



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
- background research on each candidate
- previous articles written
- influence/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 where applicable)**
- circulation, readership, online hits/clicks, social media engagement, etc.

Spouses/families/friends:

- Spouses are not eligible to participate in JTBNA press trips unless the press trip requires it for family travel story coverage or if 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 their own way.
- 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 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; Wi-Fi; 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
 3. Souvenirs
 4. Personal spa treatments
 5. Laundry
 6. Mini Bar/Room Service
 7. 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.



Travel and Other Insurance: It is your sole responsibility to arrange and pay for any insurance that you consider necessary or advisable in connection with your trip, including life, travel, accident, medical, property or other insurance. 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.

By submitting my media registration form, I acknowledge that I have read and fully understand the terms stated in this policy.