

## **CIRCULAR NOTE No. 6**

This note provides information on logistical modalities for media with regard to the 24<sup>th</sup> Ministerial Council in Vienna to be held from 7 to 8 December 2017.

### **1. VENUE**

The 24<sup>th</sup> Meeting of the OSCE Ministerial Council will be held at the Hofburg Palace in Vienna on 7 and 8 December 2017. In addition to the usual OSCE premises, the adjacent Hofburg Congress Center and various other parts of the Imperial Palace building complex will be used.

### **2. MEDIA FACILITIES**

#### **2.1. LOCATION**

The Media Centre will be located in the Redoutensaal wing of the Hofburg Palace. Access to the Media Centre will be by **entrance on JOSEFSPLATZ**, 1010 Vienna (For exact location see Map: 3.1.2.)

#### **2.2. OPENING HOURS OF THE MEDIA CENTRE**

Wednesday, 6 December 2017: 12:00 until 22:00  
Thursday, 7 December 2017: 07:00 until 22:00  
Friday, 8 December 2017: 07:00 until approx. 17:00

- Work spaces, some equipped with desktop PCs
- Printers, copiers
- Wi-Fi connection and some LAN connections
- Two Press conference rooms
- Connections for power supply
- Audio splitters for audio feed
- CCTV screens broadcasting the plenary sessions and announcements for journalists
- Host broadcaster and host photographer
- Rooms for bilateral interviews
- Catering and lounge area
- Media Information Desk at the "Kleiner Redoutensaal"

At the Media Information Desk journalists will receive information concerning access to events or bilateral meetings; pool arrangements may apply due to space, security and protocol restrictions.

The entire venue will be a secure area, and access will require an accreditation badge.

### **3. REGISTRATION AND ACCREDITATION**

#### **3.1. ACCREDITATION POLICY**

Accreditation for media representatives is mandatory.

Important: **Please note that there will be no access to the media facilities without a valid badge.** Badges must be worn visibly at all times. Please note that badges are not transferable.

##### **3.1.1. MEDIA REGISTRATION**

Online media registration with the Austrian Federal Press Service is now available on [www.bundestkanzleramt.at/accreditation](http://www.bundestkanzleramt.at/accreditation)

Please follow the instructions for '**accreditation for events**'. If you have already registered online for a previous event or as a foreign correspondent in Austria, your data are already recorded by the system. In this case you only need to tick the event 'OSCE Ministerial Council 2017'.

Media online registration is available from Monday, 6 November 2017 to Friday, 8 December 2017, 17:00.

Badges can be picked up at the accreditation desk of the Austrian Federal Press Service, Ballhausplatz 1 / Entrance Schauflegergasse 1 – 1010 Vienna on:

Tuesday, 5 December 2017: 09:00 – 17:00

Badges can be picked up at the accreditation desk of the Austrian Federal Press Service at the media entrance of the Hofburg / Entrance Josefsplatz – 1010 Vienna on:

