



SUM.INF/2/10/Add.1
22 November 2010

ENGLISH only

Information circular No. 2/Add.1

The Executive Secretariat presents its compliments to the Missions and Delegations accredited to the Organization for Security and Co-operation in Europe and has the honour to forward information regarding organizational issues of participation of Media representatives on the OSCE Summit in Astana on November 30 – December 2, 2010.

The Executive Secretariat avails itself of this opportunity to renew to the Missions and Delegations accredited to the Organization for Security and Co-operation in Europe the assurances of its highest consideration.

Astana, November 21, 2010

OSCE REVIEW CONFERENCE AND OSCE SUMMIT

25 NOVEMBER – 2 DECEMBER 2010, ASTANA

Please note that times are subject to changes. The latest schedule will be announced at the Media Centre and made available at the Information Desk at the Media Centre

GENERAL PROGRAMME

25 November, Thursday

9.00 - opening of the Media Centre and the Accreditation Desk at the Media Centre

26 November, Friday

10.00 - Opening of the NGO Forum in the Palace of Peace and Accord (the Pyramid) (*photo/TV opportunity*)

15.00 - Working session of the Review Conference (*closed to the media*)

27 – 30 November

Media briefings by OSCE Heads of Institutions and participants of the Review Conference - small briefing room in the Media Centre (*exact time and participation to be announced later*)

28 November, Sunday

10:00 - 13:00 Reinforced plenary session - Formal closure of Review Conference (*open to media*)

12.00 (provisional) - Concluding press conference in the large briefing room in the Media Centre (*exact time and participation to be announced*)

30 November, Tuesday

- Arrivals of Heads of States and Governments - airport (Astana) (*photo/TV opportunity*)

- Official meetings of Heads of State and Government with the President of the Republic of Kazakhstan in Ak-orda Residence. (*photo/TV opportunity organized by the Presidential press service and press attachés of delegations*);
- 18:00 - Concert for Heads of Delegations at the Concert Hall Kazakhstan (*photo/TV opportunity*)

All media are invited to attend the concert; photographers and videographers, including official photographers and videographers, are allowed to cover the event from their seats (third level).

1 December, Wednesday

8:30 - 9:40 - Arrivals of Heads of Delegations to the Palace of Independence (*handshakes, photo/TV opportunity*)

9:50 - 9:55 - Family photo (*photo opportunity only*)

10:00 - 10:15 - Opening Ceremony of the 7th OSCE Summit (*photo/TV opportunity*)

10:15 - 13:00 - Speeches by the Heads of Delegations (*official photo/TV only*)

13:00 – 14:45 - Lunch (closed to media)

14.45 - 18.00 - Speeches by the Heads of Delegations (*official photo/TV only*)

20:00 – 21:30- Reception for the Heads of Delegations on behalf of the President of Kazakhstan (*closed to media*)

19.30 - 21.00 - Reception for media representatives at the Khan-Shatyr centre

2 December, Thursday

10:00 - 12:15 - Speeches by the Heads of Delegations (*official photo/TV only*)

12:15 - 12:30 - Closing of the plenary (*photo/TV opportunity*)

12.30 - 13.00 - Press conference by the President of Kazakhstan, Nursultan Nazarbayev (*all accredited media*)

Media briefings by the Heads and other high-level representatives of the delegations will be organized at the Palace of Independence and at the Media Centre on 1-2 December. Media briefing rooms are subject to availability. Delegations are encouraged to fill out the reservation form (see Annex I to this information note) in advance and send it to the Press and Public Information Section of the OSCE Secretariat (press-summit2010@osce.org), to secure a

briefing room. The final schedule of the briefings will be published in the morning of 30 November.

Some **bilateral meetings** may also be open to photo/TV. Delegations are requested to indicate on the bilateral meetings application form whether the meeting will be covered by media and how many journalists are expected.

All **plenary proceedings** and the **concluding press conference** will be interpreted into the **six official OSCE languages** (English, French, German, Italian, Russian, Spanish). Media briefing rooms are equipped with interpretation booths.

DETAILED MEDIA PROGRAMME

Please, note that media accreditation badges for the Summit are also valid for covering the Review Conference.

25 November, Thursday

9:00 - 22:00- Media Centre open

9:00 - 20:00 - Media Accreditation Desk at the Media Centre open

26 November, Friday

8:00 - 22:00 - Media Centre open

8:00 - 20:00 - Media Accreditation Desk at the Media Centre open

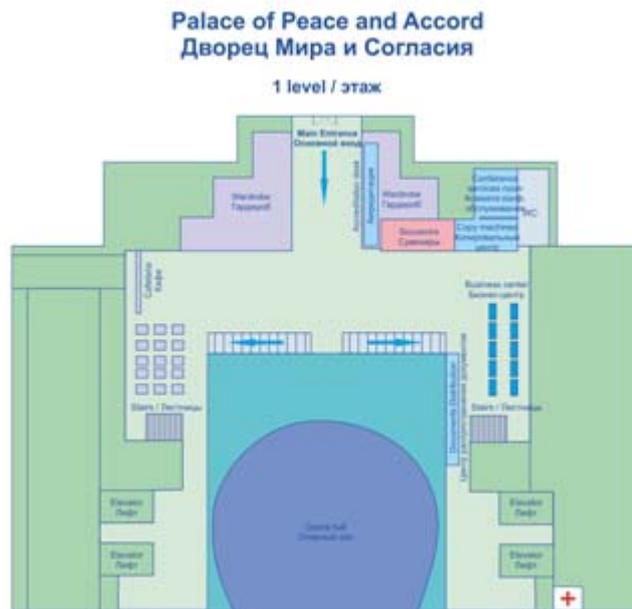
Morning:

9.00 – 10.00 - Arrival of the NGO Forum Participants to the Palace of Peace and Accord, accreditation of the Participants

10.00-11.30 - First session (*photo/TV opportunity*)

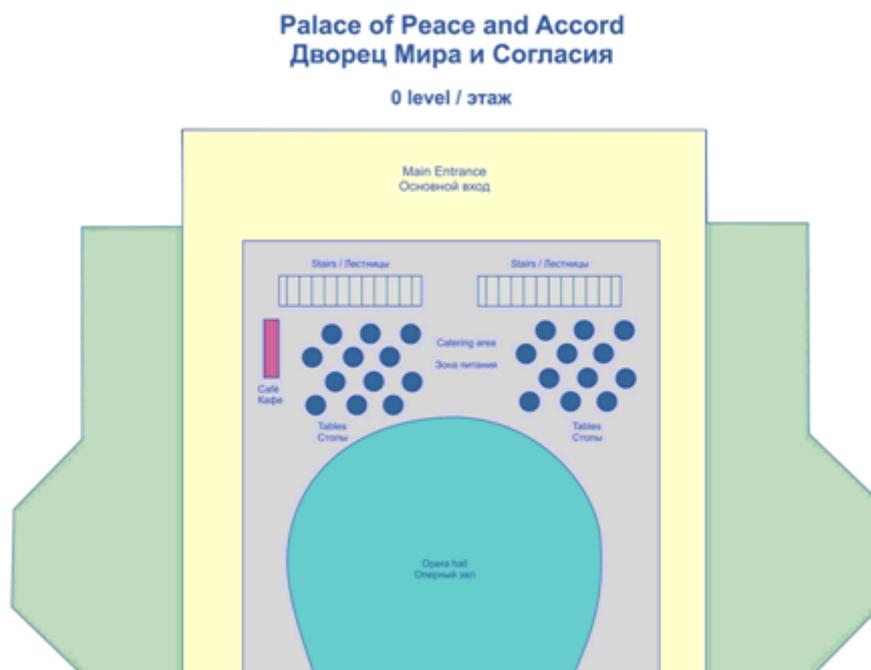
11.30-11.45 - Coffee break

11.45-13.00 - Second session: Forward looking discussions and recommendations for future action (*closed to media*)



Palace of Peace and Accord (Pyramid). Ground floor

Media wishing to participate in protocol photo and video pools for the **first session of the NGO Forum** (10-15 minutes) will need to file an application at the information desk in advance or during the accreditation for the Summit to be a part of relevant media pools. Media will be arriving at the Pyramid (Palace of Peace and Accord) by buses from the Media Centre at 08:30, 30 minutes before the arrival of the delegates to the NGO Forum.



