth, place of birth, identity document issuing authority, and date of issue;
- page 9 or 10 – shows the individual’s official registration address (this is usually on page 9 or 10, but in some cases may be on a different page); and
- photograph page – the laminated photograph and personal details page at the rear of the passport.

All four pages must appear on a single page of a PDF file (see below for file specifications) with a layout as indicated here.

Page 1	Page 2
Page 9/10	Photograph page

Turkmen citizens – Birth Certificate

For Turkmen citizens using their birth certificate as the valid form of identification for their application for accreditation, the digital scan should show the entire birth certificate.

Citizens of all other countries – international passport

The digital copy of the identity document for citizens of all other countries must show only the photograph and personal details page.

Participants whose passport expiry date has been officially extended should also include the picture of the official stamp or label indicating the new expiry date in the same PDF page as the photograph page of the passport.

File specifications

The digital scan or image of the identity document must:

- be the same identity document used in the application for accreditation and the same that will be used for travel to Turkmenistan for the Games;
- be of the photograph and personal details page of the document;
- be clear and in focus so that the details can be easily read;
- be in colour, not black and white;
- be stored in PDF (.pdf) file format (the file must only have one page); and
- have a file size no more than 4 MB (megabyte).

4.4 Photograph specifications

All applications for accreditation for the Ashgabat 2017 5th Asian Indoor and Martial Arts Games (AIMAG) must be accompanied by a digital photograph of the applicant. Photographs will be utilised as part of the background check process, and will be printed onto the AIMAGIACs (Asian Indoor and Martial Arts Games Identity and Accreditation Cards).

Submission of a photograph meeting the written specifications outlined in this document is a mandatory part of the application for accreditation process.

These photograph specifications have been developed from the International Civil Aviation Organisation (ICAO) guidelines for the photographs used in international machine readable travel documents (“ICAO Passport Photograph Guidelines”).

Media Organisations should note that a Pre-Valid Card cannot be produced without an approved photograph.

Photograph quality

The photographs must be:

- no more than 6-months old – it must show recent likeness of the individual;
- portrait orientation with an aspect ratio of 4×5;
- close up of the head and top of shoulders so that the face takes up 70–80% of the photograph;
- in sharp focus and clear; and
- of high quality.



The photographs must:

- show the applicant looking directly at the camera;
- show the applicant's skin tones naturally;
- have appropriate brightness and contrast; and
- be a high resolution colour digital image.

The digital photograph files must:

- be stored in JPEG (.jpg or .jpeg) or Portable Network Graphics (.png) format;
- have a file size of not more than 1024 kB, with a recommendation to be between 100 and 500 kB; and
- be correctly orientated and cropped prior to submission.

Expression and frame

Photographs must:

- show the applicant alone (no chair backs, toys or other people visible), looking at the camera with a neutral expression and their mouth closed.

Style and lighting

The photographs must:

- be colour neutral;
- show the applicant's eyes open and clearly visible – no hair across the eyes, and no coloured contact lenses;
- show the applicant facing square on to the camera, not looking over one shoulder (portrait style) or tilted, and showing both edges of the face clearly;
- be taken with a plain white or light-coloured background; and
- be taken with uniform lighting and not show shadows or flash reflections on the face and no red eye.

Glasses and head covers

If the applicant wears glasses:

- the photograph must show their eyes clearly with no flash reflection off the glasses, and no tinted lenses (if possible, avoid heavy frames – wear lighter framed glasses); and
- make sure that the frames do not cover any part of their eyes.

Applicants are recommended to remove their glasses to avoid risk of the photograph being rejected.

Head coverings are not permitted except for religious reasons, but the facial features from bottom of chin to top of forehead and both edges of the applicant's face must be clearly shown.

Sample photographs

Some examples of photographs that would be approved and rejected are shown on the following page.



