

Jordan Tourism Board North America

Press Trip Policy

Qualifications:

The Jordan Tourism Board North America (JTBNA) will pre-qualify every journalist applying to go on a press trip to Jordan. Every journalist is required to fill out a Media Application form and will be evaluated based on and not mutually exclusive to:

- the information submitted in the media form
- back ground research on each candidate
- previous articles written
- reputation in the industry
- letter of assignment that explicitly states an editor's intent to publish at least one article resulting from the press tour (**for freelance writers**)
- Circulation, readership, online hits/clicks, social media following, etc...

Spouses/families/friends:

- Spouses are not eligible to participate in JTBNA press trips unless the spouse is a credentialed journalist; has a separate assignment/role; and is accepted based on a separate media application form. No exceptions will be made, even for those offering to pay his/her own way. This ensures the integrity of JTBNA press tours and the working morale of fellow journalists.
- Children are not eligible to participate in JTBNA press trips unless the press trip requires it for family travel story coverage.
- Friends/extended family (siblings, cousins, etc.) of journalists are not permitted to join any JTBNA press trip and no exceptions will be made, even for those offering to pay his/her own way.

Operations & Procedures:

- JTBNA press trips operating out of the USA and Canada will only depart/return out of RJ Gateways: New York - JFK, Chicago – ORD, Detroit - DTW, Montreal – YUL. Gateways for each trip will be publicized and no exceptions will be made for other gateways.
- JTBNA press trips operating out of Mexico will depart/return out of Mexico City - MEX.
- Journalists must cover their domestic flight cost to the RJ gateway in the US and Canada or Mexico City - MEX.
- JTBNA is NOT responsible for missed flights due to delays including any costs incurred by or during the delay.
- JTBNA will create the itinerary for the press trip, however all itineraries are subject to change.
- JTBNA will provide, while on the ground in Jordan, a certified JTB guide for the duration of the tour; special briefing opportunities; accommodation at 4- and 5-star hotels; ground transportation; internet; meals and park entrance fees throughout the press tour. Optional Services that are NOT covered by JTBNA include but are not limited to:
 - **Gratuities**
 - **Alcoholic beverages**
 - **Personal Expenditures**
 1. Luggage Fees
 2. Telephone & fax use
 3. Souvenirs
 4. Spa treatments
 5. Horse/Donkey/Carriage in Petra/Camel Rides

6. Laundry
7. Mini Bar/Room Service
8. Ballooning in Wadi Rum
9. Any activity not included in the itinerary

- Press trips organized by JTBNA are devoted to Jordan only, unless the airfare is covered by the participant. In this case JTBNA will only cover the Jordan portion of the trip.

Emergencies:

- Journalists are encouraged to cover themselves with travelers insurance against any risk associated with their trip to Jordan. JTBNA is not liable for incidents that happen while traveling in Jordan that are beyond the control of and are not as a direct result of any action or negligence of the JTB/JTBNA or its partners.

I, _____, hereby acknowledge that I have read and fully understand the terms stated in this policy.