Palace of Peace and Accord (Pyramid), Zero Level

Afternoon

Review Conference

During the Review Conference and in the days before the Summit, briefings by participants of the Conference, as well as representatives of participating States' delegations and OSCE institutions, may be organized in a small press conference room in the Media Centre. Information on the time and place of media events will be shown on CCTV, available at the information desk and announced in the Media Centre.

27 November, Saturday

9:00- 22:00 - Media Centre open

9:00 – 20:00 – Accreditation Desk at the Media Centre open.

Possible media briefings at the Media Centre.

28 November, Sunday

9:00- 22:00 - Media Centre open

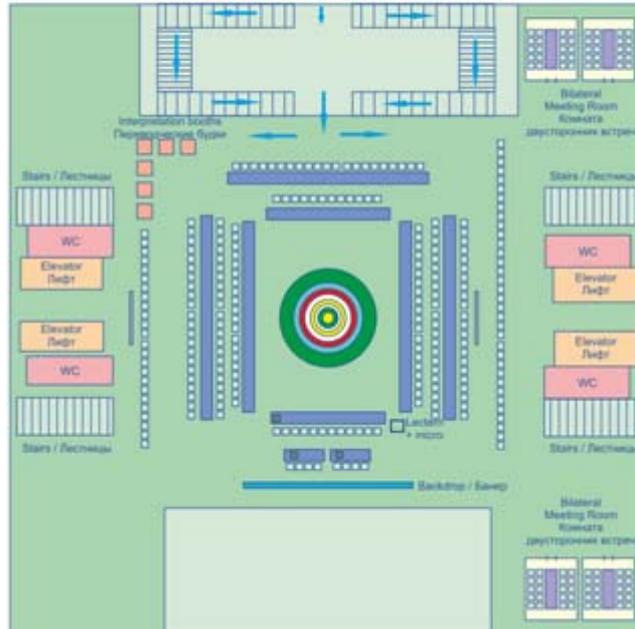
9:00 – 20:00 – Accreditation Desk at the Media Centre open.

10:00 – 12:00 - Reinforced plenary session of the Review Conference.

The **final plenary session will be open to media**. Journalists will be allowed inside the Atrium room in advance during the break. Seats in the back row will be reserved for print media representatives. Photographers and videographers will be able to film from the designated area in the middle of the room.

Palace of Peace and Accord Дворец Мира и Согласия

Atrium hall / зал "Атриум"
1-2 December / декабря



Palace of Peace and Accord, 1st Floor and Atrium

12:00 - Concluding joint press conference in a large briefing room in the Media Centre (*open to all media*).

November 29, Monday

9:00- 22:00 - Media Centre open

9:00 – 20:00 – Accreditation Desk at the Media Centre open

Possible media briefings at the Media Centre.

November 30, Tuesday

8:00 – 24:00 – Media Centre open

8:00 – 22:00 – Media Accreditation Desk at the Media Centre open

Airport

Heads of Delegations are expected to start arriving at the Astana Airport on November 30.



Astana Airport

Mobile television station of the host broadcaster will be set up in the airport to film the arrivals of Heads of Delegations and transmit broadcast-quality video signal to TV booths at the Media Centre. The arrivals will also be broadcast on CCTV at the Media Centre (from first arrivals on 30 November until 07:00 on 1 December). Receiving antenna will be installed by the Media Centre (University of Arts). Recordings of arrivals will be available to the delegations and media upon request. Arrivals of the Heads of Delegations on commercial flights will not be covered by the host broadcaster.

International media interested in filming the arrivals of Heads of Delegations will have to be included in the pools shaped by national delegations in **2+2 format** (2 personal photographers and/or camera operators + 2 representatives of media from the delegation country). Upon the agreement between journalists and delegations, international media will be accompanied on the way to the airport and back by the welcoming delegation and press service representatives of the advance teams.

Welcoming delegations will gather by the “Astana Arena Stadium” 1.5 hours prior to the arrival of respective Heads of Delegations. The Committee for International Information of the MFA of Kazakhstan will supervise.

Staff and volunteers of the Press Service of the President of the RK will accompany international media in the airport.

Ak-Orda Palace

Bilateral meetings of the Heads of State and Government with the President of the Republic of Kazakhstan will take place at Ak-Orda Palace on 30 November.



Ak-Orda Palace

The meetings are covered by **official camera operators and photographers of the Heads of the State, and other Kazakhstan’s and international media.** Suggested format for international media: **2+2** (1 official photographer + 1 official camera operator + 2 media representatives from the delegation country).

Kazakhstan Central Concert Hall

By 17:30 media will get on buses located by the Media Centre to depart to the Concert Hall “Kazakhstan”.



Concert Hall Kazakhstan

Journalists are invited to the concert as guests. All journalists including official photographers and camera operators of the Heads of Delegations will be seated

on the 3rd floor from where they will be able to film and photograph the concert **(from their seats, without walking in the Concert Hall)**.

After the concert, buses will transport journalists to their hotels.

December 1, Wednesday

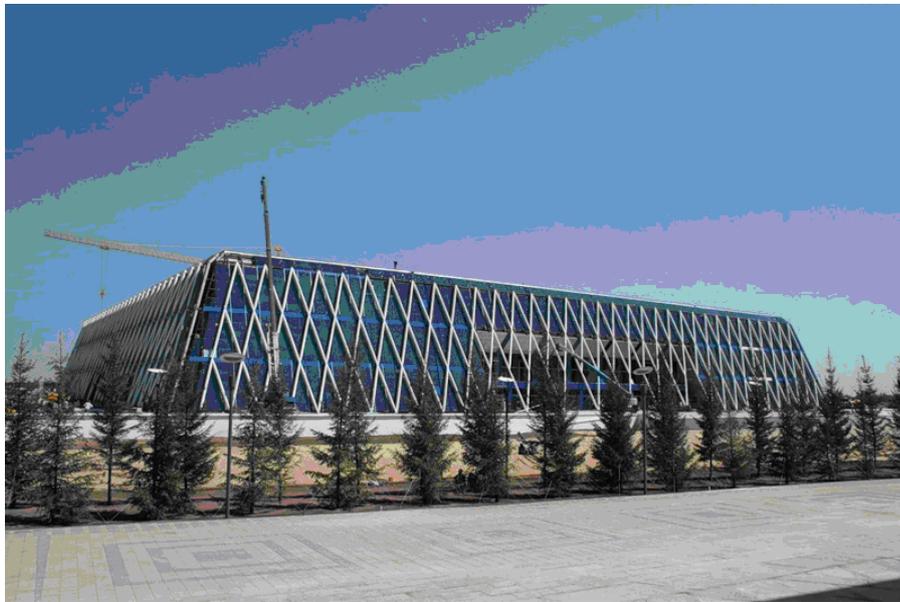
00:00 – 24:00 – Media Centre open

On 1-2 December **Media Accreditation Desk at the Media Centre will be closed**. Journalists without accreditation badges will not be allowed to the Summit zone. On 1-2 December accreditation badges can be received at an accreditation desk at the **King Hotel Astana** (7, Valikhanova str.). The accreditation desk will be open from **05:00** on **1 December**.

