

PLEASE RETURN COMPLETED FORM ELECTRONICALLY

Name:

Publication:

Dates of Trip:

Province(s) visited:

PERSONAL DETAILS

|  |  |
| --- | --- |
| SURNAME, NAME |  |
| MALE/FEMALE |  |
| FULL HOME ADDRESS |  |
| TEL (INCLUDE CONTACT DETAILS WHILE TRAVELLING) |  |
| EMAIL |  |
| LANGUAGES SPOKEN |  |
| SMOKER/NON-SMOKER |  |
| SPECIAL DIETARY NEEDS, ALLERGIES |  |
| MEDICAL CONDITIONS |  |
| MOST COMFORTABLE ACTIVITY LEVEL |  |
| BRIEF PERSONAL BIO |  |

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

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| **HEALTH AND TRAVEL INSURANCE** | |
| NAME OF YOUR INSURANCE COMPANY |  |
| POLICY NUMBER |  |
| EMERGENCY PHONE NUMBER WHEN TRAVELLING IN CANADA |  |

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| **ACCOMPANYING TRAVELLERS (if applicable)** | |
| SURNAME, NAME |  |
| RELATIONSHIP |  |
| GENDER |  |
| AGE |  |
| SMOKER/NON-SMOKER |  |
| SPECIAL DIETARY NEEDS, ALLERGIES |  |
| MEDICAL CONDITIONS |  |
| MOST COMFORTABLE ACTIVITY LEVEL |  |
| BRIEF PERSONAL BIO |  |

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| --- | --- |
| ***EMERGENCY CONTACT (if applicable)*** | |
| NAME |  |
| RELATIONSHIP |  |
| 24 HOUR CONTACT NUMBER |  |

TRIP DETAILS

As of March 15, 2016, visa-exempt foreign nationals who fly to or transit through Canada are expected to have an Electronic Travel Authorization (eTA)!

Please confirm once you have completed the eTA application: <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®, MasterCard® or American Express®
* and a valid email address.

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| **FLIGHT INFORMATION** | | |
|  | JOURNALIST | ACCOMPANYING TRAVELLERS |
| FULL NAME (AS IT APPEARS ON PASSPORT) |  |  |
| DATE OF BIRTH (ESSENTIAL FO FLIGHTS) | |  |  |  | | --- | --- | --- | | year | month | day | | |  |  |  | | --- | --- | --- | | year | month | day | |
| NATIONALITY |  |  |
| DATES OF TRIP |  | |
| AIRLINE |  | |
|  | OUTBOUND | INBOUND |
| FLIGHT NO |  |  |
| DEPARTURE: AIRPORT |  |  |
| TIME |  |  |
| ARRIVAL: AIRPORT |  |  |
| TIME |  |  |
| DOMESTIC FLIGHTS |  |  |

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| LODGING (WILL THIS BE MENTIONED IN THE ARTICLE?) |  |
| DATES |  |
| NUMBER OF NIGHTS |  |
| NUMBER OF ROOMS |  |

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| **GROUND TRANSPORTATION NEEDS** | |
| RENTAL CAR (Y/N) |  |
| VALID INTERNATIONAL DRIVING LICENSE (Y/N) |  |

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| **TECHNICAL AND FINANCIAL ASSISTANCE REQUIRED (HIGHLIGHT)** | | |
| TRANSPORT | HOTEL PARKING | LODGING & BREAKFAST |
| TRANSPORTATION TO  CANADA | OTHER , PLEASE SPECIFY: | |
| OTHER CONTRIBUTING PARTNERS |  | |
| SUPPPLEMENTARY INFO/ RECOMMENDATIONS |  | |

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| **PRODUCTS TO BE PROMOTED (HIGHLIGHT)** | | |
| CITIES | TOURING/FLY-DRIVE | RESORTS |
| ANIMAL OBSERVATION  FISHING | CONVENTIONS | ADVENTURE |
| FAMILY | OTHER (SPECIFY): | |
| INTERESTS, SPECIFIC NEEDS, OBJECTIVES, THEME OF ARTICLE |  | |
| SUGGESTED ITINERARY |  | |

Ensure any necessary filming permits are applied for or advised to crew of requirements.

