

## Circular Note No. 3

The Ministry of Foreign and European Affairs of the Slovak Republic would like to provide the following information on logistical modalities for media participation in the 26<sup>th</sup> Meeting of the OSCE Ministerial Council in Bratislava on 5 and 6 December 2019.

### I. VENUE

The 26<sup>th</sup> Meeting of the OSCE Ministerial Council will be held at the INCHEBA Expo Bratislava, on 5 and 6 December 2019. Meetings of the Preparatory Committee and other OSCE bodies will take place at the same venue starting on 2 December 2019.

For more information on INCHEBA Expo Bratislava, see <https://www.incheba.sk/en>

Media representatives can access the site of the Ministerial Council through **Gate B only**.

Bratislava has two main train stations. There are regular hourly trains from Vienna Central station to both stations in Bratislava.

- If you arrive at Bratislava Petržalka, please take the bus no. 80 direction “Kollárovo nám.” and get off at the stop “Einsteinova”. The bus runs every 12 minutes.
- If you arrive at Bratislava Hlavná stanica, please take the bus no. 93 direction “Vyšehradská” and change at the stop “Zochova” to the bus no. 80 direction “Kollárovo nám.” and get off at the stop “Einsteinova”.

Bus tickets can be bought at the bus stops.

App-based car services, such as Uber or Bolt, are available in Bratislava and cost roughly between 4 and 9 EUR from either station.

### II. MEDIA ACCREDITATION

Access to the Ministerial Council is only possible with a valid conference badge. Badges must be worn visibly at all times and are non-transferable.

Media representatives wishing to attend the Ministerial Council are required to register online before **15 November 2019, 18:00**: <https://media.mzv.sk>

Media representatives must indicate their full name, place and date of birth, passport number and nationality, postal address, e-mail address, name and country of media. Only registrations in Slovak or English will be accepted.

Media representatives will be informed once the process is completed through the registration system. Please be advised to regularly check your personal registration page.

All personal information provided during registration will be processed in accordance with the GDPR. The Ministry of the Interior of the Slovak Republic is involved in the accreditation process in order to ensure that the necessary security standards are met.

Please note that you do not have to go through the full accreditation process if you already received accreditation for the Informal Ministerial Gathering in July in Slovakia. In case you were accredited, please **only sign up using the same login and password** for the Ministerial Council.

Conference badges can be collected upon presentation of a valid photo ID at the media accreditation desk at the meetings venue on

Wednesday, 4 December 2019	12:00 – 18:00
Thursday, 5 December 2019	07:00 – 18:00
Friday, 6 December 2019	07:00 – 12:00

For questions related to the accreditation please contact [media.osce@mzv.sk](mailto:media.osce@mzv.sk)

### III. MEDIA CENTRE

A fully equipped media centre will be available at the OSCE Ministerial Council venue. The media centre will be located on the first floor of the Ministerial Council venue.

The entire Conference venue will be restricted and secured, with access possible only by visibly wearing a valid conference badge at all times.

The opening hours of the media information desk and media centre

Wednesday, 4 December 2019	12:00 – 20:00
Thursday, 5 December 2019	07:00 – 22:00
Friday, 6 December 2019	07:00 – 20:00 (depending on closing of MC)

The following facilities are available in the media centre:

- Sufficient workplaces, some equipped with desktop computers
- Photo copy machines and printers
- Wireless internet access
- 6 CCTV screens broadcasting the plenary sessions and announcements for journalists
- TV and radio booths cabled for receiving the TV feed
- Audio splitters for audio feed
- 2 press conference rooms
- 4 booths for bilateral interviews
- Interview and camera zone with stand-up positions
- Catering and lounge area
- Media information and pool desk

#### IV. POOL ARRANGEMENTS

At the Media Information Desk, journalists can receive information and register for access to events during the Ministerial Council for which pool arrangements will apply due to space, security and protocol restrictions.

Journalists are requested to register for a pool **ahead of time and in-person** at the Media Information Desk.

Registration will be provided on a first-come-first-served basis.

The complete pool programme will be available at the media information desk.

All journalists admitted to a specific pool arrangement must gather on time at the pool meeting point in order to be escorted as a group to the photo opportunity. After the photo opportunity, the group will be escorted back to the media centre. Journalists not showing up on time at the pool meeting point will lose their spot.