6:00–07:00 - Security check of media at the media hotels, departure of journalists by shuttles to the Media Centre

8:00 - Official camera operators and photographers of the Heads of Delegations, camera operators and photographers of international media, and a group of Official photographers of the RK President (“photohosts”) who will cover the welcoming ceremony (handshakes), family photo and protocol shooting of the start of the plenary session gather in the pool gathering area in the Media Centre. Press Service of the President of the RK and MFA of the RK supervise the issuance of pool floaters and form the pool. Pool floater cards will be distributed by the International Information Committee of the Ministry of Foreign Affairs to the respective national delegations via liaison officers.

The pool journalists are accompanied by representatives of the Press Service of the President of the RK and MFA to the heated **waiting area for media** located by the Palace of Independence, and then to the lobby of the Palace to set up their cameras on the podiums.



Palace of Independence

8:30 – 9:40 – Arrivals of the Heads of Delegations to the Palace of Independence, welcoming ceremony (handshakes) in the lobby

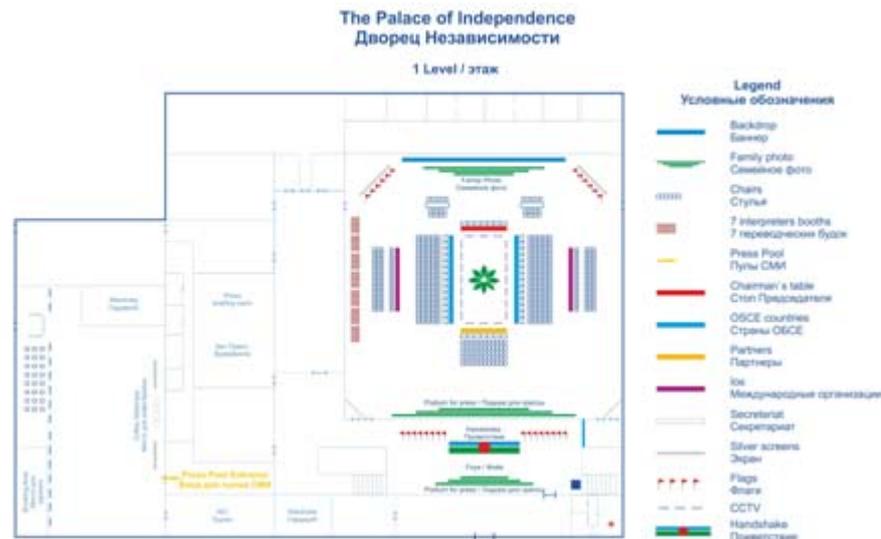
The welcoming ceremony and handshakes by the Heads of Delegations and the President of the RK will only be covered by **one official photographer** and **one official camera operator** from each delegation, **official photographers and camera operators of the President of the RK**, **photographers and camera operators of international media** as well as by a **special team of Kazakhstan’s photographers**. Camera operators and photographers will stand against the spot of handshakes on three-tier podiums.



Lobby of the Palace of Independence, podium for handshakes filming (right)

Journalists who **only want to film and photograph the opening session** of the Summit and **not the welcoming ceremony** will be accompanied straight to the main hall of the Palace to the podiums where they wait for the start of the plenary session.

Official photographers and camera operators **of the Heads of Delegations arriving to the Palace directly from the airport** in a motorcade will come directly to the Palace and set up on the podium where possible. Other journalists arriving in the motorcade will proceed to the Media Centre.



Palace of Independence, Ground Floor

After the welcoming ceremony and all handshakes, when the President of the Republic of Kazakhstan leaves the lobby and proceeds to the VIP area, photographers are **accompanied from the lobby to the plenary hall. Official photographers** set up their cameras in a specially designated area in front of the banner for family photo. **Camera operators are accompanied into the plenary hall** after the family photo to set up their cameras on podiums for media.

9:50 – 9:55 - Family Photo (Plenary Hall)

Only **one photographer per delegation** is allowed for the family photo. Additional lighting will be installed. Wide angle lens is recommended.



Family photo area in the plenary hall

After the photo **official photographers** are accompanied by the Presidential press service to the media podiums in the back of the room where camera operators are already waiting.

10:00 – 10:15 - Opening of the Summit (plenary room)

Protocol filming of the opening of the Summit, including a statement by the President of the Republic of Kazakhstan Nursultan Nazarbayev will be permitted. **One personal photographer, one personal camera operator** from each delegation and **a photographer or a camera operator** from each international agency, print media or TV channels can take part in protocol filming.

Camera operators and photographers line up near the entrance to the hall on a three-tier podium. As filming will be done from the podium, a telephoto lens is recommended.

After the protocol filming only the cameras from **“Khabar” host-broadcaster, official photographers and camera operators of the President of Kazakhstan, one photographer and one camera operator of the OSCE, and a special group of Kazakhstan’s photographers** (“photohosts”) will remain in the room. All other camera operators and photographers will be accompanied by the Presidential press service back to the Media Centre.

Official photographers and videographers of the Heads of Delegations speaking before lunch will stay in the media waiting area of in the media

briefing room, subject to its availability, and wait to be escorted to the Plenary Hall.

10:15 – 13:00 – Speeches by the Heads of Delegations (First Session)

One **photographer and one camera operator** from each delegation will be allowed to the hall only for the duration of the statement by their respective Head of Delegation. The photographers and videographers come in one by one in a predefined order, in accordance with the order of speeches. Filming is carried out strictly in front of the Head of Delegation, movement around in the hall is prohibited. After filming of the speech of the Head of Delegation official photographers and cameramen leave the Hall and proceed to the Media Centre.

The host broadcaster will make available video and audio signal of broadcast quality at the TV booths at the Media Centre, starting from the arrivals of the Heads of Delegations, handshakes, and throughout the plenary session. The signal will also be transmitted via satellite with the help of the EBU to all broadcasters in the world.

Requests for photographic and video material from Kazakhstan “photo-host” pool should be directed to Kazakhstan’s Foreign Ministry Press Service.

13:00 – 14:45 – Lunch of Heads of Delegations (Palace of Independence).

Media representatives, including official photographers and camera operators, will not be permitted to cover the lunch of Heads of Delegations.

14:45 – 18:00 – Speeches by the Heads of Delegations (Second Session)

At **14:00** official photographers and camera operators of the Heads of Delegations speaking in the afternoon depart from the Media Centre to the Palace of Independence. Same procedure applies.

20:00 – 21:30 – Ceremonial reception for the Heads of Delegations on behalf of the President of the Republic of Kazakhstan at “Saltanat Saraiy” Palace



“Saltanat Saraiy” Palace

TV and photo coverage of the reception by media representatives, including official photographers and cameramen of the Heads of Delegations **is not foreseen**.

19:30 - Reception for journalists in Khan-Shatyry center accompanied by the concert program.

Shuttle transportation for journalists from the Media Centre and from media hotels to/from the Khan-Shatyry will be organized.

