

Instructions for Accreditation of Media Representatives

Applications for accreditation may be submitted by Russian media with a valid registration, press offices, foreign media accredited by the Ministry of Foreign Affairs of Russia, bloggers with an audience of at least 100 thousand subscribers in the social networks "VKontakte", "Odnoklassniki", "RUTUBE", "Telegram" or "YouTube".

Accreditation is carried out in two stages:

1. Registration of applications

One media organization may submit one application for accreditation.

On the "For Media" page there is an application form for media organizations, where all mandatory fields must be filled in.

Please note the mandatory documents.

Russian TV companies, news agencies, digital media, printed publications, radio, when applying for accreditation must provide:

- a scan of the signed accreditation [application](#) on the official letterhead of the company. The application form can be downloaded from this link. Fill in all the necessary data, specify the list of accredited employees, sign by the head of the organization, and put a stamp if available.
- a scan of the certificate of valid media registration from the Federal Service for Supervision of Communications, Information Technology, and Mass Media.

Foreign media, as well as bloggers and press services must provide:

- a scan of the signed accreditation [application form](#) on the official letterhead of the company. Fill in all the necessary data, indicate the list of accredited employees, sign by the head of the organization, and put a stamp if available.

Take into account the following positions and quotas when completing the application:

- TV company — up to 20 persons, including chief editor, correspondent, cameraman, technician;
- news agency — up to 20 persons, including chief editor, correspondent, photographer, cameraman, technician;
- digital media — up to 18 persons, including chief editor, correspondent, photographer, cameraman;
- printed publication — up to 14 persons, including the chief editor, correspondent, photographer;

- radio — up to 8 persons, including the chief editor, correspondent, technician;
- press service — up to 5 persons, including press officer, correspondent, photographer, cameraman, technician;
- blog — up to 3 persons;

Please provide the personal e-mail address of the person responsible for accreditation from the organization. If the organization's application is confirmed, this e-mail will receive access to the personal account in the accreditation system, where you need to enter the data of your employees.

2. Completion of individual forms in the accreditation system

A login and password for access to the media organization's personal account in the accreditation system will be sent to the e-mail address of the person responsible for accreditation specified during registration at the first stage.

The person responsible for accreditation shall fill out an I-form for each representative of their company specified at the first stage. In case of changes in the staff, please send an updated application form to media_services@russia.ru.

Please note that the data is not saved until the I-form is submitted for consideration.

We recommend that you fill out all the fields one by one. Please note that the I-forms must contain the personal e-mails and phone numbers of the staff member. This is necessary to receive newsletters about press activities.

The Individual forms should be sent in advance, at least 10 days before the planned visit to the Exposition.

Accommodation

During the days of the Exposition accredited media representatives can choose official media hotels — Cosmos Moscow VDNH Hotel 3*, Novotel Moscow Center 4* or accommodation in other places. It should be noted that media representatives pay for their accommodation themselves.

When choosing an official media hotel, a special rate for accredited media representatives is provided.

Hotel accommodation	Accommodation in a single standard room	Accommodation in a double standard room	Accommodation of an additional guest in the room on a separate bed
Cosmos Moscow VDNH Hotel 3* (150, Mira Avenue)	from 5 000 rub./day*	from 5 900 rub./day*	1 800 rub./day*
Novotel Москва Центр 4* (23, Novoslobodskaya str)	from 6 500 rub./day*	from 7 500 rub./day*	1 400 rub./day*

*The cost of accommodation in hotels is dynamic and depends on the current load of the hotel.

To book accommodation send a completed [application form](#) to media_services@russia.ru at least 14 days before the planned date of arrival. You can also make a free application form, indicating the arrival and departure dates, number of people, type of accommodation (single, double room) in the letter. You can send an application for booking accommodation without confirming I-form.

For registration you will be additionally contacted by the official operator of the International RUSSIA EXPO agency "Summit".

Please note that the number of places is limited.

For questions about accreditation and media services:

media_services@russia.ru