

## PRESS ACCREDITATION

The Festival de Cannes is one of the largest media events in the world and is covered by more than 4,000 journalists and over 1,900 media outlets from around 80 countries.

Press accreditations are granted by the press office to media representatives only.

The number of accreditations per media outlet and the categories of the badges (access and priority levels) are attributed according to the profession represented (journalist, photographer, media technician), the periodicity of the media outlet, its size (circulation, audience), its specificity to the film industry and its expected coverage of the Festival.

**The deadline to make a request for accreditation is set to March 31st.**

We insist on the need to send in your request before the expiry date because, for your own comfort and good working conditions, the number of accreditations available is limited.

## HOW TO MAKE A REQUEST

From **January** onwards, you can make your accreditation request to the press office by sending the supporting documents listed in the section regarding your profession: Print Press and Multimedia, Web Media, Press Agency, Audiovisual Press Agency, Photo Agency, Press Photographer, Television, Radio.

The requested documents may be sent:

- By email as PDF files:

Print Press and Multimedia – Press Agencies: [presse@festival-cannes.fr](mailto:presse@festival-cannes.fr)

Web Media: [webmedia@festival-cannes.fr](mailto:webmedia@festival-cannes.fr)

TV – Radio – Audiovisual Press Agencies: [presseaudio@festival-cannes.fr](mailto:presseaudio@festival-cannes.fr)

Press Photographers – Photo Agencies: [presseaudio@festival-cannes.fr](mailto:presseaudio@festival-cannes.fr)

- By post:

Festival de Cannes - Service de Presse

3, rue Amélie, 75007 Paris, France

In **February**, once the necessary documents have been received, the press office will inform you of the address of an Internet pre-registration portal as well as your personalised reference number which will enable you to call up an online accreditation application form which you then will need to fill in and validate. The portal will also allow you to follow the progress of your online application.

As most of the journalists provide web content, the Festival de Cannes has drawn up a "Code of Fair Practice" that you are asked to accept when submitting your online accreditation application.

If your accreditation is accepted you will receive a confirmation by email.

You will then need to access your online form and print off the documents required for collecting your badge in Cannes at level 01 of the Palais des Festivals.

## Special cases

**If you represent several media outlets** we invite you to provide information about each one of them and to clearly state which of them you wish to be accredited for as a priority.

**If you practice several positions** (journalist, photographer...) please specify your primary position as the press office does not deliver double accreditations.

**If your media outlet has changed since last year**, please send us an official letter on headed paper signed by your editor-in-chief detailing the characteristics of your new outlet (periodicity, circulation, audience, expected coverage, etc), your coverage from last year as well as a recent copy of your new publication, if print press.

## **ACCREDITATION PER MEDIUM**

Please find below more specific information for each medium in order to know the elements necessary to make your accreditation request.

### **Print press and Multimedia**

Please send all the supporting elements listed below to the press office:

- For a first accreditation request:

- an official letter, with the media outlet letterhead, signed by the chief editor or the director who assigns the journalist to cover the Festival, with information concerning the circulation and the periodicity of the publication as well as what the publication intends to cover.

Please specify if you intend to provide online content for the website of your media outlet and supply details regarding the size of the company you represent (number of unique visitors per month, average number of page views per month...).

If your media outlet wishes to assign several journalists, videographers or technicians for audiovisual coverage, please indicate their names and professional positions. For photographers, please send all the supporting elements requested in the "Press Photographer" section

- your contact details (direct line, mobile, email address)

- a recent copy of the publication and a link to the corresponding website

- a photocopy of your professional card (please specify in the official letter if the journalist does not have one)

- 3 recent articles and/or reports bearing your signature

- If you were accredited last year:

- all the articles and/or reports you produced about the Festival the previous year as well as your possible contributions to other media outlets (agency, web, radio, TV).

### **Sending your press coverage:**

The articles or reports in PDF format and/or other digital files may be sent:

- by email to the address: [mediareport@festival-cannes.fr](mailto:mediareport@festival-cannes.fr)

- by FTP server

- by post (on CD, DVD, or USB stick)

Internet links sent by email will not be taken into account.

**Web Media (online press agencies, blogs, mobile phone and web content providers, content platforms, podcasters, pure players, interactive sites, content publishing websites/TV/radio, web radio, web television)**

Please send all the supporting elements listed below to the press office:

- For a first accreditation request:

- An official letter, with the media outlet letterhead, signed by the chief editor or the director who assigns you to cover the Festival.

Please provide details regarding the size of the media outlet you represent (number of unique Visitors per month, average number of page views per month), the URL address of your website with a brief description (portal, general-interest website, movie website, web radio, web TV, web press agency...) as well as what the media outlet intends to cover (periodicity, type of report...).

If your media outlet wishes to assign several journalists, videographers, technicians, etc., please indicate their names and professional positions (including the technical team)

- your contact details (direct line, mobile, email address)

- a photocopy of your professional card (please specify in the official letter if the journalist does not have one)

- 3 recent links to articles and/or reports bearing your signature

- If you were accredited last year:

- all the links to your articles, reports, blogs, video and/or audio files dedicated to the Festival of the previous year as well as your possible contributions to other media outlets (print press, agency, radio, TV). If the weblinks are no longer active please send your coverage on a DVD.

#### **Sending your press coverage:**

The links and/or digital files may be sent:

- by email to the address: [mediareport@festival-cannes.fr](mailto:mediareport@festival-cannes.fr)

- by FTP server

- by post (on CD, DVD, or USB stick)

#### **Press agency**

Please send all the supporting elements listed below to the press office:

- For a first accreditation request:

- An official letter, with the media outlet letterhead, signed by the chief editor or the director who assigns you to cover the Festival.

