



Latvijas Nacionālais kultūras centrs

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## TERMS AND CONDITIONS

Rīga

This document is dated to the  
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signature and its timestamp

No. 1.5-1.1/20

### XXVII Nationwide Latvian Song and XVII Dance Festival Mass Media Accreditation Terms and Conditions

*Issued in accordance with Izdoti saskaņā ar  
Section 72, Part 1, Point 2 of the  
State Administration Structure Law*

#### I. Terminology Used in the Terms and Conditions

1. **Candidate** – a media representative or adult private individual who applies for accreditation and is named in the Application.
2. **Media** - mass communication sources registered in accordance with the terms of the Law On the Press and Other Mass Media, as well as portals not registered in accordance with the Law On the Press and Other Mass Media, but who, in the eyes of the Organiser, provide mass information to the public.
3. **Terms and Conditions** – these XXVII Nationwide Latvian Song and XVII Dance Festival Mass Media Accreditation Terms and Conditions.
4. **Event** – an event planned and organised by the Organiser as part of the Festival, regardless of its location.
5. **Event Venue** – in the eyes of these Terms and Conditions, any location in which an Event is being held by the Organiser.
6. **Application** - the online application form, which is available on the Organiser's website [www.dziesmusvetki.lv](http://www.dziesmusvetki.lv) under *Media*.<sup>1</sup>
7. **Press Centre** – the Festival's press centre, created by the Organiser, located in the New Wing of the Art Academy of Latvia, Kalpaka bulvāris 13, Rīga (entrance next to the Latvian National Museum of Art).
8. **Press Card** – a Candidate who has received accreditation is issued an individual Press Card of a specific category by the Organiser, which gives the holder the rights as outlined in the Terms and Conditions.
9. **Press Card Holder** - a Candidate who has received accreditation and who has been issued a Press Card.
10. **Organiser** – The Latvian National Centre for Culture, registration no. 90000049726, legal

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<sup>1</sup> <https://www.dziesmusvetki.lv/lv/medijiem/akreditacija/>

address: Zigrīda Annas Meierovica bulvāris 14-7, Rīga, LV-1050, email address: [lnkc@lnkc.gov.lv](mailto:lnkc@lnkc.gov.lv), tel. +371 67228985.

11. **Festival** – the XXVII Nationwide Latvian Song and XVII Dance Festival, taking place in Riga from the 30th June to the 10th July, 2023.

## **II. General Terms and Conditions**

12. The Terms and Conditions determine the procedure by which media representatives are accredited for the Festival, and how Festival press accreditation cards are issued and used.
13. The Organiser's contact person, who is authorised to give explanations on the Terms and Conditions and receive Applications, is Alise Krauja, email: [mediji@dziesmusvetki.lv](mailto:mediji@dziesmusvetki.lv).
14. The Terms and Conditions can be accessed in Latvian and English on the Organiser's website: [www.dziesmusvetki.lv](http://www.dziesmusvetki.lv) under *Media*,<sup>2</sup> and [www.lnkc.gov.lv](http://www.lnkc.gov.lv).
15. Accreditation is provided for Festival Events with the aim of ensuring suitable conditions for the professional activity of the Press Card Holder with regard to reporting on the Festival. Accreditation is granted for the duration of the Festival.
16. Adults who represent a Media outlet based on a work contract or certification issued by the Media have the right to Festival accreditation.
17. The Organiser, at their own discretion, has the right to issue accreditation to photographers, journalists, local council PR specialists, representatives of archival institutions for the completion of their work duties, and persons who do not represent the Media.

## **III. Submitting an Application**

18. Applications for accreditation are submitted digitally by filling in the Application Form.
19. The following should be attached to the Application:
  - 19.1. A colour photograph of the Candidate, in which the Candidate's face is in the centre, is not covered, without sunglasses, and facing the camera. The background of the photograph must be white, and must not include any other people and/or objects. The preferred resolution is 460 x 575 px, and the file size must not exceed 5MB;
  - 19.2. If the Candidate represents a Media outlet, free-form written confirmation from the editor of the Media outlet they represent (signed with a secure electronic signature or signed, scanned and sent as a PDF) on their wish for the Candidate to be accredited in order to report on the Festival, as well as their agreement to the Terms and Conditions;
  - 19.3. If the Candidate does not represent a specific Media outlet, a letter of motivation explaining their aim in reporting on the Festival.
20. By submitting an Application, the Candidate confirms that they have read and agree to adhere to the Terms and Conditions and the rules set by the Organiser:
  - 20.1. [XXVII Nationwide Latvian Song and XVII Dance Festival Rules of Order](#);<sup>3</sup>
  - 20.2. [XXVII Nationwide Latvian Song and XVII Dance Festival Personal Data Protection Terms and Conditions](#)<sup>4</sup> (which includes a ban on the use of flying objects (remote controlled, unmanned objects etc.) within the Event Venue),
  - 20.3. As well as any other rules set by the Organiser regarding the Press Card Holder, and verbal instructions given by representatives of the Organiser or public order officials.
21. The Application deadline is the **31st May, 2023**.

