

PLEASE RETURN COMPLETED FORM ELECTRONICALLY AS WORD DOK

Name:

Publication:

Dates of Trip:

Province(s):

|  |  |
| --- | --- |
| **PERSONAL DETAILS** | |
| SURNAME, NAME |  |
| MALE/FEMALE |  |
| ADDRESS |  |
| TEL (PHONE NUMBER WHILE TRAVELLING!) |  |
| EMAIL |  |
| SMOKER/NON-SMOKER |  |
| SPECIAL DIETARY NEEDS, ALLERGIES |  |
| MEDICAL CONDITIONS |  |
| MOST COMFORTABLE ACTIVITY LEVEL |  |
| HIGHT, WEIGHT, SHOE SIZE |  |
| BRIEF PERSONAL BIO |  |
| **HEALTH AND TRAVEL INSURANCE** | |
| NAME OF YOUR INSURANCE COMPANY |  |
| POLICY NUMBER |  |
| EMERGENCY PHONE NUMBER WHEN TRAVELLING IN CANADA |  |

|  |  |  |
| --- | --- | --- |
| **FLIGHT INFORMATION** | | |
|  | JOURNALIST | ACCOMPANYING TRAVELLERS |
| FULL NAME (AS IT APPEARS ON PASSPORT) |  |  |
| DATE OF BIRTH (ESSENTIAL FOR FLIGHTS) | |  |  |  | | --- | --- | --- | | year | month | day | | |  |  |  | | --- | --- | --- | | year | month | day | |
| NATIONALITY |  |  |
| DATES OF TRIP |  | |
| FLIGHT INFORMATION (Please fill in your preferred Airport/time) | OUTBOUND | INBOUND |
| DEPARTURE: AIRPORT |  |  |
| TIME |  |  |
| ARRIVAL: AIRPORT |  |  |
| TIME |  |  |

|  |  |
| --- | --- |
| ***EMERGENCY CONTACT (in case of any incident/ill health whilst abroad)*** | |
| NAME |  |
| RELATIONSHIP TO YOU |  |
| 24 HOUR CONTACT NUMBER |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MEDIA DETAILS | | | | |
| PUBLICATION NAME |  | | | |
| NAME A OF COMMISSIONING EDITOR |  | | | |
| CIRCULATION PRINT |  | | | |
| CIRCULATION ONLINE |  | | | |
| POSSIBILITY TO … | PUBLISH YOUR ARTICLE ON THE ONLINE VERSION OF YOUR OUTLET  YES :  NO : | POST YOUR ON SOCIAL MEDIA PLATFORMS OF YOUR OUTLET  YES :  NO : | MENTION OUR WEBSITE AND/OR OUR SOCIAL MEDIA PLATFORMS  YES :  NO : | MENTION THESE PARTNERS:  TRANSPORTATION  YES:  NO:  HOTEL  YES:  NO:  RESTAURANT  YES:  NO: |

|  |
| --- |
| **HOW WILL YOU USE DIGITAL CHANNELS DURING YOUR TRIP?** COVERAGE FOR DESTINATION CANADA & PARTNERS |
| I WILL MENTION THE FOLLOWING CHANNELS:  <http://de-keepexploring.canada.travel/>  YES  NO  OTHER PARTNER WEBSITES  YES  NO  SOCIAL MEDIA: (LEAVE COMMENTS IN GERMAN & UPLOAD PHOTOS WHENEVER POSSIBLE IN CANADA)  ENTRIES ON: [www.facebook.com/entdeckekanada](http://www.facebook.com/entdeckekanada)  YES  NO  ENTRIES ON: <https://www.instagram.com/kanada_entdecken>  YES  NO  PLEASE USE #ExploreCanada, #EntdeckeKanada |

|  |  |
| --- | --- |
| **PRIOR WORKING TRIPS TO CANADA** | |
| DATES |  |
| REGIONS VISITED |  |
| RESULTS (PAST ARTICLES WRITTEN |  |

IMPORTANT INFO

**WHAT YOU WILL NEED FOR YOUR TRIP TO CANADA:**

☐ A valid driver’s license (you have to be 21 and over) for all trips with self-driving

☐ A valid credit card

☐ A valid health and travel insurance covering your entire stay in Canada

☐ Your passport needs to be valid at least for 6 months after your entry date to Canada

☐ Filming permits for all video and TV productions

☐ ETA (electronic travel authorisation eTA, or your visa in case you are not German and will need one

**ELECTRONIC TRAVEL AUTHORIZATION (eTA):**

Visa-exempt foreign nationals who fly to or transit through Canada are expected to have an **Electronic Travel Authorization** (eTA). Make sure you will have your eta with you when flying to Canada!

Please apply for eta here: <https://www.canada.ca/en/immigration-refugees-citizenship/services/visit-canada/eta/apply.html>

To complete the online form, you need a valid passport from a visa-exempt country, a credit card to pay the $7 CAD fee Visa®, MasterCard®, American Express®, a pre-paid Visa® and a valid email address.

**TRAVEL INSURANCE:**

Please note that appropriate travel insurance is your responsibility; please ensure it covers you for all activities during the trip. Suppliers will require participants to sign waivers prior to participating in the activities outlined in the itinerary.

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**DATA PROTECTION:** We only use this form for internal use with planning our press trips (DC and partners) and we do not pass on personal info to third parties.

I herewith confirm that THE DESTINATION OFFICE is allowed to save this media form for internal use only.

YES  NO 

**PLEASE RETURN FORM AS A WORD DOK TO: kirsten@destination-office.de**

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Director PR & Media

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