Wednesday, 6 December 2017: 10:00 – 20:00

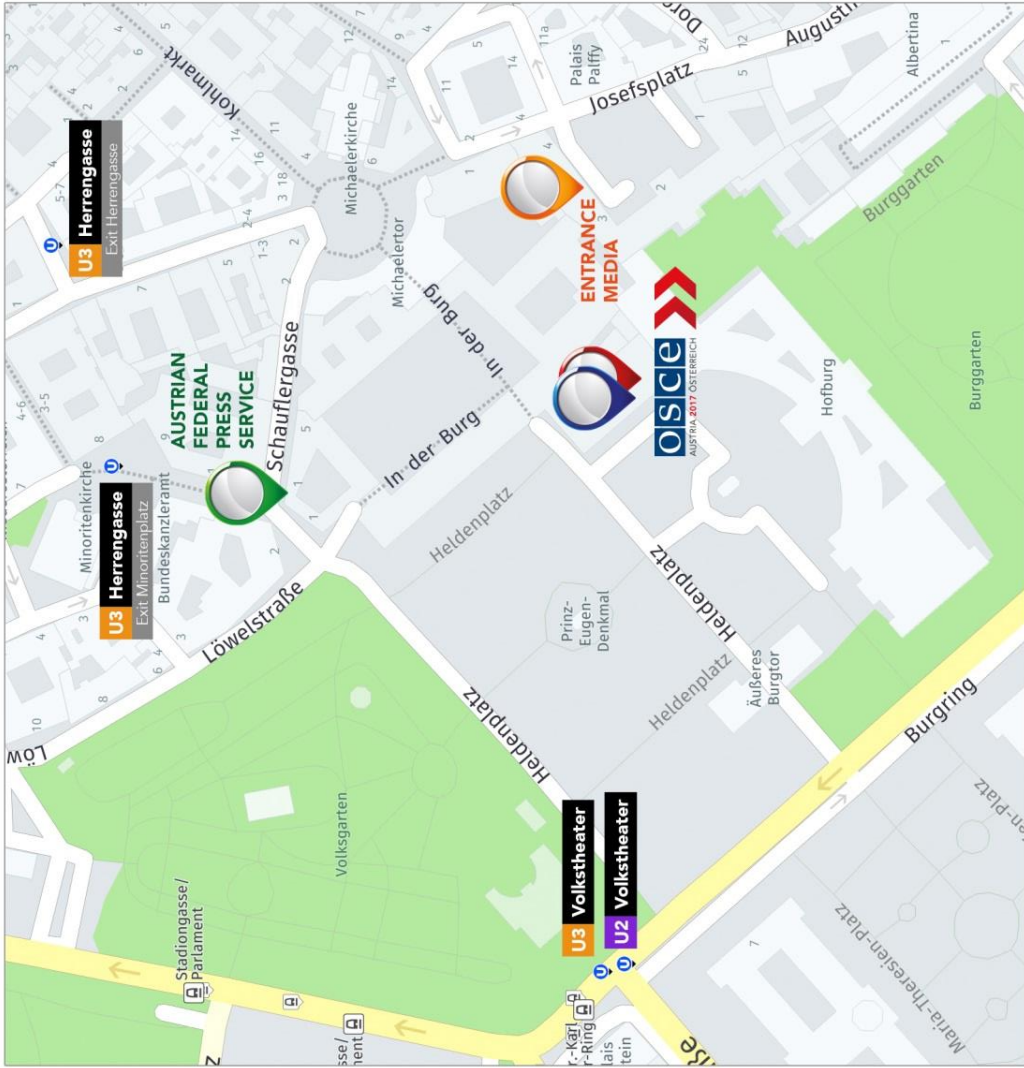
Late accreditation is possible at the Hofburg / Entrance Josefsplatz – 1010 Vienna on:

Thursday, 7 December 2017: 07:00 – 20:00

Friday, 8 December 2017 07:00 – 20:00

**When collecting the badge a valid press card or the original letter of confirmation of respective media organisation together with an official photo-ID (identity card, passport, driver's license) must be presented.**

##### **3.1.2. LOCATION**



Entrance Head of  
Delegation



Entrance Delegation



**Austrian Federal Press Service**  
(Schauflegergasse 1, 1010 Vienna)



**Entrance Media**  
(Josefsplatz, 1010 Vienna)

### 3.1.3. ACCREDITATION FOR MEDIA POOL

Photographers and cameramen are requested to register for participation in any media pool event ahead of the conference. Pool participation is primarily for photographers and cameramen. As space is limited, registration may be closed once the space is filled up.

Please note: On-site pool accreditation will not be possible.

Registration for participation in photo-ops is possible until 17:00 on Tuesday, 5 December 2017. Send the following information to: [media@mc2017.at](mailto:media@mc2017.at)

- Name
- Media outlet
- **Photo-op pool 7 December 2017** ("Handshake/Doorstep" and "Group photo" and "Opening") **AND/OR Photo-op pool 8 December 2017** ("Closing")
- Profession
- Phone
- Email

#### **Photo-op pool Thursday, 7 December 2017**

Journalists participating in the pool on 7 December 2017 are requested to gather at the **"Meeting Point" \* at 08:15.**

The pool includes the following photo-opportunities:

08:30 – 09:30 → Photo-op pool **"Handshake/Doorstep"**

Arrival of Heads of Delegations at the Hofburg and welcome by the Chairperson-in-Office