Approved Rejected Reason for rejection



Applicant must have a neutral facial expression and mouth closed



Photos must be in colour. Not in black and white and not having any filter/effect applied



Photo must be cropped to show the applicant's head and shoulders



Photo must be cropped to show the applicant's head and shoulders only

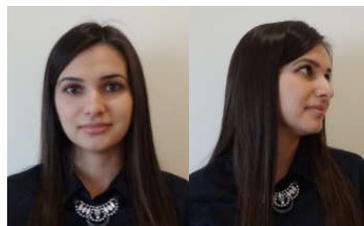


Background must be white or light-coloured



Photo must not be overexposed

Approved Rejected Reason for rejection



Applicant must have a neutral expression, face forward and look towards the camera



Applicant must not have anything covering the eyes (sunglasses)



Applicant must not have anything covering their eyes (hair)



Applicant must not wear a hat or cover their head (unless for religious reasons)



Applicant must be the only person in the photo



Applicant must not have anything covering their eyes (glasses frames, reflective glare)





5. Games time accreditation services

5.1 Accreditation facilities and services

In addition to the validation counters at Ashgabat International Airport described in section 3.8 or this

Guide, accreditation services will be provided at a small number of other locations in Ashgabat. Table 7 lists all of the Ashgabat 2017 accreditation facilities and the types of services available at each location.

Table 7: Accreditation centre locations and services

Location	Facility type	PVC validation	Card production	Lost/stolen replacement	Help desk
Ashgabat International Airport (ASB)	Validation counters	YES	NO	NO	NO
Media Accreditation Centre	Accreditation centre	YES	YES	YES	YES
Ashgabat Olympic Complex South	Venue Accreditation Help Office (VAHO)	YES	NO	YES	NO
Ashgabat Olympic Complex East					
Ashgabat Olympic Complex North / Ice Palace					
Equestrian Centre					



6.1.1 Media Accreditation Centre

The Media Accreditation Centre is the primary accreditation facility for Media and Broadcast category participants. It will be located close to the pedestrian entrance to the Main Media Centre (MMC).

The members of the Ashgabat 2017 Accreditation team that are responsible for Media category applications for accreditation will be based at the Media Accreditation Centre throughout the Games.

Further details for organisations whose representatives are arriving at the official media accommodation from ports of entry other than Ashgabat International Airport will be made available in the Media Guide and provided directly to the relevant organisations.

6.1.2 Venue Accreditation Help Offices

The Venue Accreditation Help Offices (VAHOs) are located close to the entrances of the Ashgabat Olympic Complex (AOC) and the non-AOC competition venues.

PVC validation will be available at these offices for participants unable to complete the validation process at ASB.

6.2 Lost, stolen or damaged accreditation cards

All lost and stolen Accreditation Cards should be reported to the nearest accreditation centre or VAHO. Participants will be required to complete a Lost/Stolen Accreditation Card Declaration form and present one of the acceptable forms of identification outlined in section 4.3 of this Guide.

Accreditation Cards which, through the normal course of business, become damaged in such a way that the photo and/or personal information are not legible or that the electronic access system is not able to read the card, should be returned to the nearest Accreditation Centre or VAHO for replacement.



Appendix – NOCs due to compete at Ashgabat 2017

Code	National Olympic Committee
AFG	Afghanistan
ASA	American Samoa
AUS	Australia
BAN	Bangladesh
BHU	Bhutan
BRN	Bahrain
BRU	Brunei Darussalem
CAM	Cambodia
CHN	People's Republic of China
COK	Cook Islands
FIJ	Fiji
FSM	Federated States of Micronesia
GUM	Guam
HKG	Hong Kong, China
INA	Indonesia
IND	India
IRI	Islamic Republic of Iran
IRQ	Iraq
JOR	Jordan
JPN	Japan
KAZ	Kazakhstan
KGZ	Kyrgyzstan
KIR	Kiribati
KOR	Republic of Korea
KSA	Saudi Arabia
LAO	Lao People's Democratic Republic
LBN	Lebanon
MAC	Macau, China
MAS	Malaysia
MDV	Maldives
MGL	Mongolia
MHL	Marshall Islands

Code	National Olympic Committee
MYA	Myanmar
NCL	New Caledonia
NEP	Nepal
NRU	Nauru
NZL	New Zealand
OMA	Oman
PAK	Pakistan
PHI	Philippines
PLE	Palestine
PLW	Palau
PNG	Papua New Guinea
PRK	Democratic People's Republic of Korea
QAT	Qatar
SAM	Samoa
SGP	Singapore
SOL	Solomon Islands
SRI	Sri Lanka
SYR	Syrian Arab Republic
TAH	Tahiti
TGA	Tonga
THA	Thailand
TJK	Tajikistan
TKM	Turkmenistan
TLS	Democratic Republic of Timor-Leste
TPE	Chinese Taipei
TUV	Tuvalu
UAE	United Arab Emirates
UZB	Uzbekistan
VAN	Vanuatu
VIE	Vietnam
YEM	Yemen



Ashgabat 2017

5th Asian Indoor & Martial Arts Games