



ACCREDITATION INSTRUCTIONS

Responsible Organisations

April 2018

BUENOS AIRES 2018



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1. Acronyms

BAYOGOC	Buenos Aires 2018 Organising Committee
Buenos Aires 2018	Summer Youth Olympic Games Buenos Aires 2018
IF	International Federation
IOC	International Olympic Committee
RO	Responsible Organisation
ROU	Responsible Organisation Undertaking Form
UAC	Uniform and Accreditation Centre
YOAC	Youth Olympic Accreditation Card
YOMS	Youth Olympic Games Management System

2. Introduction

This manual provides the members of the BAYOGOC Workforce with the necessary information to successfully conduct the accreditation process for the Summer Youth Olympic Games Buenos Aires 2018 (Buenos Aires 2018).

Any person performing a functional role in the Summer Youth Olympic Games Buenos Aires 2018 or entering a Buenos Aires 2018 venue, must be registered.

A Youth Olympic Games Accreditation Card (YOAC) is a document which identifies the bearer and his/her functional role in Buenos Aires 2018. A YOAC must provide the bearer with the access he/she needs to perform their role in the respective Buenos Aires 2018 venues.

The YOAC is not an external sign of a privileged status but is a working tool required to manage the large number of people performing functional roles in Buenos Aires 2018. The YOAC facilitates the movement of the bearer in a flexible and secure way.

The accreditation process involves registering, producing and distributing the YOAC, which contains the appropriate access rights and entitlements for each individual person performing a role in Buenos Aires 2018.

3. Accreditation Key Dates

All international persons **MUST** register by 24 May 2018. Persons registered after 24 May 2018 will have to make their own visa arrangements.

Please refer to the [6. Visa requirements](#)

24 May 2018	Deadline to register international applicants
30 June 2018	Deadline to register for Argentinian citizens and foreigners with permanent residency in Argentina
21 August 2018	Opening of the Uniform and Accreditation Centre (UAC)

4. Accreditation Registration Submission

4.1. Responsible Organisation Undertaking (ROU)

The ROU form outlines the different uses of accredited persons' personal data that are necessary for the organisation of the Summer Youth Olympic Games Buenos Aires 2018. It also describes the responsibilities of the Responsible Organisations (RO) regarding data collection on behalf of its applicants. To ensure compliance with applicable laws protecting personal information, this ROU form requires ROs to inform their applicants regarding the conditions applicable to the processing of their personal data and to make sure they understand and agree with these conditions.

This form should have been completed and signed by the RO and submitted to accreditation@buenosaires2018.com before receiving this guide.

4.2. Registration Process

ROs may submit their application for accreditation for international persons until **24 May 2018**. Application for accreditation for Argentinian citizens and foreigners with permanent residency in Argentina must be made by **30 June 2018**.

To submit the application, ROs should use the Accreditation Bulk Template and email it to accreditation@buenosaires2018.com

- I. Instructions on how to complete the bulk template can be found as a separate "Instructions" worksheet in the Accreditation Bulk Template file
- II. You may submit more than one (1) bulk template. Please name the files in the following manner:
 - RName_ACR_1.xls
 - RName_ACR_2.xls

4.3. Data to be submitted and verified

Each RO will be responsible for submitting personal data on behalf of their delegation; therefore, each RO will also be responsible for ensuring that the personal information provided as part of an application for accreditation is accurate.

Mandatory fields (*) must be completed for an application to be accepted in the system.

Responsible Organisation*
Function*
Given name(s)* (as it appears on the travel document)
Family name(s)* (as it appears on the travel document)
Preferred given name(s)
Preferred family name(s)
Gender*
Date of birth* (DD/MMM/YYYY)
Nationality*
City/Town of birth*
Province/State of birth*
Country of birth*
Travel document type* (Passport or a valid government issued photo identity document for Mercosur members) <i>Note: Passport valid must be valid until 18 April 2019</i>
Travel document number*
Travel document issuing date*
Travel document expiry date*
Travel document issuing country*
Travel document issuing authority*
Travel document issuing city (if applicable)
Current address - Street, Number, Apartment*
Current address - City/Town*
Current address - Postal/ ZIP Code*
Current address - Country*
Email address*
Telephone number*
Mother's/Legal Guardian's Given Name(s) *
Mother's/Legal Guardian's Family Name(s) *
Mother's/Legal Guardian's Date of Birth*