MEDIA DETAILS

|  |  |
| --- | --- |
| MEDIA ID | |
| PUBLICATION NAME |  |
| NAME OF COMMISSIONING EDITOR AND ROLE |  |
| CIRCULATION |  |
| READERSHIP |  |
| MARKET AREA/DEMOGRAPHICS |  |
| ONLINE EXPOSURE (PROVIDE FULL DETAILS, INCLUDING EXTENT OF COVERAGE AND AUDIENCE ANALYTICS) |  |
| ESTIMATED PUBLICATION/AIR DATE  (PLEASE INDICATE IF NOT KNOWN AT THIS TIME) |  |
| POSSIBILITY TO PUBLISH THE ARTICLE ON THE ONLINE VERSION OF YOUR OUTLET | YES :  NO : |
| POSSIBILITY TO POST YOUR ARTICLE ON THE SOCIAL MEDIA PLATFORMS OF YOUR OUTLET | YES :  NO : |
| POSSIBILITY TO MENTION OUR WEBSITE AND/OR OUR SOCIAL MEDIA PLATFORMS | YES :  NO : |
| POSSIBILITY TO MENTION THESE TYPES OF PARTNERS | TRANSPORTATION YES:  NO:  HOTEL YES:  NO:  RESTAURANT YES:  NO:  OTHER YES:  NO: |

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| **FREQUENCY (HIGHLIGHT)** | | |
| DAILY | WEEKLY | MONTHLY |
| OTHER (PLEASE SPECIFY) |  | |
| TARGET AUDIENCE (HIGHLIGHT) | TRADE | CONSUMER |
| FULL BUSINESS ADDRESS |  | |
| TEL |  | |
| FAX |  | |
| EMAIL |  | |

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| ADVERTISING RATES – COMPLETE IN FULL | |
| PRICE PER SQ CM |  |
| PRICE PER COLOUR PAGE |  |
| PRICE PER B/W PAGE |  |
| ESTIMATED COVERAGE |  |

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| **VISITOR FUNCTION (TICK APPROPRIATE BOX)** | | |
| DIRECTOR/PRODUCER | EDITOR | COLUMNIST |
| FREELANCE | PHOTOGRAPHER | STAFF WRITER |
| OTHER (PLEASE SPECIFY) | I.G. BLOGGER, WEBSITE, SOCIAL MEDIA HANDLES ETC. | |
| COMMISSIONING EDITOR (PLEASE PROVIDE NAME OF PERSON WHO HAS COMMISSIONED YOUR FEATURE) |  | |
| HOW WILL YOU USE SOCIAL MEDIA DURING YOUR TRIP? |  | |
| COVERAGE FOR DESTINATION CANADA AND PARTNERS (IE: WILL <http://www.keepexploring.de/> OR PARTNER WEBSITE BE INCLUDED?) | YES, I WILL MENTION THE FOLLOWING CHANNELS:  <http://de-keepexploring.canada.travel/>  YES  NO  OTHER PARTNER WEBSITES  YES  NO  WHICH:  SOCIAL MEDIA: (LEAVE COMMENTS & UPLOAD PHOTOS TO SPOTS IN GERMAN WHEREEVER/WHENEVER POSSIBLE IN CANADA)  ENTRIES ON: [www.facebook.com/entdeckekanada](http://www.facebook.com/entdeckekanada)  YES  NO  ENTRIES ON: [www.twitter.com/entdeckekanada](http://www.twitter.com/entdeckekanada)  YES  NO  PLEASE USE #ExploreCanada WHENEVER YOU TWEET WITH PHOTO/VIDEO  FOR THE INFOBOX:  Pressekontakt:  Destination Canada  [kirsten@destination-office.de](mailto:kirsten@destination-office.de) , [www.kanada-presse.de](http://www.kanada-presse.de)  Find us on Facebook: [www.facebook.com/entdeckekanada](http://www.facebook.com/entdeckekanada)  Follow us on Twitter: [www.twitter.com/entdeckekanada](http://www.twitter.com/entdeckekanada)  Canada Videos on Youtube: [www.youtube.com/entdeckeKanada](http://www.youtube.com/entdeckeKanada) | |

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

**IMPORTANT INFORMATION**

It’s the visitor’s responsibility:

☐ To make sure you have a valid driver’s license (you have to be 21 and over);

☐ To have a valid credit card;

☐ To have a valid health and travel insurance covering your entire stay in Canada;

☐ To make sure your passport is valid at least for 6 months after your entry date to Canada;

☐ To make sure you obtain your electronic travel authorisation (eTA) or your visa before arriving in Canada

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, where appropriate, prior to participating in the activities outlined in the itinerary.

Thank you for your interest in Canada and for completing the information requested.

**PLEASE RETURN THIS COMPLETED WORD DOCUMENT TO:**

Kirsten Bungart

Senior Publicist & Media Manager

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