

MC.INF/3/05  
5 October 2005

ENGLISH only



### **CIRCULAR NOTE No. 3**

The Ministry of Foreign Affairs of the Republic of Slovenia presents its compliments to the Missions and Delegations accredited to the Organization for Security and Co-operation in Europe, the Mediterranean Partners for Co-operation and the Partners for Co-operation, the International Organizations, and the OSCE Secretariat, and has the honour to draw attention of all the above Missions and Delegations to the Second Circular Note sent on 27 September 2005 containing the information, modes of accreditation, transport and hotel reservation for the media for the 13<sup>th</sup> OSCE Ministerial Council in Ljubljana.

In addition, the Ministry of Foreign Affairs of the Republic of Slovenia has the honour to underline the following:

#### **1. MEDIA FACILITIES**

The Commercial Fairground (Gospodarsko razstavišče - GR) offers all the facilities required for the media coverage of the 13<sup>th</sup> OSCE Ministerial Council. Inside the Press Centre (Hall B2) media representatives will be provided with a working area as well as 15 separate offices for radio and TV agencies (cubicles which can be reserved on a first-come, first-served basis), an IT support desk, etc.

The media working area at the GR comprises 75 desktop computers, 125 laptop computer outlets, printing, copying and other facilities. Telephone, fax services and high speed Internet access will be provided at all times free of charge.

Throughout the conference, information will be disseminated to the media via a Closed Circuit TV. Other TV monitors, covering various news channels and networks, will also be available.

In addition, a website for the 13<sup>th</sup> OSCE Ministerial Council is already available and will be regularly updated with further information about the Ministerial Council.

The entire GR compound will be a secured area. Access to the buildings will only be possible with a valid visible badge, to be issued only via the accreditation process.

**DIPLOMATIC MISSIONS OF THE  
OSCE PARTICIPATING STATES,  
MEDITERRANEAN PARTNERS FOR CO-OPERATION,  
PARTNERS FOR CO-OPERATION,  
INTERNATIONAL ORGANIZATIONS  
AND OSCE SECRETARIAT**

## **2. MEDIA ACCREDITATION**

Advance accreditation will take place entirely via e-mail on the basis of a special Media Accreditation Form (Annex 1). E-mail applications, together with a completed accreditation form AND a digital photograph in .jpg or .gif format must be sent before 24 November 2005 to the Government PR and Media Office: [press\\_mc2005.uvi@gov.si](mailto:press_mc2005.uvi@gov.si).

NOTE: Both the completed accreditation form and the digital photograph must be attached to the same e-mail.

Please note that accreditation forms without a photograph of the person concerned will not be processed. The .jpg or .gif file with the photograph must use the naming protocol as follows: `surname_forename.jpg` *or* `surname_forename.gif`

The accreditation form submitted will be passed on to the Security and Protection Bureau of the Slovenian Police for security clearance prior to accreditation approval. An e-mail confirmation of approval will be sent to the media representative as soon as possible. For further information please contact the Slovenian Government PR and Media Office: + 386 1 478 25 97 or + 386 1 478 25 82.

Media representatives are expected to collect their OSCE Ministerial Council accreditation badges in person by presenting a valid passport at the Media Accreditation Desk, located inside the GR Media Entrance (Hall B2), facing Dunajska Street. This Desk will be open from Friday 2 December (08.00) until Tuesday 6 December (15.00).

On arrival at the GR, to gain access to the Media Accreditation Desk, media representatives must first present a valid passport at the security checkpoint located outside the GR Media Entrance (Hall B2).

## **3. SECURITY AT COMMERCIAL FAIRGROUND, LJUBLJANA**

To gain entry to the Commercial Fairground (GR) compound and when inside the building, a valid badge must be worn visibly at all times. In addition, media representatives are requested to co-operate in security checks. Journalists will be kindly requested not to leave unidentified objects in the areas of the press centre where they are not working. Security staff will be instructed to ensure that media representatives only enter areas they are normally entitled to enter.

Since space inside the GR is restricted, access to certain events will be arranged on a limited, pre-allocated pool basis. Only journalists with both a special pool card and an OSCE Ministerial Council media accreditation badge will be granted access. Each pool card is valid for one person only and for one event.

A provisional list of events to be pooled will appear in the media handbook and detailed information about pool cards can be obtained at the Information Desk in the Press Centre.

Journalists will only gain access to various pool events when accompanied by pool assistants. Pool participants will therefore be requested to assemble punctually at the designated pool meeting point, clearly signposted next to the Information Desk in the press centre. Information about late changes to the pools will be displayed on the Closed Circuit TV screens.

#### 4. MEDIA RELATED INFO FOR DELEGATIONS

To arrange press briefings, photo opportunities or interviews with journalists, Delegations should contact the Room Reservation desk in Hall C. Two media briefing rooms, each seating up to 40 journalists, and two smaller rooms for separate interviews are available on the ground floor of the Press Centre (Hall B2). Each can be booked on a first-come, first-served basis in units of one half-hour (maximum two consecutive units).