December 2, Thursday

10:00 – 12:15 - Speeches by the Heads of Delegations (Third Session)

Same format as on 1 December (one official photographer and one official videographer are brought in the room during the speech of respective Head of Delegation).

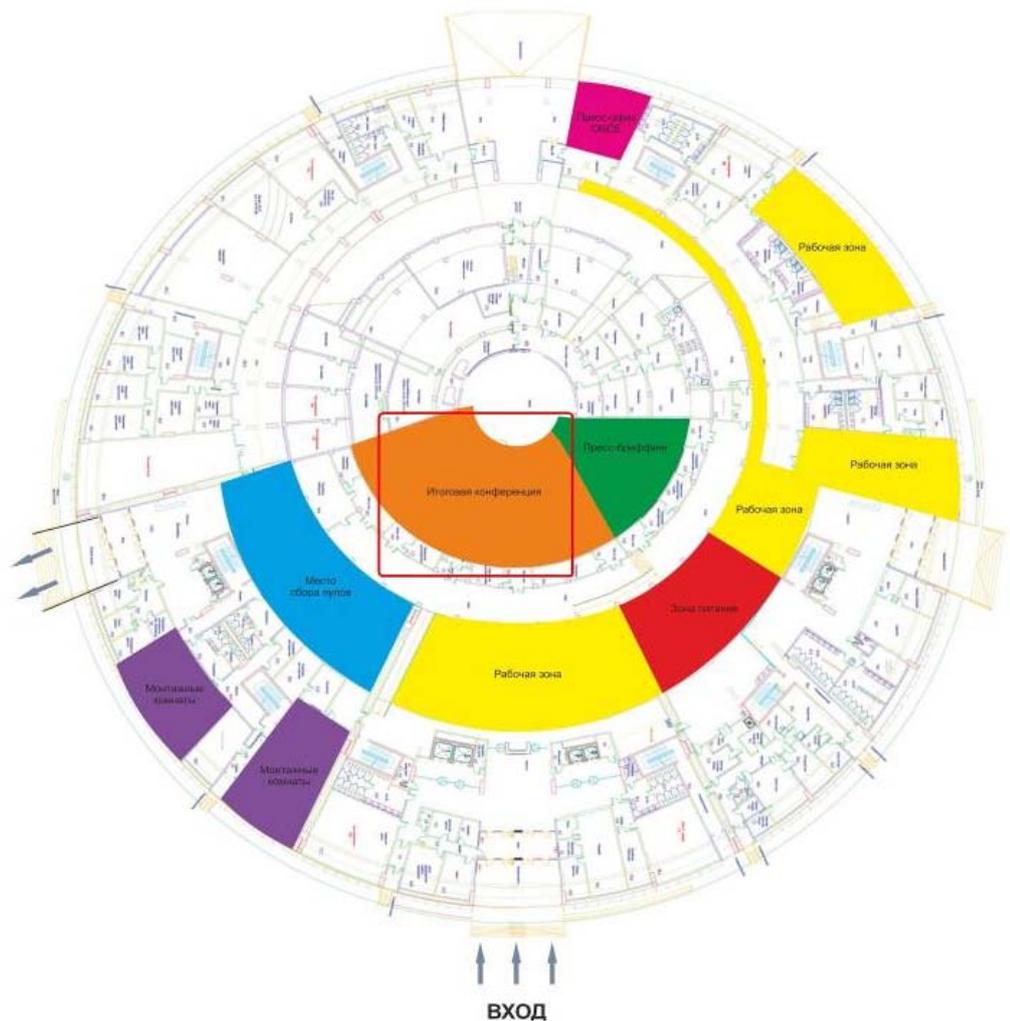
12:30 – 12:45 – Closing of the Summit (Palace of Independence)

Coverage by the same pools as for the opening of the Summit (**one official photographer, one official camera operator** from each delegation; **one photographer or one camera operator** from international media).

The pool gathers at the Media Centre **at 11:30** and is brought to the Palace of Independence. The pool is to set up cameras during the short break between the third session and the closing of the plenary session. Shooting will be done from the podium; telephoto lens recommended.

After the closing ceremony, camera operators and photographers quickly proceed to the Media Centre for the concluding press conference.

12:45 – 13:15 – Press conference by the President of Kazakhstan Nursultan Nazarbayev (large hall of the Media Centre).

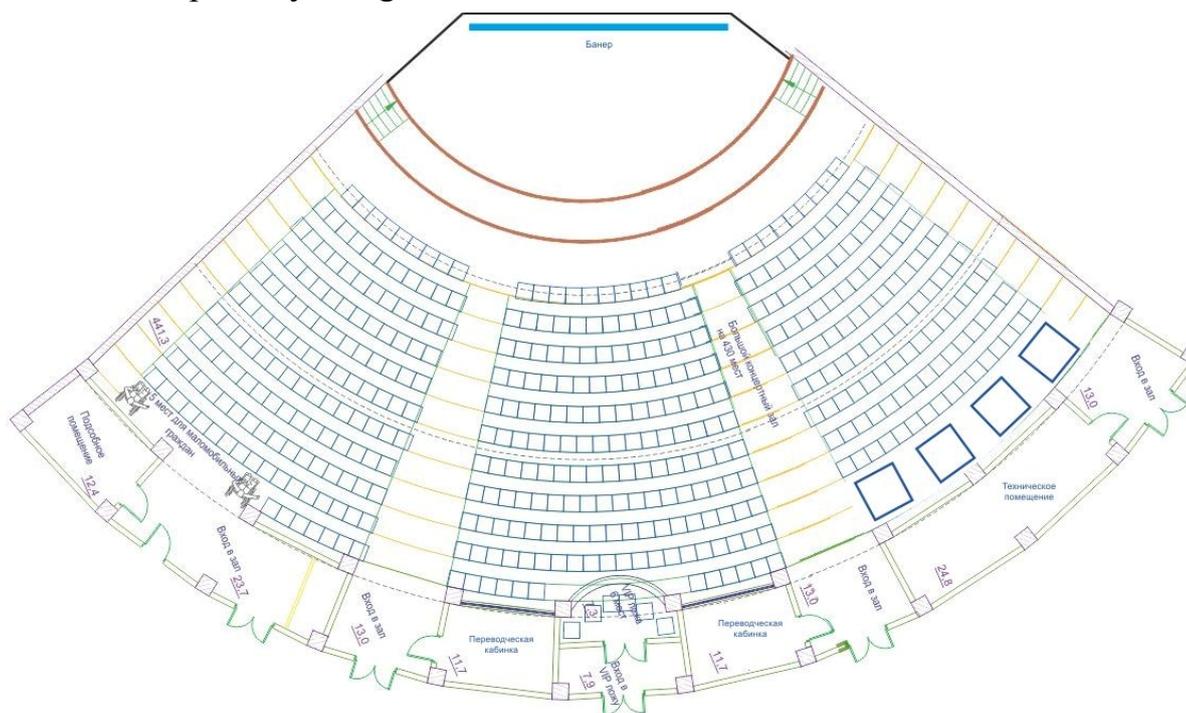


Media Centre, Ground Floor



Media Centre (University of Arts)

Journalists should be seated in the press conference room 30 minutes before the press conference, **at 12:15. Camera operators and photographers** will install cameras in specially designated areas also in advance.



Concluding press conference room at the Media Centre

The concluding press conference will be broadcast on CCTV in the Media Centre, the Palace of Independence and in the Palace of Peace and Accord (“Pyramid”).