## **IV. Conferring accreditation**

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<sup>2</sup> <https://www.dziesmusvetki.lv/lv/medijiem/akreditacija/>

<sup>3</sup> <https://www.dziesmusvetki.lv/lv/dalibniekiem/noteikumi/kartibas-noteikumi/>

<sup>4</sup> <https://www.dziesmusvetki.lv/lv/dalibniekiem/noteikumi/personas-datu-aizsardzibas-noteikumi/>

22. Within fourteen (14) days of receiving the Application, the Organiser or their authorised representative notifies the Candidate whether their Application to receive accreditation has been accepted or denied.
23. The Organiser or their authorised representative denies accreditation:
  - 23.1. if the Application includes untrue or incomplete information, or if all the necessary information and/or documents are not included and/or attached;
  - 23.2. if the Candidate has not confirmed their agreement with the Terms and Conditions and/or the terms set out in point 20 and its subpoints;
  - 23.3. the Organiser or their authorised representative has the right to deny accreditation without stating a specific reason.
24. The Organiser or their authorised representative has the right to limit the number of representatives per Media.
25. The Organiser or their authorised representative designates the accredited Candidate's Press Card category at their own discretion.

#### **V. Issuing Press Cards**

26. Candidates with confirmed accreditation can receive their Press Card at the Press Centre from the **29th June, 2023**, by arriving in person and presenting their ID document (passport or ID card).
27. The contact phone number and working hours will be announced separately on the Organiser's websites, [www.lnkc.gov.lv](http://www.lnkc.gov.lv) and [www.dziesmusvetki.lv](http://www.dziesmusvetki.lv), under *Media*.<sup>5</sup>
28. The Press Cards for representatives of a Media outlet can be issued to the authorised representative of that Media by submitting an authorisation letter from the Media and showing their ID document (passport or ID card).
29. The accredited person or authorised Media representative confirms receipt of their Press Card with their signature.

#### **VI. Press Card Holder rights and responsibilities, and Terms of Use of the Press Card**

30. In order to enter the Event Venue, the Press Card Holder shows their Press Card and, on request, their ID document (passport or ID card). The Press Card Holder must carry the Card so that it is visible.
31. Giving a Press Card to another person is forbidden.
32. Press Cards are divided into three (3) categories, and holders of Press Cards must follow the rules of their respective categories:
  - 32.1. **Category A** (photo and video):
    - 32.1.1. A Category A Press Card gives its holder the ability to attend Festival Events in order to complete their professional duties (take photographs or film).
    - 32.1.2. Category A Press Card Holders — photographers and video operators — are given their own zones at the Event Venues for their work needs.
    - 32.1.3. The use of flash photography is banned at indoor events.
    - 32.1.4. Taking photos and videos outside of the press zones with professional equipment is banned.
    - 32.1.5. In case of limited spaces and large media interest, the Organiser does not guarantee Category B Press Card Holders access to press zones.
    - 32.1.6. Moving around during the performance is not permitted.
    - 32.1.7. The Organiser has the right to limit when photographs and videos can be taken during specific Events.

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<sup>5</sup> <https://www.dziesmusvetki.lv/lv/medijiem/akreditacija/>

32.1.8. To attend an Event, Category A Press Card Holders must fill in an online form which is sent to the email address given in the Application, indicating the Events they would like to attend, and before each Event mentioned on the form they must receive the Organiser's permission to attend. The Press Card Holder has no right to attend an Event without the permission of the Organiser.

32.2. **Category B (photo and video);**

32.2.1. A Category B Press Card gives its holder the ability to attend Festival Events to take photographs or film.

32.2.2. Some outdoor Event Venues (for example, the Parade of Festival Participants, Paying Tribute to the Festival's Chief Conductors and Chief Dance Leaders, and others) will have a separate zone for the work needs of Category B Press Card Holders (photographers and video operators).

