

Ministerial Council Circular Note No. 5

The Ministry for Foreign Affairs of Finland and the Finnish Chairpersonship present their compliments to the Missions and Delegations accredited to the Organization for Security and Cooperation in Europe (OSCE), the Mediterranean and Asian Partners for Co-operation, the OSCE Secretariat, the OSCE Institutions and the Parliamentary Assembly of the OSCE, and have the honour to provide information on the logistical modalities for media participation in the 32nd meeting of the OSCE Ministerial Council, taking place in Vienna on 4 and 5 December 2025.

1. Venue

The 32nd OSCE Ministerial Council will be held at the Hofburg Palace in Vienna on 4 and 5 December 2025.

2. Media facilities

The Media Centre will be located in the Ministerial Council venue.

2.1. Media Centre opening hours

Thursday, 4 December 2025: 7:00 – 20:00

(It is recommended to arrive before 8:00. Between 8:00 and 10:00, access may be hindered or delayed due to motorcade arrivals)

Friday, 5 December 2025: 8:00 – 17:00

Media representatives will have free access to all areas of the Media Centre but must be escorted by Media Centre personnel at all times to all other parts of the Ministerial Council premises.

Media facilities:

- Workspaces
- Wi-Fi connection
- Press conference rooms
- Connections for power supply

- CCTV-screens broadcasting the plenary sessions and announcements for media representatives
- Host broadcaster and host photographer
- Media information desk
- Catering area

At the Media Information Desk, media representatives will receive guidance on how to access events, such as pools for plenary sessions, bilateral meetings and side events.

2.2. Virtual media centre

Accredited media representatives will have the opportunity to follow the Ministerial Council remotely. The virtual media centre will provide a one-way transmission for viewing purposes only, without interactive participation. A Zoom link will be shared with accredited media representatives in advance.

3. Media registration and accreditation

The entire venue will be a secure area, and access will require an accreditation badge. Accreditation for media representatives is mandatory, and no access will be granted without a valid badge.

Badges are not transferable and must be always worn visibly at all times.

Media registration with the Austrian Federal Press Service will open on Monday, 3 November, and will remain available until Monday, 1 December, at 17:00. Advance registration on the Austrian Federal Press Service's [online accreditation system](#) is mandatory for both in-person and virtual attendance.

To register, media representatives must complete the required information, upload a recent high-quality digital colored photograph. Please do not use a scan from a document as this will not give the required image quality. In the registration form, the data of a valid press card should be filled in. Instead of press card, media representatives may also attach a letter from media organisation confirming their personal assignment for this particular event. Media representatives will be notified by email once the registration process is approved in the system. All personal information provided during registration will be processed in accordance with General Data Protection Regulation (GDPR) requirements.

Media badges must be collected at the accreditation desk of the Austrian Federal Press Service, at Hofburg, Innerer Burghof / Inner courtyard (close to the Ochsentor / OX gate), 1010 Vienna on:

- Tuesday, 2 December 2025: 9:00 – 17:00
- Wednesday, 3 December 2025: 9:00 – 18:00
- Thursday, 4 December 2025: 7:00 – 18:00
- Friday, 5 December 2025: 8:00 – 13:00

3.1. Accreditation for media pool

Media representatives need not only a Ministerial Council accreditation badge but must apply for positions in media pools as specified below.

A separate “pool badge” is required for participation in media pool opportunities at the Ministerial Council. The pool badges can be collected exclusively from the Media Information Desk at the Hofburg at least 30 minutes prior the departure of the pool.

If those who have been assigned to a pool do not collect their pool badge by the deadline, their position is forfeited to the next media outlet on the waiting list. Media representatives must visibly wear the pool badge during the pool opportunities. Pool badges are non-transferable.

Media representatives attending a specific pool must be present 20 minutes prior to a pool event at the meeting point next to the Media Information Desk, from where the group will be escorted to and from the pool opportunity. Late arrivals at the meeting point will lose their access to the pool.

Media representatives can apply for pools for the official programme they wish to attend starting Monday, 3 November, by sending an email to federalpressservice@bka.gv.at.

Registration for pools ends on Monday, 1 December 2025, at 17.00. Registration alone does not guarantee admission to these pool sessions. Media representatives will be notified via email on Wednesday, 3 December, whether their pool preferences can be fulfilled.

Please note that pool regulations apply. By agreeing to participate in a pool, media representatives are required to share your audio-visual material with media outlets in the Media Centre that were not part of the pool if asked to do so.

3.2. Schedule for media pools

Any changes to the media pool schedule will be announced at the Media Centre, and the latest updates can be obtained from the Media Information Desk.

Thursday, 4 December 2025

- **POOL 1: 8:30-9:45 Doorstep** Arrival of Heads of Delegation / doorstep opportunity
Please note that not all Heads of Delegation stop for doorstep interviews.
- **POOL 2: 10:00** Opening Plenary Session (**Photo/video only**)

Please note that participation in the doorstep pool excludes participation in the opening session!