13:30 – 15:00 – Working lunch by the Heads of Delegations (Residence of the President of the Republic of Kazakhstan “Ak-Orda”

TV and photo coverage of the lunch by media representatives, including official photographers and cameramen of the Heads of Delegations **is not foreseen**.

Departures of the Heads of Delegations from the airport of Astana

The same procedure applies as during arrivals. Departures will be neither broadcast on CCTV nor transmitted via satellite.

ACCREDITATION OF MEDIA

All media representatives wishing to cover the Summit will be allowed to do so in accordance with the requirements and rules stated in the first information note, distributed on 6 October of the current year. This information can be found on the website of the Foreign Ministry of Kazakhstan (www.mfa.kz).

The accreditation was opened on 11 October, the deadline for submitting applications for accreditation of media representatives was **15 November 2010**. **Late applications will be considered on an individual basis.**

Access of media representatives to the Summit zone will be granted on the basis of single identification documents – **accreditation cards (badges)** with **PRESS** sign and indication on the categories: PRINT, ONLINE, PHOTO and VIDEO.

Accreditation cards (badges) can be collected on the ground floor of the Media Centre (University of Arts) at the Accreditation Desk. Badges will be given on production of a valid ID or passport and a valid national press card (or letter of a corresponding media organization).

Media Accreditation Desk at the Media Centre will be open from 09:00 to 20:00 on 25-29 November; and from 8:00 to 22:00 on 30 November. **Badges will not be mailed to applicants.**

Please note that participants are required to **receive their badges in advance from 25 to 30 November. On 1, 2 December, during the Summit, media representatives without badges will not be allowed into the Summit area.**

Those media representatives, who due to early arrival in the morning on 1 December could not receive badges in advance, **will be able receive them in “King Hotel” (7, Valikhanova str.) from 5:00 AM.** The journalists will be able to undergo security inspection at the hotel and depart with special busses to the Summit zone at 7:30.

Summit badges are valid for covering both the Summit and the Review Conference.

TRANSPORTATION

During the Summit transportation of media representatives will be organized following the route: **Airport – media hotels - Media Centre (the University of Arts) – media hotels – Airport.**

Transfers from media hotels (King Hotel Astana (7, Valikhanova str.), Lion Hotel (57, Moskovskaya str.) and Abai Hotel (33, Abai avenue) to the Media Centre and back will start the day before the Review Conference, on 25 November 2010, when the Media Centre opens.

Shuttle buses will run **every 30 minutes** on the specified route from November 25 to December 2.

Please note that shuttle transportation will be provided on the mentioned routes only from the three above mentioned hotels.

The schedule will be posted on information boards at the Media Centre, media hotels and in the airport.

Schedule of transportation “Hotel – University of Arts – “Media Centre” 25 November - 2 December 2010

Date	Accreditation desk in the Media Centre	Media Centre
25 November	09.00 –20.00	09.00 – 22.00
26 November	09.00 –20.00	09.00 – 22.00
27 November	09.00 –20.00	09.00 – 22.00
28 November	09.00 –20.00	09.00 – 22.00
29 November	09.00 –20.00	09.00 – 22.00
30 November	08.00 –22.00	08:00 – 24:00
01 December	05:00 – 22:00 (King Hotel Astana)	00:00 – 24:00
02 December	06:00 – 12:00 (King Hotel Astana)	until journalists finish their work

Schedule of transportation	Departure from media hotels (three hotels)	Departure from Media Centre
25 – 29 November	08-45	10-00
	10-30	11-00
	11-30	12-00
	12-30	13-00
	13-30	14-00
	14-30	15-00
	15-30	16-00
	16-30	17-00
	17-30	18-00
	18-30	19-00

	19-30	20-00
	20-30	21-00
		22-00 22-15
30 November	07-45	09-00
	08-30	10-00
	09-30	11-00
	10-30	12-00
	11-30	13-00
	12-30	14-00
	13-30	15-00
	14-30	16-00
	15-30	17-00
	16-30	18-00
	17-30	19-00
	18-30	20-00
	19-30	21-00
	20-30	22-00
	21-30	23-30
	22-30	24-15 24-30
1 – 2 December	<p><i>Note: from 6:00 to 7:00 Presidential Security Service examines equipment and personal belongings of media representatives in all three hotels “King Hotel”, “Lion”, “Abai”.</i></p> <p><i>From 8:00 to 10:00 on 1 and 2 December entry to the Summit zone will be closed because of the arrival of official delegations.</i></p> <p><i>The access to the Summit zone will re-open after 10:00.</i></p>	
	10-00	11-00
	10-30	11-30
	11-00	12-00
	11-30	12-30
	12-00	13-00
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	22-30	23-30
	23-00	24-00
	23-30	24-30
	24-00	02-00
	02-00	04-00
	04-00	06-00

From 25 to 30 November transportation to the Media Centre will be organized from the three media hotels (Lion, Abai, and King Hotel).

Journalists, who were accommodated in other hotels/apartments, etc. and do not have transport in Astana, **should come at 8:00** in one of the three hotels where they be taken by special buses to the Media Centre.

Journalists who will arrive to the Summit zone independently, on rented or own vehicles, **can enter the Summit zone, but do not have the right to park in the zone.** Therefore, own and rented transport will only be used to drop off passengers and leave the Summit zone. This is necessary because of a limited parking space near the Media Centre and a large number of special buses for the press in the parking lot.

Security inspection of equipment and personal belongings of the journalists will be carried out directly at the entrance to the Media Centre.

The abovementioned transportation route to the Media Centre will function **only until 30 November inclusive.**

On 1 and 2 December only special buses will be allowed to enter the Summit zone. **Journalists, who are not staying in media hotels,** in order to get in time to the Media Centre on these days, are strongly recommended to arrive at **6:00** in one of the three media hotels, where the security check of equipment and personal belongings of the journalists will be carried out. This procedure will continue until **7:00**, after which buses with journalists will depart to the Media Centre.

Please note that **personal photographers and camera operators of the Heads of Delegations are encouraged to be at the media hotels for a security inspection as early as possible.** It is necessary for their timely arrival at the Palace of Independence and the installation of equipment for filming the welcoming ceremony and the handshakes.

Journalists, who arrive **later than 7:00, will not be able to access the zone of the Summit until 10:00,** due to the total closure of the Summit zone because of the arrivals of the Heads of Delegations.

After the arrival of the last Head of Delegation, tentatively after 10.00, journalists who are late can reach the Media Centre in two possible ways: they



Parking around Media Centre area

For transport and accommodation queries, please contact:

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Ministry of Foreign Affairs of the Republic of Kazakhstan

tel.: + 7 7172 72 08 87

cell: + 7 701 999 77 71

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MEDIA COVERAGE ARRANGEMENTS

Palace of Independence

The OSCE Summit is open to the media. All plenary sessions on 1-2 December will be broadcast in the Media Centre, Palace of Peace and Accord (Pyramid) via closed-circuit television (CCTV). Video and audio signals will be provided to the 20 TV editing booths in the Media Centre. Please, note that it will only be possible to RECEIVE signal in the TV booths, but not to transfer it from there. To transfer, journalists will have to reserve transmission time with host broadcaster and European Broadcasting Union (EBU).

Besides, organization of briefings of heads of foreign delegations, for which according to a separate list of Media wishing to participate, is planned in the Palace of Independence. The meeting point in the Media Centre – meeting/forming point of pools.

Media access to the Palace of Independence - Pools

As space inside the Palace of Independence is limited and access is restricted, access to photo and film opportunities, as well as to briefings held at the Palace of Independence on 1-2 December, will be arranged via a system of pools in advance.

