

ASEM 8 SUMMIT
BRUSSELS, 4-5.10.2010

MEDIA INFORMATION

INFORMATION ON MEDIA ARRANGEMENTS

ACCREDITATION

Only duly accredited members of the press are permitted **access to the media centre**, which is located in the Square - Brussels Meeting Centre.

Registration for ASEM 8 Summit **media accreditation** should be made **at the latest 10 days prior to the summit** via the website of the Belgian Presidency of the Council of the European Union (<https://media.eutrio.be/php/login.php?lang=EN>).

Duly accredited members of the press are issued a personal and non-transferable **yellow nominative ASEM 8 Summit media badge**.

Attention!

In order to obtain an appropriate badge for the ASEM 8 Summit, media representatives already holding a permanent accreditation badge for the Belgian Presidency of the Council of the European Union need to mark their participation in this Summit in their accreditation account by ticking off the ASEM 8 Summit in the meeting list.

Members of the press may be requested to produce a proof of identity (national passport or IDcard) at any time. Badges must be carried visibly to allow access to the media centre and remain visible at all times.

ASEM 8 Summit media badges for members of the press who have registered online at the latest 10 days prior to the summit and having **received on-line confirmation** of accreditation may collect the appropriate badge on the following moments, upon presentation of a valid ID card and press card:

- Accreditation Desk of the ASEM 8 Summit Host / Belgian presidency of the Council of the European Union (Place du Petit Sablon 8bis, 1000 Brussels) on:
Wednesday 29 September 13:00 – 16:00
Thursday 30 September 13:00 – 16:00
Friday 1 October 13:00 – 16:00
- Media Accreditation Desk, located next to Square – Brussels Meeting Centre (entrance Rue Ravenstein 2, 1000 Brussels) on:
Saturday 2 October 11:00 – 14:00

Sunday 3 October	12:00 – 21:00
Monday 4 October	07:00 – 18:00
Tuesday 5 October	07:00 – 18:00

Contacts for accreditations:

Xavier BURRE

Tel: +32 (0) 2 501 32 35

E-mail: xavier.burre@diplobel.fed.be

Frida HEREMANS

Tel: +32 (0) 2 501 80 43

E-mail: frida.heremans@diplobel.fed.be

Veerle VAN BEVER

Tel: +32 (0) 2 501 84 07

E-mail: veerle.vanbever@diplobel.fed.be

Lost badges should be reported immediately to the press office of the Ministry of Foreign Affairs (presse@diplobel.fed.be).

MEDIA CENTRE

During the ASEM 8 Summit, only accredited press will be granted access to the media centre and to the venues of the press moments.

The media centre of the ASEM 8 Summit is located in **Square - Brussels Meeting Centre** (Mont des Arts, 1000 Brussels) - www.square-brussels.com .

The **press entrance** of the media centre is located in the Glass Cube in the Mont des Arts park (downstairs). It is the only entrance available to the press and to the delegates. No access is possible from Coudenberg.

All rooms are non-smoking rooms.

Entrance

- Security control
- Cloakroom
- Lockers

Level -2

Media info desk

Grand Hall 1 :

- 59 audiovisual booths for radio and TV
- Master Control Room EBU & host broadcaster
- Bar (drinks & light meals)

	Grand Hall 2 :	- 10 offices for press agencies - IT helpdesk - 640 working spaces
Mezzanine	Copper Foyer:	- Office for spokespersons
Level -1	Silver Foyer:	- Relaxation area; info stands
	Magritte Foyer:	- Relaxation area
	Gold Hall:	- Coordinators' press conference room
	Organisers' office	
	Gold hall 1:	- interview room
	Silver Hall:	- National briefing room
	Copper Hall:	- National briefing room
Level +1	Hall 100:	- National briefing room
	Circle 1 (110):	- National briefing room
	Room 111:	- interview room
Level +2		- national briefing and interview rooms
Level +3		- national briefing and interview rooms
Level +4	Hall 400	- hot meals - buffet
Level +5	Panoramic Hall	- hot meals – buffet

All images from the host broadcaster and information concerning the program of the meeting will be displayed on the monitors of the media centre and in the audiovisual booths.

Opening hours of the media centre

Sunday 3 October	12:00 – 24:00
Monday 4 October	07:00 – 24:00
Tuesday 5 October	07:00 – 24:00

Facilities for media representatives

The 640 working spaces in the Grand Hall 2 (level -2) are equipped with:

- Electricity (2-pin 230 volts/50Hz)
- 400 working spaces will be equipped with a fixed internet connection (RJ45, Ethernet-type,10/100mbit/s)
- 30 working spaces will be equipped with an ISDN line (RJ45)
- 10 working spaces will be equipped with a fixed computer

A printing pool will be available close to the working spaces.