32.2.3. The use of flash photography is banned at indoor events.

32.2.4. Taking photos and videos outside of the press zones with professional equipment is banned.

32.2.5. In case of limited space and large media interest, the Organiser does not guarantee a space in the press zone.

32.2.6. Moving around during the performance is not allowed.

32.2.7. To attend an Event, Category B Press Card Holders must fill in an online form which is sent to the email address given in the Application, indicating the Events they would like to attend, and before each Event mentioned on the form they must receive the Organiser's permission to attend. The Press Card Holder has no right to attend an Event without the permission of the Organiser.

32.3. **Category C (journalist):**

32.3.1. A Category C Press Card gives its holders — media editors, correspondents and journalists — the ability to attend Festival Events in order to complete their professional duties.

32.3.2. In case of limited space and large media interest, the Organiser does not guarantee seating at ticketed Events.

32.3.3. Moving around during the performance is not permitted.

32.3.4. To attend an Event, Category C Press Card Holders must fill in an online form which is sent to the email address given in the Application, indicating the Events they would like to attend, and before each Event mentioned on the form they must receive the Organiser's permission to attend. The Press Card Holder has no right to attend an Event without the permission of the Organiser.

33. In case of limited space, regardless of Press Card Category, the Organiser does not guarantee Press Card Holders seating at the Festival's ticketed and free Events held in closed Event Venues, and does not guarantee that the Press Card Holder will be able to attend and report on all Festival Events.

34. The Events which can be attended by holders of each category of Press Card are listed in the Appendix of the Terms and Conditions. Press Card Holders do not have permission to attend rehearsals if they do not have prior written permission from the Organiser.

35. Press Card Holders have the following rights:

35.1. to take part in Festival press conferences and attend Festival Events for which the Press Card Holder has applied digitally and received confirmation from the organiser.

35.2. to enter and use the press access zones reserved for each category at Festival Events;

35.3. to receive press releases, information and reports on the Festival intended for distribution to the media;

35.4. to photograph Festival Events and make audio and video recordings thereof from the

- locations determined by the Organiser in accordance with the Organiser's instructions;
- 35.5. to seek help at the Festival Press Centre and use the organisational opportunities provided by the Press Centre.
36. Press Card Holders have the following responsibilities:
- 36.1. to respect the Festival participants, audiences, guests and the interests of the Organiser while fulfilling professional duties;
- 36.2. to ensure that the use of any materials captured during the Festival specifically credits the Festival;
- 36.3. Press Card Holders must inform the Organiser of all publications linked with the Festival by sending the publication or its link to the email address [mediji@dziesmusvetki.lv](mailto:mediji@dziesmusvetki.lv) within three (3) business days of publication.
37. In the case of loss of Press Card, the Press Card Holder must notify the Organiser without delay, in person at the Press Centre, by email to [mediji@dziesmusvetki.lv](mailto:mediji@dziesmusvetki.lv), or by calling the Press Centre. After receiving the information stated in this point, the Press Centre will issue a new Press Card to the Press Card Holder.
38. The Media must inform the Organiser without delay if the representative issued with a Press Card ends their legal work relationship with the Media or otherwise ceases to represent the Media in person at the Press Centre, or by emailing [mediji@dziesmusvetki.lv](mailto:mediji@dziesmusvetki.lv), or by calling the Press Centre.

#### **VII. Annulment of Accreditation**

39. Accreditation can be annulled without delay in the following cases:
- 39.1. if the Terms and Conditions are breached (including if the Media which the Press Card Holder represents breaches the Terms and Conditions);
- 39.2. if the Press Card Holder does not comply with the instructions of the Organiser or public order officials during Festival Events;
- 39.3. if the Organiser receives an order or recommendation from the Festival's Operative Management Group to annul accreditation.
40. The Press Card Holder and the Media they represent is informed of any annulment of accreditation in writing to the email address named in the Application.
41. On receiving notice of accreditation annulment, the Press Card Holder must hand in their Press Card to the Press Centre by the business day after receiving the notice.