Each pool journalist covering events at the Palace of Independence will receive a yellow pool floater badge marked **PRESS POOL with the type of the event indicated** (e.g. “Briefing only”, “Bilateral only”). Pool floaters for the events involving the President of Kazakhstan (welcoming ceremony, handshakes, family photo, speeches of the Heads of Delegations, opening/closing sessions) will be blank. A pool floater is valid only together with the accreditation badge and should be fixed under it.

Yellow floater gives the right to access the Palace of Independence and the University of the Arts accompanied by press officers of the MFA, OSCE press and public information department and the Security Service.

Official (“personal”) camera operators and photographers of the Heads of Delegations will receive a **badge with longitudinal red stripe marked PRESS**. This badge gives the right for protocol filming during ceremonial meeting as well as participation in filming in the plenary hall of the Palace of Independence. Official photographers and camera operators will not need additional floaters.

Pool cards will be distributed in the pool gathering area near the side entrance to the Media Centre which will be used for the organized movement of pools from the Media Centre to the Palace of Independence.

Time of pools gathering will be shown on CCTV, and announced at the Media Centre via loudspeakers. It is recommended to come to the pool gathering 30 minutes before the announced time. Late arrival is not allowed, coming late will be regarded as refusal from participation in the pool.

Detailed programme of pools, times of pool gatherings and time of the events will be available at the Information Desk and at the Pool Desk on the Ground floor of the Media Centre.

All media briefings held at the Palace of Independence will be transmitted by satellite, broadcast on CCTV at the Media Centre in original language. Broadcast quality video- and audio-signal from the media briefing room will be delivered to TV booths in the Media Centre.

OSCE Press and Public Information Section will endeavour to provide to delegations upon request videos and selected photos of the speeches of the Heads of Delegations in the plenary session.

SECURITY ARRANGEMENTS

On **25-30 November** security service will inspect journalists' equipment and their personal belongings at the entrance to the Media Centre

On **1-2 December**, from 6:00 to 7:00 Presidential security service will check equipment and personal belongings of media representatives in the three media hotels - King Hotel, Lion and Abai. Journalists will then be brought in shuttles to the Media Centre.

Journalists arriving **independently** to the Summit zone on **1-2 December** will undergo security check at the **checkpoint** at the entrance to the Summit zone at the corner of the Highwill building (at the intersection of Turan avenue and Kurgalzhinskoye highway). They will be able to get on shuttles going from the checkpoint to the Media Centre.

Media representatives are advised to always carry with them at all times their personal identity documents, as well as media accreditation badges, keeping in mind that security personnel may at any time request these documents.

At the entrance to the event buildings (Palace of Independence, Media Centre and the Palace of Peace), security personnel will inspect equipment and personal belongings of journalists. To avoid delays, media representatives are advised to arrive to the Media Centre and to events buildings well in advance.

Television and radio broadcasters, news agencies and photo agencies bringing their equipment to the Media Centre are strongly recommended to install the equipment on **November 29, and not later than 12.00 on November 30.**

MEDIA FACILITIES AND BROADCASTING

The host country will provide standard workplaces for print and audio-visual media. High-speed Internet, Wi-Fi, landline telephone, printers, scanners and fax machines will be provided. There will be fully equipped cabins (booths) for radio and TV editing.

Closed-circuit TV (CCTV) will be operating in the Media Centre. Six large split-boxes (24 sockets each) supporting floor language and the 6 official OSCE languages will be installed near CCTV screens across the Media Centre.

Host broadcaster “Khabar TV” will provide audio and video signals of broadcast quality to TV booths at the Media Centre from the following locations:

- Airport (from first arrivals on 30 November until 7:00 on 1 December);
- Lobby (during arrival of the Heads of Delegations to the Palace of Independence and the handshakes);
- Plenary room (throughout the summit);
- Media briefing room at the Palace of Independence (during briefings);
- Large press conference room at the Media Centre (during concluding press conference only).

Journalists are advised to keep in mind the copyright of interpreters when using recorded material that is not in the floor language.

Questions on the work of the host broadcaster should be referred to:

Vladislav Bogussevich

Co-ordinator on broadcasting and closed-circuit television (CCTV)

Mob.: +7 777 299 29 01

E-mail: vlad@okno-tv.kz

Aidyn Bazhekeyev

Co-ordinator on broadcasting

Mob.: +7 701 221 04 24

E-mail: Techdir@khabar.kz

SATELLITE TRANSMISSION

All plenary proceedings of the summit, selected media briefings at the Palace of Independence and the final press conference will be transmitted in real time via satellite with the assistance of the EBU, with no encryption.

One live stand-up position at the Media Centre with uplink to satellite will be arranged.

Individual TV companies will be able to link up the signal to a satellite to broadcast in real time mode. Interested companies should apply for using the satellite uplink facility, and using live stand-up positions in advance. Applications should be submitted with the media accreditation application for coverage of the summit.

Please note that satellite transmission of media briefings at the Palace of Independence will have a priority over using the satellite facility for individual stand-ups. Therefore, reservation of live stand-up position for

specific time slots cannot be guaranteed and will have to be confirmed on the spot.

Questions on reserving on-air time should be referred to:

Stijn De Loose

Eurovision Moscow

Co-ordinator of EBU

Mob. +7 916 929 98 16

E-mail: deloose@eurovision.net

Margarita Noskovitch

Eurovision Moscow

Co-ordinator of EBU

Mob +7 916 929 98 15

e-mail: noskovitch@eurovision.net

MULTIMEDIA SUPPORT OF THE SUMMIT

Official events of the Summit, as well as selected media briefings will be broadcasted online via Internet in a special section of the Summit-dedicated website <http://summit2010.osce.org/live> and then will be uploaded on the online resources of the OSCE.

Staff of the OSCE Press and Public Information Section will alert media via Twitter about new documents, video and webcasts.

MEDIA CENTRE AREAS

The area of the Media Centre is provisionally divided into the following clearly signposted areas:

- Media working areas
- Mobile satellite stations
- Offices of the Press Services of the Ministry of Foreign Affairs of the RK, OSCE Press and Public Information sections, official media pools of participating states.
- Rooms for media briefings and interviews
- Pools gathering area
- Media Informational Desk
- Catering area
- Relaxation area
- First-aid station

- Desk for media kits distribution
- Souvenir kiosk
- Photographic exhibition area
- OSCE Summit postage stamps exhibition area
- Live “stand-up” position
- TV editing booths area
- Prayer rooms
- Smoking area

Media Information Desk

Information about briefings, press conferences and other events, as well as documents and other information materials will be available at the Media Information Desk on the ground (1st floor).