Please note that the maximum bandwidth capacity of the wifi only permits 200 simultaneous connections.

The media centre does not take reservations for working spaces. Media representatives wanting to make a reservation should therefore place a note on the seats with their name and the name of the media they represent.

However, as from the start of the working sessions of the summit, non-occupied reserved seats will be free to take.

Offices for Press Agencies

A limited number (10) of offices for the press agencies (15m²) are located in Grand Hall 2 (level -2). Each office is equipped with:

- 3 tables 130cm x 70cm
- 10 chairs
- a telephone, connected to an analogue telephone line
- a screen (19 inch)
- an internet connection (RJ45, Ethernet-type,10/100mbit/s)
- electricity (8 sockets, 2-pin 230 volts/50 Hz, 16A)

A printing pool will be available close to the offices for the press agencies.

Reservations for the offices for the press agencies should be made **before 1 October**.

For reservations, please contact:

Contact : Eugène CRIJNS
E-mail : eugene.crijns@diplobel.fed.be
Tel. : +32 (0) 2 501 35 81

Briefing & interview rooms

20 **national briefing rooms** with different capacities (from 35 to 500 seats) are available on the first, second and third floor of the media centre.

Sitting corners for separate interviews are available on level -1 and on the first, second and third floor.

Reservations for these rooms can be made for 1 hour on a “first requested, first served” basis at the Media Information Desk (level -3 at the media centre) on 3, 4 or 5 October or by e-mail (before 3 October). Please also notify your preferences concerning the briefing or interview room.

Contact: Veerle VAN BEVER
Tel: +32 (0) 2 501 84 07
E-mail: veerle.vanbever@diplobel.fed.be

Press conference room

The Coordinators' press conference of the ASEM 8 Summit takes place on 5 October at 17:30 in the Gold Hall (level -1) of the media centre and will be open to all accredited media representatives.

Participants are:

- ASEM 8 Chair and President of the European Council Herman Van Rompuy
- Asian ASEM Coordinator President Lee Myung-Bak of the Republic of Korea
- European ASEM Coordinator and President of the European Commission José Manuel Barroso
- Asian ASEM Coordinator Prime Minister Hun Sen of the Kingdom of Cambodia
- ASEM 8 Host Prime Minister Yves Leterme of the Kingdom of Belgium
- ASEM 9 Summit Host Prime Minister Bouasone Bouphavanh of the Lao People's Democratic Republic

The press meeting will be broadcast live on www.eutrio.be and will also be available in Broadcast Quality, a few hours after the event at the latest.

AUDIOVISUAL COVERAGE

Facilities for television and radios

- 30 audiovisual booths for Radio (or television) equipped with telephone, connected to an analogue telephone line, internet connection (RJ45, Ethernet-type, 10/100mbit/s), electricity (8 sockets, 2-pin 230 volts/50 Hz, 16A), ISDN line (RJ45), 19" screen, RF antenna outlet, carries host broadcaster channels and a set of public channels.
- 29 audiovisual booths for television equipped with telephone, connected to an analogue telephone line, internet connection (RJ45, Ethernet-type, 10/100mbit/s), electricity (8 sockets, 2-pin 230 volts/50 Hz, 16A), 19" screen, RF antenna outlet, carries host broadcaster channels and a set of public channels.

- For all services provided by EBU: please refer to the information communicated by EBU to all television stations (distribution of signals and multi- and unilateral transmissions, reservations of audiovisual booths on a «first come, first served» basis).
- For all reservations of booths with access to images from the host broadcaster, please contact Eurovision (EBU), which is exclusively in charge of the distribution of the host signal.

Contact EBU/UER TV:

Dounia WOLTECHE, Eurovision News Producer

Tel. +32 (0) 2 280 07 59

Fax +32 (0) 2 280 07 59

Mobile: +32 (0) 474 67 39 11

E-mail: bookings@eurovision.net

Contact EBU/UER Radio:

Sophia ELALOUI

Tel. +41 (0) 2 2 717 26 19

E-mail: elalaoui@ebu.ch

Additional IT services should be ordered in advance. The fees for additional services will be charged to the user.

Contact: Anne SELDESLACHTS

Tel: +32 (0) 2 515 13 25

E-mail: anne.seldeslachts@square-brussels.com

Parking reservation for satellite cars and reservations for stand-up positions

Satellite cars are not allowed on the premises without prior notification. Reservations for parking spaces for satellite cars must be made in advance via the Press Service of the FPS Foreign Affairs **before 1 October**, taking into account the limited number of spaces. Reservations will be accepted on a “first requested, first served”-basis.