Friday, 5 December 2025

- **POOL 3: 12:00** Closing Plenary Session (**Photo/video only**)
Exact timing will be announced at the Media Centre on the day
- **13:30 Final Press Conference** by OSCE Chairperson-in-Office, Minister for Foreign Affairs Elina Valtonen, Incoming 2026 OSCE Chairperson-in-Office, Minister of Foreign Affairs, Federal Councillor Ignazio Cassis (tbc) and the OSCE Secretary General Feridun H. Sinirlioğlu (**Open attendance – no pool**)

4. Accommodation

Upon registration, media representatives will have the option to reserve a room at a pre-arranged hotel. Confirmation and payment for the rooms, at preferential rates, should be handled directly with the hotel. Rooms have been reserved for media accommodation at:

Jaz in the city Vienna (Windmühlgasse 28, 1060 Wien)

Reservations shall be made via e-mail to [Zimmer, Preise und Extras wählen | H Rewards](#) by 14

November 2025

Mooons Hotel Vienna (Wiedner Guertel 16, 1060 Wien)

Reservations shall be made via e-mail to welcome.vienna@mooons.com by 12 November 2025 using the keyword "OSCE Media Allotment"

5. Press conference bookings

Delegations wishing to book the press conference room for a press conference by their Head of Delegation should email press@osce.org.

6. Media coverage of bilateral meetings

Delegations may request pool coverage for bilateral meetings. These are by invitation only to specific media outlets and are not open pool opportunities for all media representatives. A delegation will contact the selected media outlets directly to invite them to join a pool and will inform the Media Centre (ainomaija.mikola@gov.fi) of the pool participants and timing. The same rules regarding escorting and picking up badges for pools outlined above apply to bilateral pools.

Media representatives will be informed of the pool departure time for bilateral meetings and are required to meet at the Media Information Desk at least 15 minutes prior to departure to collect the pool card and be escorted to the bilateral room. Late arrivals at the meeting point will forfeit their access to the pool.

7. Live stream

The open plenary sessions at the Ministerial Council will be available via live stream on the OSCE website at: www.osce.org/live.

Video recordings of the open and closing sessions, as well as the final press conference, will be made available on the OSCE's YouTube channel.

To request download links to videos of individual statements in broadcast quality, please contact OSCE COMMs at comms@osce.org. Please provide a point of contact to receive these recordings. OSCE COMMs will forward these requests to the delegation(s) concerned.

More information and additional resources will be provided at the Ministerial Council event page: https://www.osce.org/event/mc_2025

8. Photos

The Ministerial Council meeting has official photographers provided by Ministry for Foreign Affairs of Finland. Photos taken by the official photographers will be available on the [OSCE flickr account](#).

Photos should be credited accurately in accordance with [OSCE copyright policy](#).

9. Visa requirements

Media representatives who require visas to travel to Austria are required to apply in a timely manner. Prior to their travel to Austria, travelers are required to ensure that they have a valid passport which expires at least six months after their date of departure.

Visa requirements can be found [here](#).

To ensure that visas are issued on time and in line with Schengen regulations, media representatives should file their visa application with the Austrian Embassy or the embassy representing Austria in Schengen issues as soon as possible – at the very latest 15 calendar days before the intended date of departure.

Media representatives are asked to make their own arrangements for securing a visa, if required under Austrian law, for entry into Austria.

Visa application forms can be found [here](#).

For any visa-related inquiries, please contact [the relevant Austrian Consulate](#) or [the Federal Ministry of European and International Affairs](#) of Austria.

10. General Information

10.1. Transport

Public transportation options from Vienna International Airport to the city centre by train or bus can be found at: <https://www.wien.info/en/travel-info/arrival-departure/airport-to-center>.

Further information about Vienna's extensive public transportation network can be found online at: <https://www.wienerlinien.at/web/wl-en>.

10.2. Taxis in Vienna

Information about taxi service in Vienna as well as airport service companies can be found at: <https://www.wien.info/en/travel-info/arrival-departure/airport-to-center/taxi-360908>

Taxi 40100 Phone +43 1 40 100

Taxi 31300 Phone +43 1 31 300

Airport taxi

- Taxi 40 100 offers a fixed price of €42 for a maximum of 4 passengers. When making the booking, be sure to request an airport cab, otherwise an additional fee of €18 will be charged for the cab's return journey to Vienna. The fixed price is ONLY valid for direct trips from a Vienna address to the airport. Group fares are available on request.
- Taxi 31 300 offers a fixed price of €37 for a maximum of four passengers when booked via the app.

10.3. Business hours

Shops are generally open from Monday to Saturday from 9:00 to 18:00, although times may vary. Most shops are closed on Sunday and public holidays.

10.4. Banking services and currency

Banking hours are generally Monday to Friday from 9:00 to 16:00. Almost all banks have automated teller machines (ATMs) that accept overseas bank cards and are accessible from outside (look for "Bankomat" sign). It is recommended to check with the issuing bank before departure whether a particular bank card is valid in Austria, Credit cards such as American Express, MasterCard and Visa are widely accepted in Austria.

The official currency in Austria is the euro. The euro exchange rate can be found at:
https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html.

10.5. International dialing code

The international dialing code for Austria is +43.

10.6. Weather

In December, the average high temperature in Vienna is around 3 to 5°C, with an average low temperature of minus 3 to 0°C.

10.7. Time zone

Vienna is in the CET time zone (GMT+1).

10.8. Electricity supply

The electric current used throughout in Austria is 230 volts AC, 50 Hz (continental European standard). Wall outlets are compatible with other continental European plugs.

10.9. Medical assistance

A medical team will be on standby at the Ministerial Council venue. The number 112 can be used for all emergencies

11. Contact information

OSCE press inquiries and interview requests: OSCE Communications and Media Relations Section,
press@osce.org

For inquiries related to media participation at the 32nd Ministerial Council meeting, please contact
 Ms Petra Sarias, petra.sarias@gov.fi.

Media Accreditation: Austrian Federal Press Service federalpressservice@bka.gv.at