The bilateral meeting rooms in Hall C, close to the main Conference room (Hall A), may also be booked for the purpose of briefing journalists. However, for both security and space reasons such off-agenda events in Hall C will be subject to the pooling system. Journalists will have to be accompanied by a liaison officer from the Delegation concerned, as well as a pooling assistant. The starting point for access to the media event will in each case be the press centre. This may result in fewer journalists attending such an event than if it is held in the Press Centre media briefing rooms which are easier for journalists to access.

All details of the event (host, time, place, photo or interview, etc.) must be given in advance to the press desk and Closed Circuit TV will be used to notify the media of the event. Pool cards will be handed out at the desk to the requisite number of applicants.

For urgent press calls by Heads of Delegations, an additional crush-room is available in the Lobby, beside the HoDs entrance to Hall A. No advance booking is necessary but 15-minutes notice should first be given to the Room Reservation desk in order that journalists can be informed of an imminent press call on CCTV and can be escorted to the Lobby from the Press Centre.

#### 5. MEDIA HOTEL RESERVATIONS

Please find enclosed the list of selected hotels and the hotel reservation form for journalists (Annex 2). Hotel rooms and suites will be allocated on a first-come, first-served basis. The completed forms should be sent – preferably by e-mail – to:

KOMPAS d.d.  
 Pražakova 4  
 1514 Ljubljana, Slovenia  
 Tel.: + 386 1 2006 313  
 Fax: + 386 1 2006 436  
 E-mail: [osce2005@kompas.si](mailto:osce2005@kompas.si)  
[www.kompas-online.net](http://www.kompas-online.net)

Cc: Government PR and Media Office  
 Tržaška 21  
 1000 Ljubljana  
 Republic of Slovenia  
 Tel: + 386 1 478 2606; + 386 1 478 2597  
 Fax: + 386 1 251 23 12  
 E-mail: [natasa.marvin@gov.si](mailto:natasa.marvin@gov.si)

Journalists should submit these forms before 28 October 2005 so that their wishes regarding accommodation can be met as far as possible. Every effort will be made to accommodate journalists whose forms are received after that date in an appropriate way.

## 6. VISAS

Visa requirements must be met before arrival in the Republic of Slovenia. In order to be able to arrive on time, it is therefore advisable to apply for visas at the earliest possible opportunity.

Journalists requiring entry visas should submit their applications to the nearest diplomatic mission of the Republic of Slovenia. More information can be found on the web page of the Ministry of Foreign Affairs of the Republic of Slovenia, <http://www.gov.si/mzz/eng/index.html> under the heading "useful information/visa information".

## 7. GENERAL INFORMATION

For further information concerning arrangements for the media, please contact:

Mrs Mateja Malnar Štembal  
Government PR and Media Office  
Tržaška 21  
1000 Ljubljana  
Republic of Slovenia  
Tel: + 386 1 478 25 97; + 386 1 478 26 30  
Fax: + 386 1 251 23 12  
e-mail: [mateja.malnar@gov.si](mailto:mateja.malnar@gov.si)

The Ministry of Foreign Affairs of the Republic of Slovenia avails itself of this opportunity to renew to the Missions and Delegations accredited to the Organization for Security and Co-operation in Europe, the Mediterranean Partners for Co-operation and the Partners for Co-operation, the International Organizations, and the OSCE Secretariat the assurances of its highest consideration.

Ljubljana, 5 October 2005

## ANNEX 1

**13th OSCE Ministerial Council Meeting  
Ljubljana, 5 and 6 December 2005**

**MEDIA ACCREDITATION FORM**

Please send an e-mail with the completed accreditation form AND a digital photograph in .jpg or .gif format **before 24 November 2005** to: [press\\_mc2005.uvi@gov.si](mailto:press_mc2005.uvi@gov.si)  
Both the completed accreditation form and the digital photograph must be attached to the e-mail.

*The accreditation form submitted will be passed on to the Security and Protection Bureau (Slovenian Police) for security clearance prior to accreditation. An e-mail confirmation will be forwarded to the media representative as soon as possible. For any questions please contact the Slovenian Government PR and Media Office: + 386 1 478 25 82 or + 386 1 478 25 97.*

<b>Photograph:</b>	Please note that accreditation forms without a photograph of the person concerned <b>will NOT be processed</b> . The .jpg or .gif file with the photograph must use the naming protocol as follows: <b>surname_forename.jpg or surname_forename.gif</b>
Surname:	
Forename(s):	
Nationality:	
Date & Place of Birth:	
Passport Number:	
Date of Issue:	
Date of Expiry:	
Media outlet:	
Country of head office:	
Your office address:	
Office telephone:	
Fax:	
Mobile phone:	
e-mail address:	
Media type: (please tick)	<input type="checkbox"/> Press Agency <input type="checkbox"/> Print Press <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Other, please specify:.....
Function: (please tick)	<input type="checkbox"/> Journalist <input type="checkbox"/> Photo Journalist <input type="checkbox"/> Cameraman <input type="checkbox"/> Technician
Press Card Number:	
Issued by:	
Date of Issue:	