Parking spaces for the broadcasting cars for television by satellite and television/radio are located in front of Square Brussels Meeting Centre.

Information to be communicated: license number, dimensions/type of the vehicle, consumption of electricity, satellite orientation and mobile phone number of the contact person.

Live stand up positions will be either on the **terrace** (access via the Glass entrance) for external views or in the **Media centre** (Grand Hall 2).

Reservations for stand up positions can be made on a « first requested, first served » basis at the Media Info Desk (level -3 at the media centre) on 3, 4 or 5 October or by e-mail (before 3 October). Please also notify your preferences concerning stand-up position.

Contact: Veerle VAN BEVER
E-mail : veerle.vanbever@diplobel.fed.be
Tel. : +32 (0) 2 501 84 07

Host broadcaster and host photographer

Alfacam will act as host broadcaster and provides technical support for radio and television networks on request. All host broadcaster footage (arrivals, doorsteps, family photo) can be downloaded in broadcast quality (MP4 – 16/9 format) on www.eutrio.be. The Coordinators' Press Conference is transmitted live on www.eutrio.be and is also available in broadcast quality within a few hours after the event.

The **Host Broadcaster's Desk** is located in the Media centre (Grand Hall 1).

For more information concerning the range of services provided by the host broadcaster, please contact:

Rebekka VREVEN
Mobile: +32 (0) 485 94 15 03
E-mail: rebekka.vreven@alfacam.com

The host photographer of this meeting is Belga Agency. A high quality selection of photos made by this agency will be available via our website : www.eutrio.be.

Bar – Catering

The media centre serves **cold meals and beverages** on 3, 4 and 5 October throughout the duration of the meetings in Grand Hall 1 (level -2).

Hot meals are served at the restaurant (Panoramic Hall and Hall 400 – level 4).

Opening hours:

Sunday 3 October 2010

Grand Hall 1 and 2: Snacks and sandwiches: 12:00 – 24:00

Monday 4 October 2010

Grand Hall 1 and 2: Snacks and sandwiches: 07:00 – 24:00

Hall 400 and Panoramic Hall: Hot meals: 11:00 – 15:00

Hall 400 and Panoramic Hall: Hot and cold meal buffet: 17:00 – 20:30

Tuesday 5 October 2010

Grand Hall 1 and 2: Snacks and sandwiches: 07:00 – 24:00

Hall 400 and Panoramic Hall: Hot and cold meal buffet: 11:00 – 15:00

UNLOADING AND INSTALLATION OF TECHNICAL EQUIPMENT

Unloading and installation of technical equipment must be carried out between **08.00 and 10.00** on **Sunday 3 October only** via the following entrance:

- **Rue des Sols 15, 1000 Brussels** (service elevator: 2m30 x 6m70 x 2m10 (H))
After the equipment has been unloaded, a member of the security office will accompany you to the press centre.

Delivery vehicles must leave the area of the Square building immediately after unloading.

For more information regarding installation of technical equipment, please contact M. Nicolas Verhelst:

Nicolas.VERHELST@gl-events.com

REMOVAL OF TECHNICAL EQUIPMENT

The equipment must be **removed**:

- on **Wednesday 6 October between 08.00 and 18.00** via **Rue des Sols 15**.

VERY IMPORTANT: Access to the Square building for unloading and removal of equipment requires a personal badge, which will be made available at Rue des Sols entrance, following your request (see below).

Please send your request (**before 12.00 on 24 September**) by e-mail, either in English or in French, to Nicolas.VERHELST@gl-events.com

specifying **for both dates, Sunday 3 October and Wednesday 6 October 2010**:

- 1) the name of the organisation responsible for transporting the equipment/the name of the media team using that equipment;
- 2) the names of team members in order to prepare their personal badges;
- 3) the registration number of the vehicle unloading/collecting the equipment;
- 4) the expected time of arrival (to prevent all teams arriving at the same time)

INFORMATION ON THE THEMES OF THE MEETING

Official ASEM 8 Summit website with Summit news, speeches and conclusions at www.asem8.be

ACCOMODATION

Media representatives are requested to make their own accommodation reservations.

VISAS

Media representatives from outside the EU may be required to present a visa when entering Belgium. For information on visa requirements please contact the Belgian embassy in your country. A list of Belgian diplomatic missions abroad is available at www.diplomatie.be

ARRIVALS AND TRANSPORT

Information on flights to and from Brussels can be found on <http://www.brusselsairport.be>

Brussels International Airport: Tel: 0900 700 00.

Buses and trains run between airport and Brussels-central railway station.

www.stib.be

www.b-rail.be

The media centre is a five minute walk from the Brussels-central railway station.