



MC.INF/5/11
14 October 2011

ENGLISH only

Vilnius, 14 October 2011

CIRCULAR NOTE No. 4

Please find attached the notes of the open-ended briefing on the logistical modalities for PRESS AND MEDIA with regard to the 18th Ministerial Council in Vilnius on 6 and 7 December 2011, which took place on 14 October 2011 in Vienna.



18th OSCE
Ministerial Council
Vilnius, 6 and 7 December 2011

PRESS CENTRE

14 October 2011

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18th OSCE
Ministerial Council
Vilnius, 6 and 7 December 2011

LITEXPO Exhibition and Congress Centre

-  VIP Entrance
-  Delegates Entrance
-  Press Entrance / Accreditation



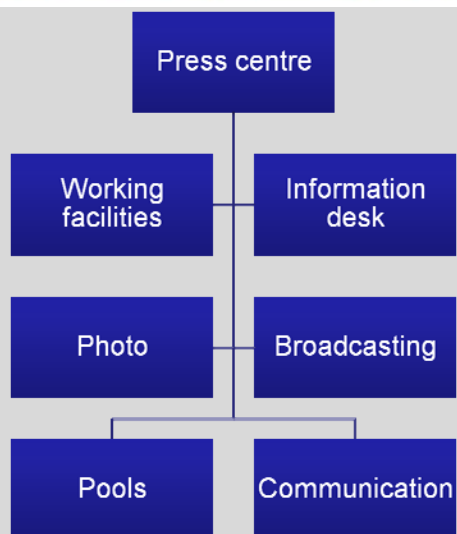
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Press centre - front view



14 October 2011

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4

Working area

Litexpo Hall 1

- 150 workplaces with 50 laptops
- Fixed telephone line
- Wireless internet connection
- Multifunctional machines
- Audio splitters for audio feed
- TV and radio booths
- CCTV screens broadcasting the plenary sessions
- On-site technical assistance
- Cafeteria

To get your message through

- Media briefing room
- Individual interview rooms
- Informal meetings area
- Distribution of written statements

Information desk

- Registration for pools
- Distribution of information material
- Mediation for interviews
- Allocation of TV and radio booths

Photo

Official photos for the download:

- Handshake
- Family photo
- Opening and closing sessions
- Individual photos of HoD
- Final press conference

Will be available on www.osce.org and
www.osce-ministerial2011.mfa.lt

Broadcasting

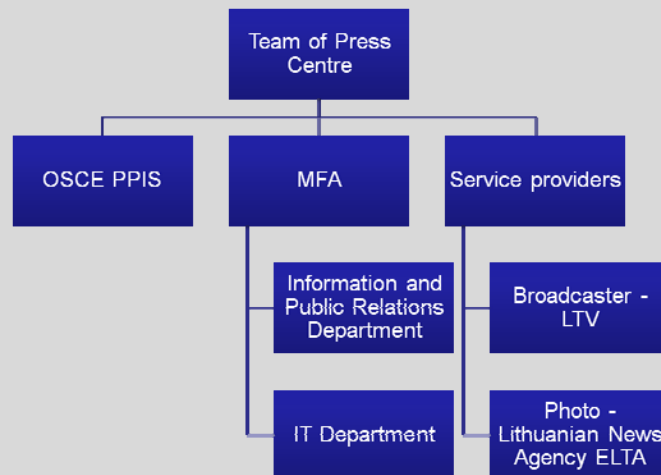
- Official broadcaster – Lithuanian Television LTV
- Covered:
 - Handshake
 - Family photo
 - Opening, plenary, closing sessions
 - Final Press conference
- Satellite broadcasting available if booked in advance media@urm.lt
- Selection of videos for the download will be available at www.osce.org and www.osce-ministerial2011.mfa.lt

Pools for photo and video

- Limited to 10-40 persons
- Accompanied by a member of press team and/or a security officer
- 3 spots in the plenary hall (podiums), movement restricted
- Available for:
 - Arrival and handshake
 - Family photo
 - Plenary sessions
 - Bilateral meetings
- Advance registration available media@urm.lt
- On-site registration at information desk

Communication with the public

- Press releases
- Written comments
- Statements
- Photo and video material (free to download)
- Webpages



Accreditation

- Accreditation form available at www.osce-ministerial2011.mfa.lt
- Deadline 25 November 2011
- Official photographers and camera operators register as members of delegations indicating their function

Contacts

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