



HEADQUARTERS RESOLUTE SUPPORT
Public Affairs
APO AE 09356



MEDIA EMBED REQUEST FORM

1. The Media Embed Office at the Public Affairs Office (PAO) located at Headquarters Resolute Support (RS) is the focal point for all media visit or embed inquiries.
2. Application process. The RS PAO places great importance on ensuring that visits meet journalists' requirements. Therefore, we require as much information as possible from journalists in order to facilitate a successful visit. The media embed request form on the following page is designed to capture information we need to properly match your coverage needs to the units' capacity to support your visit. Completed request forms should be returned to the RS Media Embed Office using the e-mail address on the bottom of this form.
3. Upon receipt of completed application forms, the Media Embed Office coordinates requests in accordance with the RS media visit / embed policy and based on the requested units' ability to accommodate during the requested time frame. The Media Embed Office will make arrangements with the relevant units within the RS Train, Advise, and Assist Commands to best suit your request and interest. After the required coordination is completed you will receive a notice of approval with any final instructions. **YOUR VISIT / EMBED DOES NOT EXIST UNTIL YOU RECEIVE THE NOTICE OF APPROVAL.**
4. RS & GIROA Accreditation. All media coming to Afghanistan through Kabul must obtain proper accreditation and receive an RS media badge before coming onto any RS military installation. The process for accreditation is detailed at <https://rs.nato.int/media-center/for-the-press.aspx>. Please take note the Government of the Islamic Republic of Afghanistan also requires media to register with them at <http://mfa.gov.af/en/page/spokesperson-office/4212>.
5. Equipment and insurance. **All visiting journalists must possess their own helmet and body armor (bullet-proof vest).** Any journalist arriving without this equipment will not be permitted to visit RS in Afghanistan. Journalists are strongly advised to gain experience and training for operating in harsh and hostile environments and are expected to come equipped and clothed appropriately.
6. All visiting journalists must ensure that they have adequate personal, travel and equipment insurance. RS does not provide insurance.
7. Please contact the RS Media Embed Office regarding any questions or concerns with media embedding at pressoffice@hq.rs.nato.int.

Respectfully,
RS Media Embed Chief,
HQ RS Public Affairs Office



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PERSONAL DETAILS			
SURNAME	FORENAME	DoB ¹	
NATIONALITY	PASSPORT NUMBER	EXPIRY DATE	
CONTACT ADDRESS			
CONTACT EMAIL			
CONTACT TELEPHONE			
CONTACT MOBILE ²			
MEDICAL DETAILS			
HEIGHT	WEIGHT	BLOOD TYPE	DISABILITIES ³
TO YOUR KNOWLEDGE DO YOU HAVE A HEART CONDITION? ⁴			
DO YOU HAVE ANY OTHER MEDICAL CONDITIONS? ⁵			
AGENCY DETAILS			
NAME	NATIONALITY	WEBSITE	
EDITOR'S/ MANAGER'S NAME			
EDITOR'S/ MANAGER'S EMAIL		TELEPHONE	
AGENCY ADDRESS			
AGENCY TARGET AUDIENCE			
REPORTER'S BIOGRAPHY ⁶			
UNIT YOU WISH TO EMBED WITH			
DATE OF EMBED REQUEST		DURATION OF EMBED	
DETAILS OF CURRENT OR PREVIOUS EMBEDS			
REQUIRED LOCATION			
TYPE OF MEDIA ⁷			
PERSONAL EQUIPMENT ⁸			
DO YOU HAVE BODY ARMOUR AND HELMET?			
PURPOSE OF EMBED (THEMES, ANGLE AND INTENT)			

¹ Date of birth.
² Please provide Afghan mobile number where possible.
³ Disabilities that may prevent you from physical activity.
⁴ Please explain.
⁵ Please include medication that you may be taking.
⁶ Please include a photograph and links to previous articles.
⁷ Print, Radio, TV, Photographic or other (please specify).
⁸ Please specify specialist media equipment and number/weight of bags.