09:45 – 09:55 → Photo-op pool **"Group photo"**

Group photo

10:00 – 11:00 → Photo-op pool **"Opening"**

Plenary Session – Opening – Keynote address

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13:00 – 13:30 → Open for all media accredited

Press Conferences

#### **Photo-op pool Friday, 8 December 2017**

Journalists participating in the pool on 7 December 2017 are requested to gather at the **"Meeting Point" at 12:15.**

The pool includes the following photo-opportunity:

12:30 – 13:30 → Photo-op pool **"Closing"**

Plenary Session – Closing – Keynote address

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13:30 – 14:00 → Open for all media accredited  
Press Conferences

Please note that in order to participate in a media pool a separate **Floater Badge** will be necessary; it must be picked up at the Media Information Desk at the “Kleiner Redoutensaal” at least 15 minutes before the pool departs. Without the floater badge, participation will not be possible.

\* Photographers and cameramen accredited for a pool will gather at the “**Meeting Point**” at the coffee point area next to the Media Information Desk and will be guided to the location of the photo-op.

Please follow @AUT\_OSCE #osce17AUT #OSCEMC17 for notifications and information on logistics.

### **3.1.4. BILATERAL MEETINGS WITH MEDIA ATTENDANCE**

Media attendance at bilateral meetings is possible only on the basis of a delegation’s request.

Delegations are responsible for contacting the corresponding media representatives and also need to make sure they are at the Media Information Desk at the “Kleiner Redoutensaal” at least 15 minutes before the bilateral meeting starts in order to be escorted to the meeting.

### **3.1.5. PARKING FOR SNG TRUCKS AND CARS**

Parking for SNG trucks and cars on the Josefsplatz (next to the media entrance of the Hofburg Palace) is **very limited**. Therefore we kindly ask you to register for parking of SNG trucks or cars in advance. As space is limited, registration will be closed once the space is filled up.

In order to be able to enter the reserved media area on Josefsplatz a car sticker (“**Wagenkarte**”) will be necessary which will be issued to registered vehicles at the accreditation desk of the Austrian Federal Press Service together with the media badge at Ballhausplatz 1/entrance Schauflergasse 1.

Please note that there is a certain distance between the SNG parking and the Media Centre.

Please register your SNG truck or car by sending the following information to: [media@mc2017.at](mailto:media@mc2017.at)

- Media outlet
- Name of driver (needs to be registered with the Austrian Federal Press Service for the conference)
- Type and colour of the truck
- License plate
- Phone
- Email

The "Wagenkarte" may be picked up at the Austrian Federal Press Service, Ballhausplatz 1 / Entrance Schauflergasse 1 on:

Tuesday, 5 December 2017: 09:00 – 17:00

The Federal Ministry for Europe, Integration and Foreign Affairs does not cover additional equipment, resulting costs or licenses.

### **3.1.6. PHOTOS**

The Ministerial Council meeting employs a team of official photographers. All images taken by these official photographers will be available as high-resolution photos on the Flickr account of the Federal Ministry for Europe, Integration and Foreign Affairs: [www.flickr.com/photos/minoritenplatz8/](http://www.flickr.com/photos/minoritenplatz8/)

### **3.1.7. LIVESTREAM**

Livestream of the conference will be available on the OSCE website at: [www.osce.org/live](http://www.osce.org/live)

## **4. GENERAL INFORMATION**

### **4.1. TRANSPORT**

Public transportation options from Vienna International Airport to the city centre by train or bus can be found at: <https://goo.gl/J7XFZR>

Further information about Vienna's extensive public transportation network can be found online at: <https://www.wienerlinien.at>

Information about taxi/cab service in Vienna can be found at: <https://www.wien.info/en/travel-info/to-and-around/taxi>

#### **4.1.1. ARRIVAL BY PLANE**

There are regular daily flights to Vienna from a large number of European cities. There will be a Ministerial Council welcome desk in the arrival hall of Terminal 3 as of Monday, 4 December 2017. For information on Vienna-Schwechat Airport see <http://www.viennaairport.com/en>

#### **4.1.2. ARRIVAL BY TRAIN**

There are regular daily trains to Vienna from numerous European cities and all Austrian cities. Vienna's main train station is located close to the city centre and is well connected to the public transportation system <http://hauptbahnhofcity.wien/oebb/>

Travel arrangements can be made with Österreichische Bundesbahnen (ÖBB) <https://www.oebb.at>

### **4.2. VISA REQUIREMENTS**

Visa requirements must be met before arrival in Austria. We invite accredited journalists to make their own visa arrangements as soon as possible.