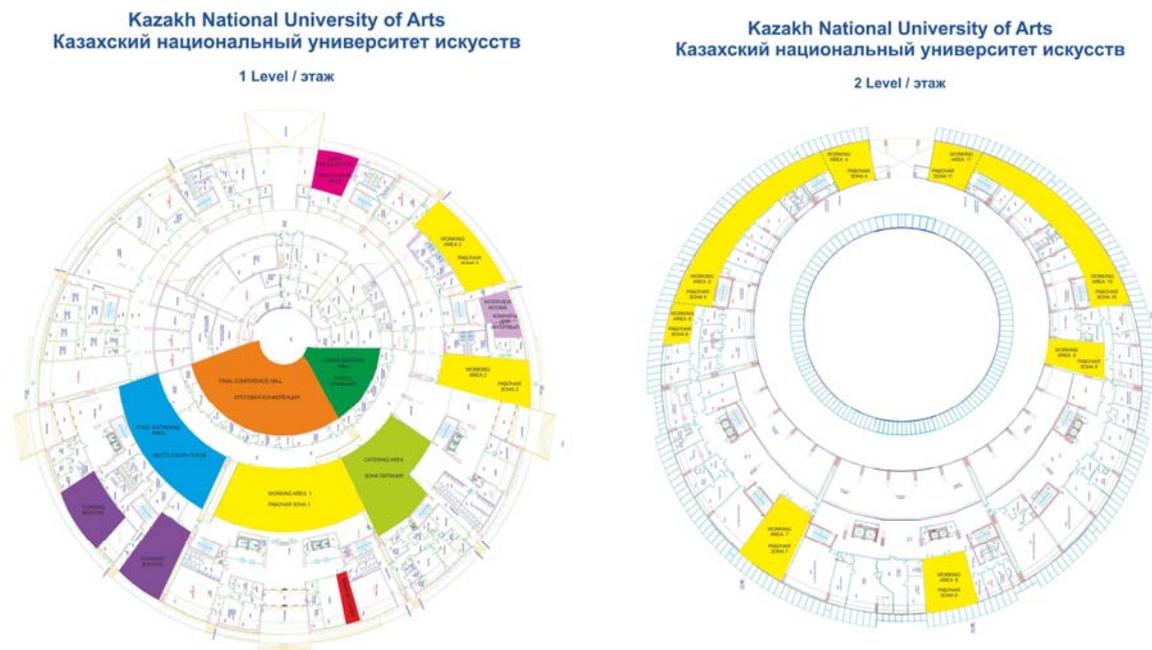
Accredited media representatives will receive kits with stationery, additional information materials and souvenirs.

Media working area

The Media Centre will offer 1,000 workstations located on the ground (1st) and 1st (2nd) floors of the Media Centre, including 400 equipped with laptops and 600 workplaces equipped with necessary outlets and cables. All workstations are equipped with landline telephones (one telephone per two tables) with free inter-city and international access, line of high-speed access to Internet, European standards 220V electricity plugs. Laser printers, scanners and copying machines are located in the working area.

The entire territory of the Media Center is an area of free Wi-Fi Internet access. A closed-circuit television (CCTV) network will operate in the Media Centre. Widescreen monitors will be installed throughout the working area on the ground, first and second floors, in editing rooms and at the offices.

Location of working areas (highlighted in yellow)



Offices of press services of host country, OSCE Secretariat, official media pools of participating states

All offices of press services of the participating states' and their official media pools are located on the 2nd floor of the Media Centre.

Offices of press services of the Republic of Kazakhstan and OSCE Secretariat are located on the ground (1st) floor behind the dining area.

In addition to the offices, to improve communication with media representatives, clearly signposted desks of the press service of Kazakhstan and of the OSCE will be located in the central part of the Media Centre.

Catering area

From 25-29 **November** the following arrangements will be in place:

Coffee breaks at the Media Centre will be organized starting from 25 November in the morning and in the afternoon.

Hot meals will be available for a moderate price from 12:00 to 16:00 (payment will be accepted in Kazakh national currency, KZT). Facilities to exchange foreign currency will be available in the Media Centre in the catering area.

From 30 **November-2 December** coffee breaks will be organized in the Media Centre non-stop. Hot meals will be offered to journalists free of charge from 12.00 to 16.00.

On **1 December** at **19:30**, a reception for journalists at the Khan-Shatyry center will be organized.

Rooms for interviews, briefings and concluding press conference

Two interview rooms will be arranged on the ground floor of the Media Centre.

A briefing room for the organization of briefings by the Heads of Delegations (100 seats, uplink to satellite) is located inside the Palace of Independence.

Small briefing room (100 seats, no uplink to satellite) on the ground floor of the Media Centre near the big room for the concluding press conference is provided.

Large briefing room (400 seats) will host the concluding press conference on 2 December. It will be closed until the concluding press conference for security reasons.

Professional lighting and sound equipment, cabins for simultaneous interpretation will be installed in the rooms.

Rooms for interviews, briefings and press conferences should be booked in advance by filling out a media briefing room reservation form (Annex I to this note).

Please **note** that individual media briefings of the Heads of Delegations not being part of the official events of the OSCE summit, the organizers do not provide interpretation of briefings of the Heads of Delegations **into all official OSCE languages**.

Delegations are requested to provide their own interpreters for simultaneous or consecutive interpretation if the Head of Delegation during the briefing will **not use one of the official OSCE languages (English, French, German, Italian, Russian, Spanish)**.

Delegations are welcomed to bring their own interpreters for briefings for the Heads of Delegations if the briefing is done in **one of the OSCE official languages**.

For booking briefing rooms, please contact:

OSCE Press and Public Information Section

press-summit2010@osce.org

Almashov Nurbek

Tel.: +7 7172 72 01 47

Mob.: +7 702 222 11 17

E-mail: n.almashov@mfa.kz

Pools gathering area

Area for gathering media pools to cover events in the Palace of Independence is located on the ground floor of the Media Centre.

TV and radio booths area

TV and radio booths are located on the ground (1st) floor of the Media Centre, near the pool gathering area (marked purple on the scheme above). TV booths are sound-proof and are equipped with a landline telephone, high-speed Internet, a table, chairs, and a TV screen with video and audio signal from the plenary room and the media briefing room, as well as with necessary outlets for recording video and sound signal received from the host-broadcaster.

Radio booths are equipped for the work of radio journalists in the same area.

TV and radio companies can address their requests in the office of the host broadcaster located in the TV booths area.

Murager Sauranbayev

Coordinator on booking editing booths

Mob.: +7 777 433 80 00

E-mail: m.sauranbayev@mfa.kz

Live “stand-up” positions

There will be one live “stand-up” position provided by the host broadcaster arranged at the Media Centre. To reserve live stand-up position, please, contact the EBU co-ordinator

In the middle of the Media Centre small banners for interviews during the summit will be located in the central part of the Media Centre.

One large banner will also be located outside, between the Palace of Independence and the Media Centre.

First aid station

Clearly signposted first aid station will be located in the Media Centre. In case of emergency, please address directly medical staff of the station, Media Centre or Security Service. Three wheelchairs with automatic control will be available at the first aid station.

Souvenir kiosk

A 24-hour kiosk with periodicals, souvenirs and basic amenities will work in the Media Centre.

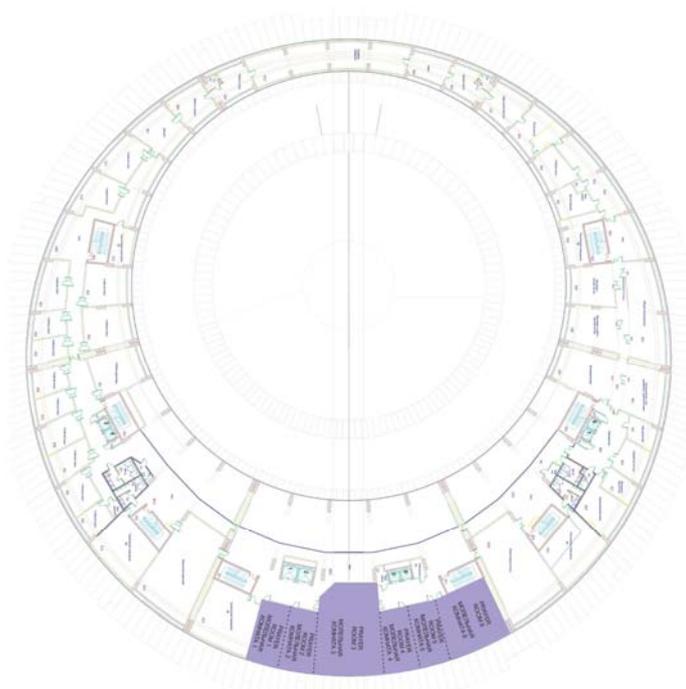
Prayer rooms

Five prayer rooms will be located on the 2nd (3rd) floor, where journalists in accordance with their religions can carry out religious rituals.