Please provide details regarding the size of the agency you represent (geographical diffusion area, list of media companies subscribing to the agency...) as well as what the media company intends to cover.

If your media outlet wishes to assign several journalists, please indicate their names and professional position. If your agency provides content for web media outlets, please specify if you will be sending a technical team (videographers or technicians).

For photographers, please refer to the "Press Photographer" section.

- your contact details (direct line, mobile, email address)

- a photocopy of your professional card (please specify in the official letter if the journalist does not have one)

- 3 recent dispatches and/or reports bearing a recent signature from you or the agency

- If you were accredited last year:

All the dispatches and/or reports signed by yourself or your agency covering the Festival the previous year as well as your possible contributions to other media outlets (print press, Web, radio, TV).

#### **Sending your press coverage:**

The dispatches and/or reports in PDF format and/or other digital files may be sent:

- by email to the address: [mediareport@festival-cannes.fr](mailto:mediareport@festival-cannes.fr)

- by FTP server

- by post (on CD, DVD, or USB stick)

Internet links sent by email will not be taken into account.

#### **Audiovisual press agency**

Please send all the supporting elements listed below to the audiovisual press office:

- An official letter, with the media outlet letterhead, signed by the chief editor or company director, assigning you to cover the Festival and indicating the first and surnames and professional positions of all the people who make up the journalistic team (including technical support staff).

Please detail the nature of the coverage you intend to dedicate to the Festival (name of the programme, periodicity, time of the programme, audience, number of repeats, live coverage...).

Please also send us a presentation of your agency: list of broadcasting media clients, geographical broadcasting area (number of countries), main means of broadcasting (terrestrial, cable, satellite, Internet...)

- for journalists: a photocopy of your professional card

- for a renewal of last year's accreditation: the programmes dedicated to the Festival of the previous year, on a DVD.

No digital file sent by email will be accepted.

Please note that the audiovisual production companies must absolutely be commissioned by a media broadcaster-TV channels. No programme or coverage without broadcasting guarantee will be accredited.

### **Photo agency**

Please send all the supporting elements listed below to the audiovisual press office:

- An official letter, with the media outlet letterhead, signed by the chief editor or the director who assigns you to cover the Festival.

Please provide details regarding the size of the agency you represent (geographical diffusion area, list of media companies subscribing to the agency...) as well as what the media outlet intends to cover (types of reports, photo calls, "gala screening", red carpet pictures...).

If your media outlet wishes to assign several representatives, please indicate their names and professional positions: photographer, team manager, technician, assistant...

- a photocopy of your professional card

- for a renewal of last year's accreditation: a list of the media outlets that used your photo reports of the previous year's Festival and all of the published photos copyrighted by your agency and dedicated to the previous year's Festival, on a CD.

The Festival pledges not to use these photos. No digital file sent by email will be accepted.

Please note that, given numerous requests:

- the press photographer accreditation does not allow any reserved spot on official events (red carpet, photo call...)
- it is not possible to get press credential as a "free lance photographer".

### **Press photographer**

Please send all the supporting elements listed below to the audiovisual press office:

- An official letter, with the media outlet letterhead, signed by the editor-in-chief or manager, assigning you to cover the Festival.

Please provide us with information relating to the importance of the media you represent (geographic distribution zone, circulation, periodicity...) as well as the coverage which the media outlet intends to do of the Festival.

If your media wishes to mandate several photographers, please indicate their names and positions

- a photocopy of your professional card

- for a first accreditation request: 3 recent press clippings with signed photos

- for an accreditation renewal request: your photo coverage of the Festival from the preceding year on a CD.

Internet links sent by email will not be taken into account.

Please note that, given numerous requests:

- the press photographer accreditation does not allow any reserved spot on official events (red carpet, photo call...)
- it is not possible to get press credential as a “free lance photographer”.
- press photo credentials are first and foremost given to photo agencies or press photographers for print press (and not to TV, Radio or Website).

## **Television**

Please send all the supporting elements listed below to the audiovisual press office:

- An official letter, with the media outlet letterhead, signed by the chief editor or company director, assigning you to cover the Festival and indicating the first and surnames and professional positions of all the people who make up the journalistic team (including technical support staff).

Please detail the nature of the coverage you intend to dedicate to the Festival (name of the programme, periodicity, time of the programme, audience, number of repeats, live coverage...).

Please also provide a brief description of your television company: audience, broadcasting zone, main means of broadcasting (terrestrial, cable, satellite, TNT, Internet...).

- for journalists: a photocopy of your professional card

- for a renewal of last year's accreditation: all of the programmes dedicated to the Festival of the previous year on a DVD.

No digital files sent by email will be accepted.

Please note that, given numerous requests:

- audiovisual production companies must absolutely be commissioned by a media broadcaster-TV channels. No programme or coverage without broadcasting guarantee will be accredited
- press photo credentials are first and foremost given to photo agencies or press photographers for print press (and not to TV, Radio or Website).

## **Radio**

Please send all the supporting elements listed below to the audiovisual press office:

- An official letter, with the media outlet letterhead, signed by the chief editor or company director, assigning you to cover the Festival and indicating the first and surnames and professional activity of all the people who make up the journalistic team (including technical support staff).

Please detail the nature of the coverage you intend to dedicate to the Festival (name of the programme, periodicity, time of the programme, audience...).

Please also provide a brief description of your radio station: audience, broadcasting area, main means of broadcasting (terrestrial, satellite, Internet...).

- for journalists: a photocopy of your professional card

- for a renewal of last year's accreditation: all of the programmes dedicated to the Festival of the previous year on a CD (MP3 files).

No MP3 file sent by email will be accepted.

Please note that press photo credentials are first and foremost given to photo agencies or press photographer for print press (and not to TV, Radio or Website).