

25 April, 2008  
Secretariat for the G8 Summit,  
Ministry of Foreign Affairs

Regarding Media Accreditation System for the Hokkaido Toyako Summit

The following is the guideline on how to apply for Press ID Cards (hereafter referred as to “Press Card”) for the Hokkaido Toyako Summit (hereafter referred as to G8 Summit) scheduled this July. Please carefully read the explanation and submit your application for Press Cards. Please note that all relevant participants (including individuals such as messengers) who will cover the G8 Summit or who may need access to the International Media Center (IMC) located in the Rusutsu Resort Hotel and surrounding areas will be required to register.

As stated in the following guidelines, the registration for media organization must be completed from Thursday 1 May to Saturday 31 May, 2008 (Japan time). Furthermore, we ask for your cooperation in completing all registrations for individual media members from Wednesday 7 May to Friday 20 June, 2008 (Japan Time).

Please also note that the issuance of the Press Card does not guarantee the issuance of Visa or the entry to Japan.

1. Basic Procedure

(1)Registration for Media organizations

Please access the G8 Summit website (<http://www.g8summit.go.jp>) and follow the instructions which appear on the screen. Applications for a registration for media organizations should be made in the name of representative of each media organization (for example, president, representative director, director general of the editorial division). In requesting for registration please bear in mind the following points.

(a) Applications for a registration for media organizations must be completed during the period of Thursday 1 May through Saturday 31 May, 2008 (Japan time).

(b) Applications for a registration for media organizations can be made for only one individual for which credential is applied. Please keep in mind that each media organization nominates one representative only.

(c) Applications for a registration for media organizations by individual branch offices will not be accepted (for example, application from your branch office in Japan will not

be accepted). Therefore, you are requested to ensure that application for registration of media organizations is made via headquarters.

(d) When making an application for a registration for media organizations, it is required to attach a PDF file of the certification of employment of the representative to be registered.

(e) To expedite and simplify procedures, each media organizations will be allocated a couple set of User IDs and Passwords according the necessity numbers of applying for Press Cards. A single ID and Password will not allow more than one individual to process their applications simultaneously. Thus, please make sure to enter the necessary number of User IDs and Passwords you will need on the process of application screen. We suggest that you request approximately 10 User IDs and Passwords if the applying media organization needs to register 100 individuals (maximum 30 User IDs and Passwords). Please note, however, that the Ministry of Foreign Affairs may adjust the number of User IDs and Passwords available which may result in cases in which the requested number of User IDs and Passwords cannot be met.

(f) Description of name on Card: the name of the company inputted here will be printed on the Press Cards automatically. (It is possible to use abbreviations, for example, British Broadcasting Corporation as BBC.) Once registration is completed, it is not possible to change or revise it afterwards. Thus, we suggest that each media organization ensure that there is a single integrated description of the name of the company that is to be listed on the Press Cards.

(g) In some events, the Ministry of Foreign Affairs may make an enquiry regarding the content of the application for registration. In this event the cooperation of media organizations is appreciated.

## (2) Notification of User IDs and Passwords to apply for Press Cards

(a) After an application for a registration for media organization, registration has been received and the Ministry of Foreign Affairs approves and confirms the media organization, URL (note: this will be a protected site), User ID and Password to be used for applying for the Press Cards, will be notified via an e-mail to the registered representative.

(b) The registered representatives are requested to ensure that all of the concerned individuals at that media organization follow the required procedures for applying for the Press Cards in his/her responsibility.

(c) Please take extra caution in handling information related to the URL, User ID and Password used for applying for Press Cards. Please note that in the event that the URL, User ID and Password for applying for Press Cards are found to be misused, the registered representative will take the responsibility.

(d) Please also note that notification of the URL, User ID and Password does not guarantee that Press Cards will be issued.

### (3) Registration for Media Personnel / Applying for Press Cards

(a) Once you receive the e-mail notification which provides the information regarding the application for Press Cards, please access the URL and use the assigned User ID and Password to proceed the application for Press Cards.

(b) The period for application for Press Cards is from Wednesday 7 May to Friday 20 June, 2008 (Japan time). Please note that applications submitted on or after 21 June, 2008 will not be accepted.