Please note that MC media events outside the media centre will be covered exclusively by the TV host broadcaster. A world feed and footage will be provided free of charge for all media.

#### V. MEDIA COVERAGE OF BILATERAL MEETINGS

Media coverage of bilateral meetings is only possible upon request of a delegation. Delegations are responsible for contacting media representatives and the media information desk in the media centre **at least 20 minutes** before the start of the bilateral meeting to allow for media representatives to be escorted.

#### **VI. PARKING FOR SNG TRUCKS**

Media wishing to park vehicles for live broadcasting from the event (SNG trucks) in a designated parking area must register the SNG trucks and their drivers in advance.

For this purpose, please send an e-mail to [media.osce@mzv.sk](mailto:media.osce@mzv.sk) giving the following information: Type of vehicle, license plate number, name of the media company, full name of SNG crew members.

#### **VII. LIVESTREAM**

A live stream of the Ministerial Council will be available on the OSCE website at [www.osce.org/live](http://www.osce.org/live)

#### **VIII. PHOTOS**

Official photos will be available at:

<https://www.flickr.com/photos/mzvsr>

<https://www.flickr.com/photos/osceorg/>

Credit: name of the photographer/ Slovak MFEA

#### **IX. TRANSPORT**

##### **ARRIVAL BY PLANE**

Media representatives are advised to make early arrangements for their flight connections to one of the airports in the area close to Bratislava (Letisko M. R. Štefánika - Airport Bratislava, a. s. (BTS) or Vienna (Vienna International Airport - Austria).

For more information on Bratislava and Vienna Airports, see more at:

Airport Bratislava (<https://www.bts.aero/en/>)

Vienna Schwechat International Airport (<https://www.viennaairport.com/en/>)

Due to excellent connection possibilities and the convenient distance, Vienna International Airport is often used while travelling to Bratislava. There is a good offer of bus transport directly from the airport to Bratislava. A variety of shuttle car services can also be found online.

## X. VISA REQUIREMENTS

Visa requirements must be met before arrival to Slovakia.

Participants are responsible for making their own visa arrangements. Please be aware that in some regions, one Slovak Embassy is covering more than one country. Therefore, media representatives requiring an entry visa are strongly advised to submit their request to the competent authorities well in advance as it may take at least 15 days to receive a Schengen visa.

Media representatives from the following countries within the OSCE area need a valid visa: Afghanistan, Albania\*, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina\*, Kazakhstan, Kyrgyzstan, Moldova\*, Monaco, Mongolia, Montenegro\*, Russian Federation, Serbia\*, Tajikistan, North Macedonia\*, Turkey, Turkmenistan, Uzbekistan.\*

**Holders of biometric passports from Albania, Bosnia and Herzegovina, North Macedonia, Moldova, Montenegro and Serbia do not need a visa.**

For further information, please visit:

[https://www.mzv.sk/web/en/consular\\_info/visa\\_centres](https://www.mzv.sk/web/en/consular_info/visa_centres)

## XI. GENERAL INFORMATION

### CURRENCY

The official currency in Slovakia is the Euro. For more information about ECB foreign exchange reference rates, see:

<https://www.nbs.sk/en/statistics/exchange-rates/ecb-foreign-exchange-reference-rates>

Automated teller machines (ATMs) are available at the airport as well as e.g. at the OSCE Ministerial Council premises.

### ELECTRICITY

The electric current used is 220/230 volts, 50 Hz (continental European standard).

### CLIMATE

In December, the average temperatures in Bratislava are usually around -1,7°C to 2,8°C.

### TIME

UTC/GMT +1 hour

## GENERAL INFORMATION ABOUT BRATISLAVA

Information on Bratislava can be found on the following websites:  
<https://www.visitbratislava.com/> or <http://slovakia.travel/en/bratislava>.

## XII. CONTACT INFORMATION

For any further information on spot please contact media focal points:

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## XIII. 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/>
- Twitter Slovak OSCE Chairmanship [@Slovakia\\_OSCE](https://twitter.com/Slovakia_OSCE)
- Webpage MFA Slovakia <https://www.mzv.sk/web/en>
- Twitter Minister of Foreign Affairs of Slovakia [@MiroslavLajcak](https://twitter.com/MiroslavLajcak)
- Follow Hashtag #OSCEMC19