

Please fill out the form **COMPLETELY**. Unfortunately, forms that are not completely filled out cannot be forwarded. Thank you very much!

MEDIA REQUEST FORM – Stay, Photography or Filming	
Name Journalist: (First name/last name):	
Journalist Position:	
Publication Name / country:	
Description of Publication: Circulation & readership:	
Dates and location of stay:	
Accommodation details:	
Arrival & Departure details at all locations:	
Travelling companion:	
Transfer requested:	



Specific purpose of trip:	
Expected coverage: Expected coverage for the hotel: Seize (approx.) and content?	
Date/ Month of the edition featuring the article	
Complete itinerary of the guest's visit to the country: Note: At each location, please indicate the hotel, where the guest will be staying.	
Local contact details of the guest or contact details of the person coordinating the visit locally: Note: Please mention name, cellular number and email address.	
Additional Comments:	

Requested by: WeberBenAmmar PR

Date and signature of the journalist:

Guidelines for Press Trips (according to the VDRJ)

The WeberBenAmmar PR agency does not act as the organizer of this trip. Participants are responsible for their comprehensive personal insurance coverage. We recommend obtaining appropriate insurance, such as trip cancellation insurance, luggage insurance, and international health insurance, etc. The organizer assumes no liability for damages to participants and their employers, especially not for damages to persons, property, and assets. Please check entry requirements, visa procedures, and vaccinations, for example,

on the website of the Federal Foreign Office (www.auswaertiges-amt.de) or consult a travel or tropical medicine specialist.

The program is organized in cooperation with local service providers. Please understand that last-minute changes to the program may occur due to weather conditions. If this happens, we will inform you as soon as possible. Unless otherwise stated in the invitation, the trip includes the costs of all mentioned program points. Personal expenses and incidental costs during the trip (telephone costs, minibar, room service, tips, etc.) are not included.

Attention: If additional costs arise due to rebooking or cancellation after registration, these must be borne by the participant.

Data Protection Notice (GDPR) By registering, I agree that my personal data (contact information) will be processed by WeberBenAmmarPR for the purpose of organizing the press trip and for this occasion. The provision of the collected data is necessary for the organization and processing of the press trip and is based on Art. 6(1)(b) GDPR. Your data will be stored for the duration of the organization and processing of the press trip and then for the duration of tax retention periods. We will share your data with partners involved in the trip (e.g., airlines, hotels, etc.) for the purpose of organizing and processing the press trip. The data transfer is based on Art. 6(1)(b) GDPR. We also use your data for the purpose of creating reports following the trip and for reporting. The processing of your data for this purpose is based on our legitimate business interest and therefore on Art. 6(1)(f) GDPR.

Your data will be stored for these purposes for a maximum of one year after the trip ends. After that, your data will be deleted. Our privacy policy can be viewed at any time here: <https://www.wba-pr.de/j/privacy>

By signing the registration form, you also agree to have your name included in the participant list and made accessible to other participants.

Photos in which you are depicted and taken during the course of the press trip by the hotel, WeberBenAmmarPR, or other participants of the trip will be distributed by them for documentation purposes and in any subsequent press reports or for promotional purposes related to the trip. These photos may also be used on social media (e.g., Facebook, Instagram, Twitter, etc.) and transmitted via a data transfer service (e.g., WeTransfer). If you do not agree, please inform us before the trip begins!

The participant acknowledges these guidelines as BINDING by signing on the registration form.