

INFORMAL MEETING OF FOREIGN AFFAIRS MINISTERS (Gymnich)
BRUSSELS, 10-11.09.2010

MEDIA INFORMATION

Please find herewith all information concerning accreditation for the media as well as concerning coverage of the informal meeting of Foreign Affairs Ministers on 10 and 11 September 2010.

1. ACCREDITATIONS

Media representatives already in possession of the permanent accreditation badge for the 6 months of the Belgian presidency do not need to apply for accreditation again.

All **media representatives that still need to apply for accreditation** can only do so on the website of the Belgian presidency of the Council of the European Union (www.eutrio.be) **no later than 8 days prior to the start of the Gymnich**. Journalists who did not apply within the abovementioned term may be refused access.

Media representatives 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:

- At the Egmont Palace (8bis, Place du Petit Sablon):

6 September	1pm – 4pm
7 September	1pm – 4pm
8 September	1pm – 4pm

- At the Accreditation Pavillion of the Egmont Palace (entrance at “Passage de Milan”, Boulevard de Waterloo 31, 1000 Brussels) :

9 September	10am – 7pm
10 September	9am – 6pm
11 September	7am – 12am

Contacts for accreditations :

Xavier BURRE
+32 (0) 2 501 32 35
+32 (0) 474 86 60 01 (on 6, 7 and 8 September between 1pm and 4pm)
xavier.burre@diplobel.fed.be

Frida HEREMANS, Attaché
+32 (0) 2 501 80 43
frida.heremans@diplobel.fed.be

Veerle VAN BEVER, Attaché
+32 (0) 2 501 84 07
veerle.vanbever@diplobel.fed.be

On the premises of the informal meeting, media representatives are under the obligation to wear the permanent accreditation badge in a visible way.

Loss of the permanent accreditation badge must be reported immediately to the Press Service of the FPS of Foreign Affairs, via presse@diplobel.fed.be.

2. PRESS CENTRE

During the informal meeting of Foreign Affairs Ministers, only accredited press will be granted access to the Press Centre and to the venues of the press moments.

The Press Centre is located at the Egmont II building, next to the Egmont Palace. Access is only possible at 'Passage de Milan', Boulevard de Waterloo 31, 1000 Brussels.

All rooms are non-smoking rooms.

- Level -3** Media Info Desk
Bar/catering
Europe Room : working spaces for the press, interview corner, stand-up positions (inside)
- Level -2** Sax Room : audiovisual booths for radio and television, offices for press agencies matrix
EBU/UER
Brel Room : interview rooms
- Level -1** Corridor to the Egmont Palace
Group Photo
Stand-up positions (outside)

All images from the host broadcaster and all information concerning the programme of the meeting will be displayed on the monitors of the Europe Room, in the audiovisual booths and in the rooms for the Press Agencies.

Opening hours of the Press Centre

10 September	9am – 9pm
11 September	7am – 3pm

Facilities for media representatives

The 200 working spaces in the Europe Room (level -3) are equipped with :

- Electricity
- 1 telephone for 5 working spaces
- 5 working spaces will be equipped with an ISDN line (RJ45)

A printing pool will be available in the Europe Room.

Please note that the maximum bandwidth capacity of the wifi only permits 200 simultaneous connections. A limited number of internet cables will be available for journalists, in case of problems with the wifi system. It is however preferable to bring your own PC cable.

It should be noted that **no PCs** are installed in the Europe Room.

The Press 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 informal meeting, non-occupied reserved seats will be free to take.

Offices for Press Agencies

A limited number of offices for the press agencies are located in the SAX Room (level -2) of the Press Centre. Each office is equipped with:

- a telephone
- a screen
- an internet connection (network cable)
- electricity

Prior reservation via the Press Service is necessary:

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

Press conference room

The press conference held by High Representative Catherine Ashton, accompanied by Belgian Minister for Foreign Affairs Steven Vanackere will take place at the Louise Room (first floor) of the **Hilton hotel** and will be open to all accredited media representatives.

Attention!

Media representatives are not allowed access via the hotel lobby, but only at 'Passage de Milan', Boulevard de Waterloo 31, 1000 Brussels. The Press Service and the security agents will accompany the media representatives from the Egmont Palace to the lateral entrance of the hotel.

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.

Bar – Catering

Refreshments, coffee and sandwiches are available throughout the day at the Press Centre (level -3). A walking lunch is provided for all media representatives on 10 and 11 September.

On 10 September all accredited media representatives are invited to a walking dinner at the Magritte Museum (rue de la Régence 3, 1000 Brussels), but only upon presentation of the invitation that will be handed out upon arrival at the Accreditation Pavilion of the Egmont Palace.

3. AUDIOVISUAL COVERAGE

Facilities for television and radios

- 5 audiovisual booths for Radio (or television) equipped with telephone, internet connection (network cable), electricity, an ISDN line (RJ45), screen on which the TV signal from the host broadcaster can be received.
- 8 audiovisual booths for television TV equipped with telephone, internet connection (network cable), electricity, an ISDN line (RJ45), screen on which the TV signal from the host broadcaster can be received.
- For all services provided by EBU: please refer to the information communicated by EBU to all television stations (distribution of signals and multi- et unilateral transmissions, reservations of audiovisual booths on a «first come, first served» basis).
- For all reservations of booths with acces 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 2 280 07 59

Fax +32 2 280 07 59

Mobile: +32 474 67 39 11

E-mail: bookings@eurovision.net

Contact EBU/UER Radio:

Sophia ELALOUI

Tel. +41 (0)22 717 26 19

E-mail: elalaoui@ebu.ch

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 6 September**, taking into account the limited number of spaces. Reservations will be accepted on a «first come, first served» basis.

Parking spaces for the broadcasting cars for television by satellite and television/radio are located in front of the Hilton hotel, Boulevard de Waterloo 38, 1000 Brussels.

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

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

Stand up positions will be located on a podium at the Cour du Sanglier (Egmont palace) for outside view or in the Europe Room (with a view on the working spaces). Reservations for stand up positions can be made on a « first come, first served » basis at the Media Info Desk (level -3 at the Press Centre) on 10 and 11 September or by e-mail (before 10 September). Please also notify your preferences concerning stand-up position.

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

Interview rooms

Small rooms are available for radio and television, provided the members of the delegations participating in the meeting are available for interviews. Reservations for interview rooms can be made on a «first come, first served» basis at the Media Info Desk (level -3 at the Press Centre) on 10 and 11 September or by e-mail (before 10 September) :

Contact : Frida HEREMANS
E-mail : frida.heremans@diplobel.fed.be
Tel : +32 2 501 80 43

Host broadcaster and host photographer

Video coverage of the Informal Meeting of Foreign Affairs Ministers will be provided by Headline. The host broadcasters's visual material (arrivals, handshakes, group photo, etc.) can be downloaded in Broadcast Quality (MP4 – 16/9) via the website of the Belgian Presidency of the Council of the European Union (www.eutrio.be).

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

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.