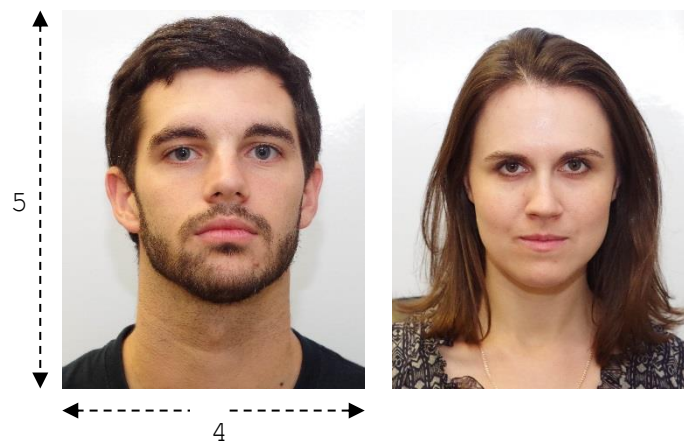
Mother's/Legal Guardian's Country of Birth*
Father's Given Name(s)
Father's Family Name(s)
Family number or Family Book number (only for Lebanese and Syrian nationals)
Have you ever visited Argentina before? * (use N/A for Argentinian nationals)
If your previous answer was YES, the following fields need to be completed
Year of last visit
Purpose of last visit
Recent photograph (Please refer to section 4.3.1 Photograph requirements)

Note: If the participant's mother's/legal guardian's information is not available, please complete the respective fields with the data of the participant's father.

Travel document details must be completed for all delegates in order to complete the registration. The information submitted must be the same as in the travel document.

4.3.1. Photograph requirements

Every accreditation application must be accompanied by a digital photograph of the applicant corresponding to the BAYOGOC photo requirements.



The digital photograph must meet the following general requirements:

- The person must be easily identifiable in the photograph
- The photo should be recent (taken within the last six months) and with accurate likeness of the applicant
- Facial expression must be neutral, mouth closed
- Eyes must be open and clearly visible
- The face must take up 70% to 80% of the photo

- Face and shoulders must be centred in the photo and squared to the camera
- The photograph must show full front view of the head with both edges of the face clear
- Must not show shadows or flash reflections on the face and head
- Glasses are not allowed
- Hats and head coverings are only allowed for medical or religious reasons if the facial features are fully and clearly visible.
- Must be in color
- Background of the photo must be plain white
- All images should be submitted in digital format (.jpg, .jpeg, .gif, .png, .bmp)
- The photo must have a file size between 50kb and 100kb
- The dimensions of the photo should be 4 cm of width per 5 cm of height
- The recommended resolution must be of approximately 300 DPI

Photographs that do not meet the described BAYOGOC photograph requirements, will be deleted from YOMS by BAYOGOC Accreditation and the IF will be informed of the rejection reason. A new and correct photo must then be submitted to accreditation@buenosaires2018.com.



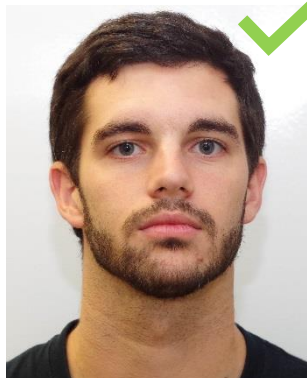
The background of the photo must be plain white.



Applicant must have a neutral facial expression with the mouth closed.



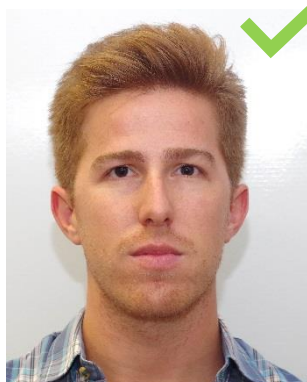
Applicants must have their eyes open and clearly visible.



Applicant must not have anything covering their eyes (e.g. sunglasses, frames).



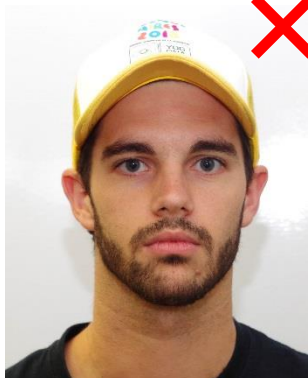
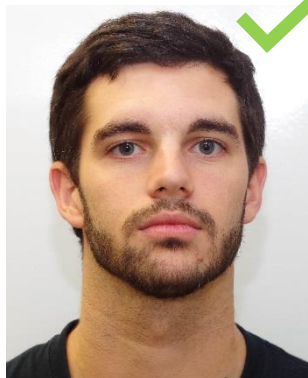
Applicant must not have anything covering their eyes (e.g. hair).