Relevant signs will be posted in the Media Centre.

Kazakh National University of Arts
Казахский национальный университет искусств

3 Level / этаж



Media Centre, 2nd (3rd) floor

Lost and found

Please, report lost and found items to the Media Information Desk staff at the entrance to the Media Centre.

Please note that the Media Centre staff bears no responsibility for personal belongings of media.

Smoking area

Smoking in the Press Centre is **prohibited**.

In accordance with the national legislation of the Republic of Kazakhstan banning smoking in public places, smoking area for journalists will be foreseen in the area of the side entrance (by the catering area).

This place will be equipped with ashtrays and waste bins.

Adjacent area outside, near the Media Centre can also be used for smoking.

FIRE SAFETY

In order to ensure fire safety, please observe safety instructions.

All floors of the Media Centre are equipped with emergency exits in case of fire.

In case of evacuation, please follow instructions of the representatives of the Fire Service, Security Service and the Media Centre staff.

MOBILE SATELLITE COMMUNICATION STATIONS (SNG VEHICLES)

The parking area for mobile satellite communication stations is located near the Media Centre building.

Questions related to the work of mobile satellite communication stations should be addressed to:

Aidyn Bazhekeyev

Coordinator on mobile satellite communication stations

Mob.: +7 701 221 04 24

E-mail: Techdir@khabar.kz

INTERNATIONAL TELEPHONE CONNECTIONS

Local and international phone calls can be made from landline telephone sets in the Media Centre. Detailed instructions and country codes will be listed in the memo located next to the telephone sets.

VISA AND CUSTOMS PROCEDURES

To enter the Republic of Kazakhstan foreign citizens of certain countries need visas. Nationals of the following states do not need visa to Kazakhstan: the Russian Federation, Belarus, Kyrgyzstan, Tajikistan, Armenia, Georgia, Moldova, Uzbekistan, Azerbaijan, Ukraine, Mongolia, Turkey.

For more information on obtaining a visa to the Republic of Kazakhstan contact the Embassy or Consulate of the Republic of Kazakhstan or find this information at the official website of the Ministry of Foreign Affairs of the Republic of Kazakhstan:

https://portal.mfa.kz/portal/page/portal/mfa/ru/content/consular_info/visa_info

Foreign media representatives can get a visa to the Republic of Kazakhstan on the basis of confirmed accreditation. Representatives of the foreign media, who are not members of formal pools, upon beforehand request will be provided with visa support after getting accreditation confirmation. For the media arriving in Kazakhstan to cover the Summit, visa will be issued free of charge.

Media representatives, who need visas, are recommended to fill in the corresponding paragraphs in the application for media accreditation and send it until November 24 **12 PM Astana time, GMT +6.**

Consular service of the MFA of RK:

Kadyr Kayupov

Tel.: +7 7172 72 04 70

Fax: +7 7172 72 04 78

Cell.: +7 701 331 51 52

E-mail: dks-astana@mfa.kz

Aina Bekisheva

Tel.: +7 7172 72 04 71

Fax: +7 7172 72 04 78
Cell.: +7 701 382 00 13
E-mail: dks-astana@mfa.kz

Media representatives arriving in Kazakhstan should pass customs control. Personal belongings and professional equipment for temporary admission (equipment to support audio-, video- and data processing; for arranging and broadcasting television and radio information, etc.) are subject to mandatory customs procedures **without any charges**.

[Visa rules of the Republic of Kazakhstan](#)

[List of countries on visa-free travel of citizens - holders of diplomatic and service passports](#)

[Information on customs clearance of temporarily imported goods into the customs territory of the Republic of Kazakhstan](#)

[Border control of individuals, passing through the checkpoints of the Republic of Kazakhstan](#)

[Travel information on customs clearance procedures at the checkpoints of the Republic of Kazakhstan](#)

CONTACTS

Ministry of Foreign Affairs of the Republic of Kazakhstan
010000 Kazakhstan,
Astana
Ishim River's left bank,
31 Kunayev str.

General coordination:

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Media Coordinator

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Fax: +7 7172 72 01 68

E-mail: a.konurbayeva@mfa.kz

Makhsura Maskhudova

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Fax: +7 7172 72 01 30

E-mail: news@mfa.kz

Media Accreditation:

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Cell.: +7 702 222 11 17

E-mail: n.almashov@mfa.kz

Transport and accommodation:

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CCTV and broadcasting:

Vladislav Bogusevich

Coordinator on broadcasting and closed-circuit television (CCTV)

Cell.: +7 777 299 29 01

E-mail: vlad@okno-tv.kz

Bazhikeyev Aidyn Mukhamediyevich

Coordinator on broadcasting, Host broadcaster

Cell.: +7 701 221 04 24

E-mail: Techdir@khabar.kz

Konstantin Karlov

Coordinator on signal and sound transmission

Cell.: +7 701 724 02 34

E-mail: samat.astana@mail.ru

Bilateral meetings:

Ilyas Omarov

Press secretary, Kazakhstan Foreign Ministry

Mo6. 8 701 554 41 76

Arthur Abubakirov

Mo6. 8 701 933 67 52

Annex 1

OSCE Summit, 1-2 December 2010

Media briefing room reservation form for the delegations

Please send completed form to press-summit2010@osce.org

Delegation		
Briefer	<i>Name (please write clearly)</i>	<i>Title</i>
<i>In English</i>		
<i>In Russian</i>		
Date and time		
Room required (state 1st and 2nd choice)	<input type="checkbox"/> Room at the Palace of Independence (100 seats, simultaneous interpretation booths, satellite uplink) <input type="checkbox"/> Room at the Media Centre (100 seats, simultaneous interpretation booths, no satellite uplink) <input type="checkbox"/> Interview Room 1 at the Media Centre (2-10 seats, no interpretation booths, no satellite) <input type="checkbox"/> Interview Room 2 at the Media Centre (as Room 1)	
Briefing language		
Will you bring your own interpreter?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, contact and telephone no. of interpreter:
Do you want a CCTV announcement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact person		
Contact telephone		
Additional comments/requests		

OSCE Press Contact:

Frane Maroevic

Deputy Spokesperson

+7 701 942 6911 (in Kazakhstan)

+43 664 8847 4908

frane.maroevic@osce.org

press-summit2010@osce.org

Important notice:

- Delegations are requested to be as specific as possible in indicating time slot for the media opportunities.
- Individual media briefings not being part of the official summit proceedings, organizers will not be able to provide interpretation of media briefings into all official OSCE languages.
- Delegations are required to supply their own interpreter (simultaneous or consecutive) for any media briefings held in a language other than official OSCE languages (English, French, German, Italian, Russian, Spanish).

- Delegations will be welcomed to supply their own interpreter for media briefings if the Head of Delegation speaks in one of the OSCE official languages.