#### **VIII. Data Processing for Private Individuals**

42. The personal data overseer is the Organiser.
43. Personal data processing aims:
- 43.1. registering and identifying the subject of the data at the Festival;
- 43.2. preparing Press Cards;
- 43.3. implementing security measures during the Festival, including controlling entry to Event Venues as well as rehearsal venues;
- 43.4. ensuring fast organisational exchange of information for the Festival;
- 43.5. archiving the data subject's personal data and for statistical purposes in the interests of the public.
44. Legal basis for processing personal data: the person's agreement and the legal obligation to which the overseer is bound.
45. Personal data is collected and processed only to the amount and within the time period necessary for completing the aims set out in the Terms and Conditions and for the Organiser to comply with binding legislation.
46. The rights of the individual:

- 46.1. to request information on their personal data held by the Organiser;
- 46.2. to request that the Organiser edits or deletes their personal data or limits its processing, or refuse processing as far as objectively possible without contradicting the Organiser's responsibilities and rights according to legislation;
- 46.3. to submit a complaint to the monitoring institution: the Data State Inspectorate.
- 47. As part of personal data processing, the Organiser ensures:
  - 47.1. that the person is informed in accordance with section 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016;
  - 47.2. technical and organisational measures to ensure data security and protection;
  - 47.3. that a person can edit or delete the data they submit, and limit and refuse the processing of their data, as long as this does not contradict the Organiser's responsibilities and rights according to legislation and these Terms and Conditions.
- 48. The Organiser must inform the person without undue delay if their data protection has been breached, if the personal data protection breach could pose a high risk to the person's rights and freedoms.
- 49. Bearing in mind the level of technology, cost of implementation and the character, volume, context and reasons for processing, as well as various possibilities and levels of severity for risks regarding personal rights and freedoms in the field of data protection, the Organiser implements suitable technical and organisational measures to ensure a level of security which matches the risk level.
- 50. When filling in and submitting the Application, the Candidate agrees to the process set out in the Terms and Conditions, and to passing on their personal data to the Organiser.
- 51. The data subject has the right to withdraw their agreement at any time, but on withdrawal, the following consequences apply: accreditation is annulled for the data subject.
- 52. More information can be found in the XXVII Nationwide Latvian Song and XVII Dance Festival Personal Data Protection Terms and Conditions.<sup>6</sup>

### **IX. Concluding Terms and Conditions**

- 53. The Organiser has the right to amend and add to the Terms and Conditions, and the Press Card Holder has the responsibility to read the Terms and Conditions immediately before entering an Event Venue.
- 54. The Press Card Holder has the responsibility to adhere to the terms and requests not named in the Terms and Conditions, which the Organiser makes known during the Event or displays at the Event Venue.
- 55. Submitting an Application is confirmation that the Candidate has read the Terms and Conditions and promises to adhere to them.

Director

(\* signature)

Signe Pujāte

*\* This document is signed with a secure digital signature and contains a time stamp*

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<sup>6</sup> <https://www.dziesmusvetki.lv/lv/dalibniekiem/noteikumi/personas-datu-aizsardzibas-noteikumi/>

Events to which holders of each category of Press Card can apply to attend:\*

<b>Event name, date and time, location</b>	<b>Category</b>		
	<b>A</b>	<b>B</b>	<b>C</b>
<b>SONG AND DANCE FESTIVAL FLAG CEREMONY</b> 30 JUNE 14:00 - 14:30 // RIGA LATVIAN SOCIETY HOUSE			
<b>SACRED MUSIC CONCERT</b> 30 JUNE 19:00 - 20:30 // RIGA CATHEDRAL	X		X
<b>CHOIR COMPETITION FINAL</b> 1 JULY 10:00 - 23:59 // LU GREAT HALL			
<b>OPENING CONCERT FOR FESTIVAL PARTICIPANTS</b> 2 JULY 21:00 - 23:00 // SQUARE BY ARĒNA RĪGA	X	X	X
<b>LATVIAN DANCE CONCERT</b> 3 JULY 16:00 - 18:00; 20:00-22:00 // ARĒNA RĪGA	X		X
<b>WORLDWIDE LATVIANS' MEETING PLACE (DIASPORA LATVIAN CHOIR CONCERT, SINGALONG AND FOLK DANCING)</b> 3 JULY - 4 JULY 18:00 - 03:00 // ĶĪPSALA EXHIBITION VENUE	X		X
<b>SENIOR GROUP CONCERT</b> 3 JULY 18:00 - 22:00 // RIGA CIRCUS	X	X	X
<b>CONDUCTORS' CHOIR CONCERT: "THE CONDUCTOR" DEDICATED TO THE 150TH ANNIVERSARY OF THE SONG FESTIVAL TRADITION</b> 3 JULY 21:00 - 22:30 // MEŽAPARKS, KOKARI HALL	X		X
<b>KOKLE MUSIC NIGHT CONCERT: "THE GARDEN OF LIGHT"</b> 3 JULY 21:00 - 23:00 // RIGA CATHEDRAL	X		X
<b>KOKLE MUSIC NIGHT CONCERT: "THE SONG OF NIGHT"</b> 3 JULY 21:00 - 23:00 // TORŅAKALNS CHURCH	X		X
<b>VOCAL ENSEMBLE CONTEMPORARY MUSIC CONCERT: "SOUND PORTRAITS"</b> 4 JULY 18:00 - 20:00; 21:00 - 23:00 // HANZAS PERONS	X		X
<b>CONCERT OF ETHNIC MINORITY ENSEMBLES: "THE CANVAS OF THE SUN'S SONGS"</b> 4 JULY 19:00 - 21:30 // THE MIKHAIL CHEKHOV RIGA RUSSIAN THEATRE	X		X
<b>VOCAL-SYMPHONIC MUSIC CONCERT: "THE CRADLE"</b> 4 JULY 19:00 - 22:00 // LATVIAN NATIONAL OPERA	X		X