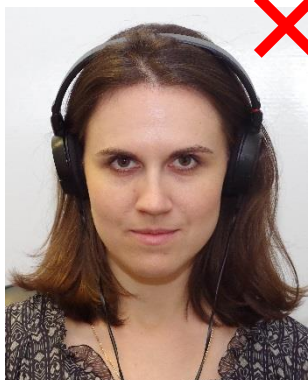
Applicant must have the face and the shoulders centred in the photo and squared to the camera.



✗ Applicant must be the only person in the photograph.



✗ Applicant must not wear a hat or cover their head (unless for medical or religious reasons if the facial features are fully and clearly visible).



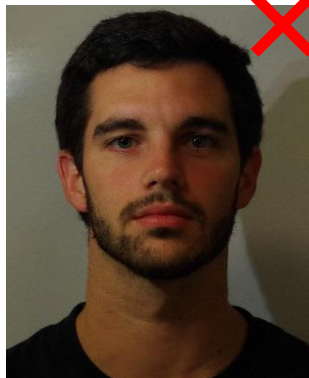
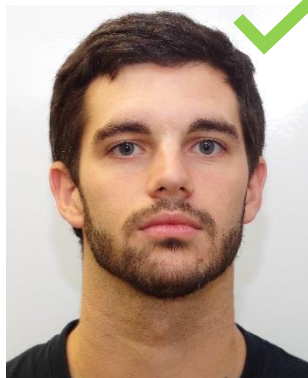
✗ Applicants must appear without any objects, animals, etc.



✗ The photograph must be sharp



Photograph must not be overexposed or show flash reflections on the face and head



Photograph must not be underexposed or show shadow



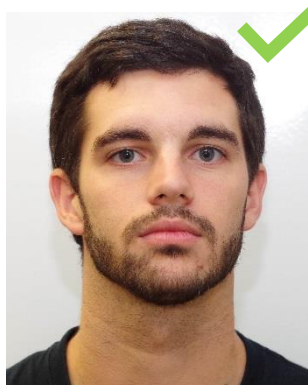
Photograph must be in colour.



Photograph must be frameless.



Photograph must be cropped to show applicant's head and shoulders only. The face must take up 70% to 80% of the photo.



Photograph must not be a "selfie".

5. Collection of YOACs

Applicants will be invited by BAYOGOC Accreditation to pick up their YOAC at the Uniform and Accreditation Centre (UAC). The invitation letter will state the date and time to collect the YOACs. There are two (2) options for collecting the YOACs:

- Collective YOAC collection: We recommend that each RO nominate an authorised representative for the collection for all staff. To facilitate this process, we require that the ROs authorised representative to present the invitation letter and a copy of a valid photo ID for **all registered staff** in the RO upon collection.
- Individual YOAC collection: It will also be possible for staff to come and collect their YOAC individually when presenting a valid photo ID.

5.1. Valid photo identification document

A valid photo identification document is required to collect a YOAC. Each individual must bring one of the following pieces of valid photo identification (valid photo ID) with them at the time of collection.

DNI (for Argentinian citizens and foreigners with permanent residency in Argentina)
Identity Card (for Mercosur members only; Bolivia, Brazil, Chile, Colombia, Ecuador, Paraguay, Peru, Uruguay, Venezuela)
Passport (Valid until at least 18 April 2019)

6. Visa requirements

All international persons MUST register by 24 May 2018. Persons registered after 24 May 2018 will have to make their own visa arrangements.

PLEASE REFER TO THE ENTRY VISA GUIDE

All accredited participants of the Summer Youth Olympic Games Buenos Aires 2018, except Argentinian citizens, must possess a special entry visa type "24-H" to be able to enter the country and participate in the event.

The 24-H visa refers to article 24, part H, of the Argentinian immigrations law N° 25.871 that applies to all foreigners that enter Argentina as transitory residents within the subcategory "special". For more details about the law, please refer to the [Argentina Immigrations website](#).

For more information, please refer to the Entry Visa Guide.

7. Accreditation contact information

For any general accreditation inquiries, please contact:

Email: accreditation@buenosaires2018.com

Telephone number: +54 11 5030 9893

8. Appendix:

8.1. Entry Visa Guide

BUENOS AIRES 2018