(c) When submitting an application for Press Cards, an applicant is required to attach a copy of identification card/document and the certification of employment (PDF file) of the applicant.

(d) If the registered representative him/herself plans to cover activities at the G8 Summit at the venues, the representative him/herself must also submit an application for a Press ID. Submitting an application for a registration for media organization will NOT guarantee applications for Press Cards.

(e) Those who are expected to access the areas around the IMC, such as messengers or car drivers employed by each media organization, are also requested to apply for Press Cards.

(Note: Car drivers will not be granted access to the IMC, but it is the responsibility of each organization to ensure that car drivers are registered for appropriate Press Cards. When you register car drivers, please be sure to select “DRIVER” in the drop-down box of employment.)

### (4) Final confirmation

Upon receipt of application from a media organization, a list of all of the members applying from that organization will be sent to the registered representative. The representative is required to make a final confirmation of the identities of all applicants on his/her responsibility.

#### (5) Completion of procedures

Once the final confirmation has been done by the registered representative and the Ministry of Foreign Affairs, the reply will be sent via e-mail to each applicant. (The same content will be mailed via cc: to the registered representative.) Furthermore, a confirmation number will be notified to him/her who has passed the confirmation process. The confirmation number will be necessary when he/she collects the Press Card. Please note that the confirmation number will be required for collection of Press Cards. So you're kindly advised to print the confirmation number.

#### 2. Distributing Press Cards

From 1 July to 9 July, 2008 the accreditation desk will be open in the Rusutsu Tower. Distribution of Press Cards will be taken place during that period at that desk.

#### 3. Important Notice

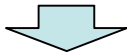
- (1) Applications for Press Cards will not be accepted after June 20, 2008. Therefore, all persons expected to be engaged in media activities at the G8 Summit should register in a timely manner.
- (2) The Press Cards discussed here are to be issued to persons connected with media organizations deemed necessary for coverage of the G8 Summit. MOFA reserves the right not to issue Press Cards in cases such as MOFA not recognizing a media organization or insufficient capacity at the IMC.
- (3) For security reasons, the G8 Summit accreditation desk in the Rusutsu Resort Hotel "Tower" will neither accept applications for new Press Cards nor issue new Press Cards (This excludes the cases of reissuing the lost Press Cards).
- (4) Because of space limitations, pool coverage will be conducted at the G8 Summit. Press participating in pool coverage must possess a Pool Card at such times in addition to his/her Press Card. Persons concerned will be informed at a later date of details regarding the Pool Cards.
- (5) Security will be strictly enforced in the area surrounding the venues during the G8 Summit. All persons needing to access the areas around the IMC, such as messengers or drivers employed by media organizations, must apply for Press Cards.
- (6) No special measures will be taken for visa issuance for media coming to Japan for coverage of the G8 Summit. It is the responsibility of each media organization to obtain visas for its members. For visa-related inquiries, please contact the Embassy of Japan or the Consulate-General of Japan serving your home area.

(end)

# Accreditation Procedure(G8 Hokkaido Toyako Summit)

## Media

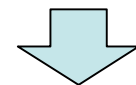
《STEP1》  
Read the procedure



《STEP2》  
(Application period:Thursday,1 May to  
Saturday, May 31,2008)  
Register your media organization by entering on the  
website the personal information of one representative.



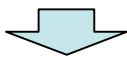
MOFA



《STEP3》  
The Secretariat will inform the representative by e-mail  
of the User ID, Password and relevant URL(protected).



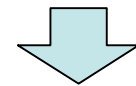
Examination of  
Application



《STEP4》  
(Application for Press ID Cards:Wednesday,May 7 to  
Friday, June 20,2008)  
Complete the application by entering on the  
URL(protected) the User ID, Password and personal  
information.



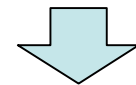
MOFA



《STEP5》  
The Secretariat will reply by e-mail and inform you of  
your confirmation number for issuing your Press ID Card.  
Print out the confirmation number and bring it to the  
Accreditation desk at Rusutsu Tower where you will  
receive your ID Card.



Examination of  
Application



ID Card Issuance