Kyiv, 18 October 2013

CIRCULAR NOTE No. 4

The Ukrainian Chairmanship has the honour to inform about the following logistical modalities for MEDIA representatives in relation to 20th Ministerial Council in Kyiv on 5 and 6 December 2013.

1. VENUE

The 20th Meeting of the OSCE Ministerial Council will be held in Kyiv on 5 and 6 December 2013 at the International Exhibition Centre (IEC), located at the following address: 15 Brovars'kyi Ave, Kyiv, 02660. The IEC website can be found at [http://mvc-expo.com.ua/en/](http://mvc-expo.com.ua/en/).

2. MEDIA FACILITIES

The media will be provided with a fully equipped media centre at the IEC. The entire venue will be a secure area, with access only possible with an accreditation badge.

The media centre will be open as follows:

Wednesday, 4 December (the day prior to the arrival of the Heads of Delegations)  
10:00 hrs – 18:00 hrs

Thursday, 5 December  
06:00 hrs – 22:00 hrs

Friday, 6 December  
08:00 hrs – 20:00 hrs (closing hour will be accommodated to the duration of the MC meeting)

There will be the following facilities in the media centre:

- A working area for journalists;
- Strong wireless connection;
- TV and radio booths cabled for receiving a TV feed, audio splitters for audio feed
- Rooms for interviews and press briefings.

There will be a Media Information Desk set up at the media centre to provide additional information and assistance. A Pool Desk where journalists can apply for pool cards to cover elements of the programme will also be set up.
3. ACCREDITATION OF THE MEDIA

Advance accreditation of media representatives is mandatory.

Accreditation takes place on a self-registration basis via an online registration system already available at www.osceministerial2013.org.ua.

The deadline for registration of media representatives is Friday, 15 November 2013.

When visiting the online registration system for the first time, a media representative will need to select a “MEDIA” category to submit personal details. Please, use English language to fill in the required fields.

A colour portrait photograph of each media representative is required to be submitted in .png, .gif, .jpg, .jpeg, .tif formats (image resolution: from 220x255 to 1320x1530) as part of the online registration system.

After all the required fields are filled in properly in the registration form, a “submit” button needs to be clicked. If the data submission was successful, a note will appear on the registration page informing “the accreditation request has been received”.

After all the submitted details are processed, a media representative will receive the confirmation of accreditation to the email address entered in his application form.

The accreditation confirmation letter is to be kept for the whole period of stay in Ukraine. Accredited media representatives will be requested to present the confirmation letter together with the valid passport to obtain the badge.

Any queries in relation to the online registration system may be addressed to the following email address: osce.ukraine@gmail.com.

4. HOTEL RESERVATION

Arrangements have been made with the IEC and its authorized partner “SPUTNIK Kyiv”, which has secured accommodation for media representatives in “Bratislava” hotel (http://www.bratislava.com.ua/?lang=en). The hotel is situated in close vicinity to the venue of the Ministerial meeting.

There will be a Media Information Desk at the lobby of the hotel where journalists can pick up their accreditation badges. For this purpose media representatives will be requested to present the accreditation confirmation letter together with a valid passport.

The Ukrainian Chairmanship strongly recommends that the media make their booking via “SPUTNIK Kyiv” bureau, which offers special rates for journalists covering the MC.
Detailed information about reservations procedure, as well as a registration form for hotel reservation is annexed herewith (Annex 1).

5. TRANSPORT

A shuttle service for the media will be provided from “Bratislava” hotel to the media centre at IEC on all days that the media centre is opened.

6. VISAS

Nationals of the following OSCE participating States and Partners for Co-operation require a visa to enter Ukraine:

Afghanistan, Albania (except for diplomatic (DP) and service (SP) passports), Algeria, Australia, Egypt (except for DP and SP), Jordan, Morocco (except for DP and SP), Thailand (except for DP and SP), Tunisia, and Turkmenistan (except for DP and SP).

Visa requirements must be met before arrival in Ukraine. It is advisable to apply for visas at the earliest possible opportunity. Participants must have with them appropriate identity documents for travel to Ukraine.


Please refer to Annex 2 for a detailed list of countries, whose citizens are required to have a visa to enter Ukraine in each of the three different passport categories.