**Date:**

**By e-mail:** [press\\_mc2005.uvi@gov.si](mailto:press_mc2005.uvi@gov.si)

**Please mention as subject line** "Media accreditation to the 13<sup>th</sup> Ministerial Council"



13<sup>th</sup> OSCE Ministerial Council Meeting  
Ljubljana, Slovenia, 5 - 6 December 2005

Please send this reservation form to:

 **KOMPAS**  
Kompas d.d.  
Pražakova 4  
1514 Ljubljana  
Phone: +386 1 2006 313  
Fax: +386 1 2006 436  
e-mail: [osce2005@kompas.si](mailto:osce2005@kompas.si)  
<http://www.kompas-online.net>

Deadline for reservation:  
**October 28, 2005**



CC: Government of the  
Republic of Slovenia  
Public Relations and Media Office  
Phone: +386 1 478 26 06  
Fax: +386 1 251 23 12  
e-mail: [natasa.marvin@gov.si](mailto:natasa.marvin@gov.si)  
<http://www.uvi.si>

## JOURNALISTS HOTEL BOOKING FORM

**PERSONAL DETAILS:**



Mr



Ms



Mss

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Mailing address: \_\_\_\_\_

---

 Postal Code:
 

---

 City:
 

---

 Country:
 

---

 Phone:
 

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 Fax:
 

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 e-mail:
 

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### **ARRIVAL / DEPARTURE DETAILS:**

Means of transport.

**Flight No.**  
**Date**  
**Time**

#### **ARRIVAL**

- By plane  
 By train  
 By car


#### **DEPARTURE**

- By plane  
 By train  
 By car


### **HOTEL RESERVATION:**

Date of arrival: | | | | | | | | (ddmmyy)

Date of departure: | | | | | | | | (ddmmyy)

Please choose the Hotel and the room type. All rates are per room per night, in **EUR**, including breakfast and VAT.  
 Hotel accommodation can only be guaranteed if reservation form is received before October 28.

*Name*  
*Location*  
*Single room*

Double room  
 Double room  
 single use  
 Executive  
 room  
 Junior  
 suite  
 Senior  
 suite

M-hotel \*\*\*

2.5 km / 15 min



88



121



100

PARK \*\*

1.2 km / 12 min



53



70



53

Hotel Ljubljana Resort\*\*\*

4 km / 20 min



68



95



84

H. VILA \*\*\*\* BLED

50 km / 1h



130



170

**ACCOMPANYING PERSON / SHARING DOUBLE:**

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

**BOOKING:**

Hotel rooms and suites will be allocated on a first-come, first-served basis.

Please return this reservation form before October 28, 2005, after this date there is less chance of availability in the requested hotels.

If there are no more vacancies in the category of your choice, we will do our best to find an alternative. Please indicate your alternative choice:

Hotel 2<sup>nd</sup> choice: \_\_\_\_\_

Your hotel reservation will be confirmed within 2 weeks after receipt. For any other requirements regarding accommodation please contact Kompas.

**PAYMENT:**

Payment of the hotel accommodation will be made directly to Kompas d.d., either by bank transfer or by credit card and should be free of any bank charges. After receiving your accommodation form you will get the notification of hotel reservation together with the invoice for hotel payment. The final confirmation letter will be sent upon the receipt of payment.

**CANCELLATION:**

All cancellations must be sent in writing to **Kompas d.d.**, by fax or e-mail.

Please note that all cancellations will be charged an administrative fee of EUR 20 before October 28, 2005. After this date the fee of one room night will be charged. For no-show participants the first night will be charged. All refunds will be made after the meeting.

**MODE OF PAYMENT:****Bank transfer information:**

Click here for swift payment

Bank transfers must be made to:

A Banka d.d. Slovenska 58  
1517 Ljubljana Slovenia

IBAN code: SI56 05100 - 8000029771

SWIFT No.: ABANSI2X

ID No.: SI28865360

Key word: OSCE-1304

Beneficiary: **Kompas d.d.**

Pražakova 4

SI-1514 Ljubljana, Slovenia

Please remember to add bank charges.

Please charge my credit card:



American Express



Visa



Master Card

Credit card details:

CCV Nr: | | | | | | | | | | | | | | | | | | | | | |

Expiry Date: | | | | | | | | | | | | | | | | | | | | | | Owner's Name: \_\_\_\_\_

Incomplete forms without a valid credit card no., and signature will not be processed.

The undersigned agrees with the above general hotel booking conditions.

Date: | | | | | | | | | | | | | | | | | | | | | |

Signature: \_\_\_\_\_