### **4.3. ACCOMMODATION**

Until 21 October 2017 media representatives were able to make reservations for hotel rooms in Vienna through a dedicated online booking platform (EVENTSAIR). The dedicated link for reservations was circulated via media advisory <http://www.osce.org/chairmanship/350116>. After the expiration of the deadline, media representatives are kindly asked to make accommodation arrangements on their own.

### **4.4. CURRENCY**

The official currency in Austria is the Euro. The Euro exchange rate can be found at: <https://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>

It is recommended to have a small amount of cash (around 50 Euros) to hand upon arrival or to change money at the airport or railway station for immediate expenses. Automatic teller machines ("Bankomat") are available at the airport arrivals hall as well as at the OSCE conference premises; they accept many, but not all foreign cash or credit cards.

### **4.5. BUSINESS HOURS**

Shops are generally open from Monday to Saturday from 9:00 to 18:00, though times may vary. On Sundays and public holidays most shops are closed. Friday, December 8 is a public holiday in Austria.

### **4.6. BANKS AND CREDIT CARDS**

Most banks are open from Monday to Friday from 9:00 to 16:00. Almost all banks branches provide automatic teller machines that accept overseas bank cards and are accessible from outside (look for the "Bankomat" sign). It is recommended to check with the issuing bank before departure whether a bank card is valid in Austria. Credit cards, such as American Express, MasterCard and Visa are widely accepted in Austria.

### **4.7. ELECTRICITY SUPPLY**

The electric current used throughout Austria is 230 volts AC, 50 Hz (continental European standard). Wall outlets are compatible with most other continental European plugs.

### **4.8. CLIMATE**

In December, the temperatures in Vienna are usually around 5°C with low overcast skies prevailing and a likelihood of rain or even snow.

### **4.9. TIME**

UTC/GMT +1 hour

## 5. CONTACT INFORMATION

### 5.1. MEDIA TEAM CONTACTS

OSCE Communication and Media Relations Section

OSCE Secretariat

Phone: + 43 676 71 74 592

Email: [press@osce.org](mailto:press@osce.org)

Webpage: <http://www.osce.org/press/contacts>

**Registration for media pool photo-op and SNG truck parking spots:**

[media@mc2017.at](mailto:media@mc2017.at)

**For inquiries concerning accreditation and organizational matters:**

Helene SPITZER

Press Officer of the Austrian OSCE Chairmanship

Phone: +43 (0)50 11 50 3395

Email: [media@mc2017.at](mailto:media@mc2017.at)

Email: [helene.spitzer@bmeia.gv.at](mailto:helene.spitzer@bmeia.gv.at)

**For inquiries concerning the topics of the meeting:**

Raphael LASSMANN

Spokesperson of the Austrian OSCE Chairmanship

Phone: +43 (0)50 11 50 4339

E-Mail: [raphael.lassmann@bmeia.gv.at](mailto:raphael.lassmann@bmeia.gv.at)

During off-hours and for emergencies only please call the following number: +43 1 90115 3320 (Austrian Foreign Ministry – on-call duty)

## 6. USEFUL LINKS

- Website OSCE [www.osce.org](http://www.osce.org)
- Twitter OSCE <https://twitter.com/OSCE>
- Facebook OSCE <https://www.facebook.com/osce.org/>
- Webpage Austrian OSCE Chairmanship [www.osce.at](http://www.osce.at)
- Twitter Austrian OSCE Chairmanship 2017 [https://twitter.com/AUT\\_OSCE](https://twitter.com/AUT_OSCE)
- Webpage MFA Austria [www.bmeia.gv.at](http://www.bmeia.gv.at)
- Twitter MFA Austria [https://twitter.com/MFA\\_Austria](https://twitter.com/MFA_Austria)
- Facebook MFA Austria <https://www.facebook.com/Aussenministerium>
- Webpage Austrian Public Transportation [www.wienerlinien.at](http://www.wienerlinien.at)
- Follow Hashtag #osce17AUT
- Follow Hashtag #OSCEMC17