<b>VOCAL ENSEMBLE SACRED MUSIC CONCERT: "GOD. NATURE. MAN."</b> 4 JULY 21:00 - 23:00 // ST. JOHN'S CHURCH, RIGA	X		X
<b>PARADE OF LATVIAN FOLK COSTUMES: "IN MOONLIGHT"</b> 5 JULY 19:00 - 20:30 // HANZAS PERONS	X		X
<b>MASSED CHOIR CONCERT: "THE FIELD. THE ROAD OF SONG" - DRESS REHEARSAL</b> 5 JULY 20:00 - 23:30 // MEŽAPARKS GREAT STAGE	X	X	X
<b>BRASS BAND CONCERT: "TIME FLOWS OVER" AND TRADITIONAL OPEN-AIR DANCE PARTY</b> 5 JULY - 6 JULY 21:00 - 03:00 // WONDERSALA, ANDREJSALA	X	X	X
<b>FOLK MUSIC CONCERT: "THREE-TIMES-NINE PLAYERS" AND EXHIBITION BY LATVIAN MUSICAL INSTRUMENT ARTISANS</b> 6 JULY 18:00 - 19:30 // HANZAS PERONS	X		X
<b>GRAND KOKLE MUSIC CONCERT: "THE RIVER OF TIME"</b> 6 JULY 19:00 - 22:00 // ĶĪPSALA EXHIBITION VENUE	X		X
<b>MASSED CHOIR CONCERT: "THE FIELD. THE ROAD OF SONG"</b> 6 JULY 20:00 - 23:30 // MEŽAPARKS GREAT STAGE	X	X	X
<b>GRAND DANCE PERFORMANCE: "PERPETUAL MOTION" - DRESS REHEARSAL</b> 6 JULY - 7 JULY 22:00 - 00:30 // DAUGAVA STADIUM	X	X	X
<b>LATVIAN AMATEUR THEATRE PERFORMANCES</b> 7 JULY 12:00 - 22:00 // THE MIKHAIL CHEKHOV RIGA RUSSIAN THEATRE	X		X
<b>GRAND DANCE PERFORMANCE: "PERPETUAL MOTION"</b> 7 JULY 12:00 - 14:30; 22:00-00:30 and 8 JULY 22:00-00:30 // DAUGAVA STADIUM	X		X
<b>CHILDRENS' AND YOUTH VOCAL ENSEMBLE CONCERT: "I WANT TO TELL MYSELF SOMETHING"</b> 7 JULY 18:00 - 19:30 and 8 JULY 12:00-13:30; 15:00-16:30 // HANZAS PERONS	X		X
<b>LATVIAN MUSIC CONCERT OF WIND BANDS</b> 7 JULY 19:00 - 22:00 // GREAT GUILD	X		X
<b>GRAND FINALE CONCERT: "UPWARD TOGETHER" - DRESS REHEARSAL (WITHOUT DANCES)</b> 8 JULY 20:00 - 23:30 // MEŽAPARKS GREAT STAGE	X	X	X
<b>GRAND FINALE CONCERT: "UPWARD TOGETHER"</b> 9 JULY 19:30 - 23:30 // MEŽAPARKS GREAT STAGE	X		X

\* If an event which an accredited media member wants to attend is not in the above list, then this event can be freely attended without special request.