In case of queries regarding visa issues please contact:
Mr. Vitaliy Moshkivskyy
Head of Visa Section
Consular Directorate General
Ministry of Foreign Affairs of Ukraine
Email: cons_vvp@mfa.gov.ua

Visa Procedures

Please be advised to submit visa applications to the Ukrainian consular offices as early as possible, at least 2 (two) weeks prior to traveling to Ukraine to leave ample time to process all visa requests.
MEDIA HOTEL “BRATISLAVA”

SPECIAL ROOM RATES FOR MEDIA REPRESENTATIVES ATTENDING OSCE MINISTERIAL COUNCIL MEETING

<table>
<thead>
<tr>
<th>The name of the hotel</th>
<th>Room category</th>
<th>Hotel rate for 1 night</th>
<th>Special rate for 1 night</th>
<th>Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Bratislava” 3*</td>
<td>Single Standard</td>
<td>63* USD</td>
<td>58* USD</td>
<td>In case of cancellation after 15.11.13 – 100% penalty for 1 night</td>
</tr>
<tr>
<td>*(excl. breakfast $12)</td>
<td>Single Deluxe</td>
<td>88* USD</td>
<td>74* USD</td>
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<tr>
<td><a href="http://www.bratislava.com.ua">http://www.bratislava.com.ua</a></td>
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</table>

All the rates are indicated in USD, per room per night including taxes and fees. The rates can be changed slightly depending on USD/UAH exchange rate as for December 02 -07, 2013.

ATTENTION! REGISTRATION FORMS FOR HOTEL BOOKING AT SPECIAL RATES SHOULD BE SENT TILL NOVEMBER 15, 2013 TO:

Travel Company “Sputnik Kyiv”
E-mail: lyuda@sputnik.kiev.ua; olga_k@sputnik.kiev.ua
Contact persons: Lyuda Lipskaya, Olga Kolesnik
Tel.: +38 044 537 20 84; +38 044 537 23 47
or +38 044 531 91 30 (int.: 764,759); Fax: +38 044 278 88 14

After NOVEMBER 15, 2013 we do not guarantee availability of rooms and special rates.
HOTEL BOOKING AND PAYMENT PROCEDURE

PAYMENT CAN BE MADE BY CREDIT CARD OR BY BANK TRANSFER:

1. PAYMENT BY CREDIT CARD (ONLINE):

1) Please fill in the “REGISTRATION FORM FOR HOTEL BOOKING” and send it to the following E-mails till 15.11.2013:
   olga_k@sputnik.kiev.ua; lyuda@sputnik.kiev.ua

   or to the fax No: +38 044 278 88 14

2) On the basis of the “REGISTRATION FORM FOR HOTEL BOOKING” we will send you an INVOICE and you should make payment following the link:
   http://www.travel-to-ukraine.info/pay/payen.html

3) Payment should be made by Visa or Master Card.
   Please input only Latin letters and specify the invoice number.

2. PAYMENT BY BANK TRANSFER:

1) Please fill in the “REGISTRATION FORM FOR HOTEL BOOKING”

2) Please fill in the Contract (enclosed), sign and stamp it.

3) Please send the “REGISTRATION FORM FOR HOTEL BOOKING” and the contract to the following E-mails:
   olga_k@sputnik.kiev.ua; lyuda@sputnik.kiev.ua or to the fax:
   +38 044 278 88 14 till 15.11.2013

4) On the basis of the “REGISTRATION FORM FOR HOTEL BOOKING” and the Contract we will send you an invoice. Payment must be made according to the invoice.
   Please be informed that all the bank fees are covered by a Customer!

Only after we receive your payment you will receive a confirmation of the hotel reservation
HOTEL RESERVATION FORM
for media participants of the 20th Meeting of the OSCE Ministerial Council on 5-6 December 2013

Please fill in the form (by block letters or print) for each participant and e-mail the scanned version to: lyuda@sputnik.kiev.ua, olga_k@sputnik.kiev.ua or fax it to: (+38 (044) 278-88-14) UNTIL NOVEMBER 15, 2013

Name of the media company: ______________________________________________________
Country:______________________________________________________________
E-Mail:______________________________________________________________
Name of the media participant: ______________________________________________________
Room category (Single Standard or Single Deluxe) ________________________________________________________________
Check-in date/flight #: ________________________________________________________________
Check-out date/flight #: ________________________________________________________________
Number of nights:______________________________________________________________
Form of payment______________________________________________________________
Credit card (Visa or Master Card):______________________________________________________________
Bank transfer (bank fees are borne by the Customer) ________________________________________________________________
Amount of prepayment: the full amount for the whole period of stay

You can cancel the booking till 15 November 2013.
Cancellation request must be done in writing.
Written confirmation of cancellation will be sent from TC “Sputnik Kiev”
In case of cancellation after 15 November 2013 the company has the right to apply penalties.

Signature_________________________ Date: ______________________________
## Visa Requirements for Entry into Ukraine
### OSCE Participating States

<table>
<thead>
<tr>
<th>Country</th>
<th>Ordinary Passports</th>
<th>Service Passports</th>
<th>Diplomatic Passports</th>
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**OSCE Partners for Co-operation**

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