

MEDIA HANDBOOK

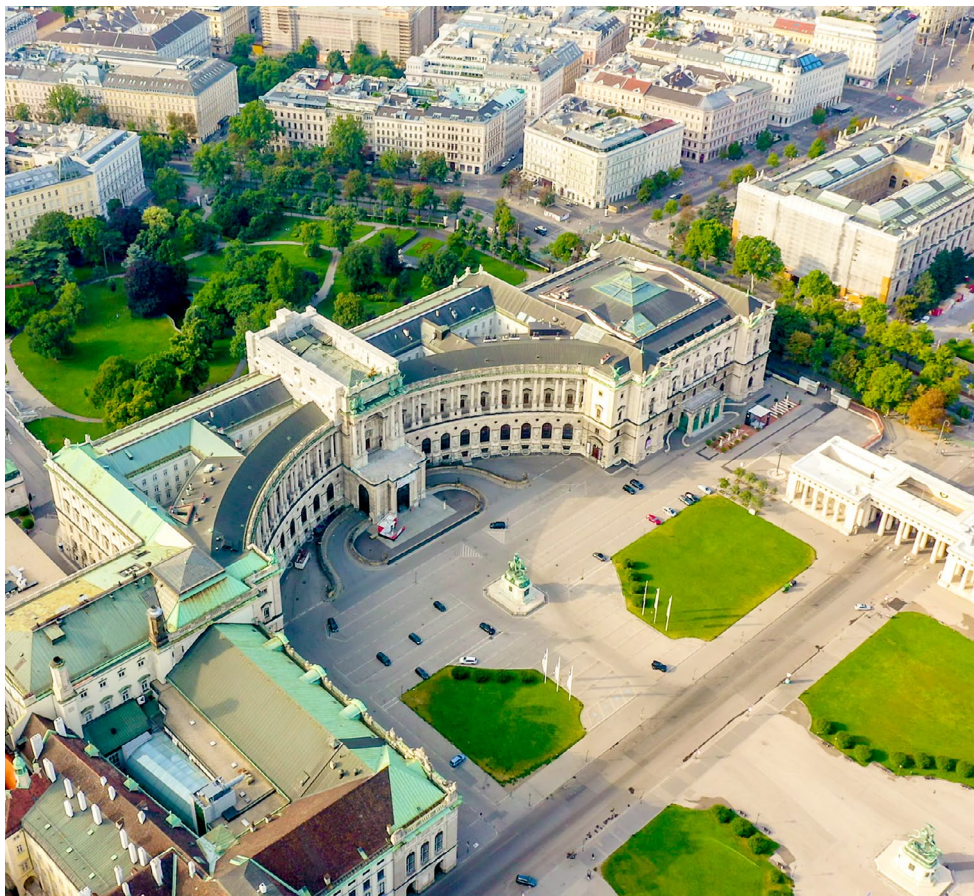
32nd OSCE Ministerial Council

4 and 5 December 2025

Hofburg Palace, Vienna



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VENUE

The 32nd OSCE Ministerial Council will be held at the Hofburg Palace in Vienna on **4 and 5 December 2025**. A designated Media Centre is located at the venue.

Further information about the Hofburg Congress Centre is available online: www.hofburg.com

Media Centre Entrance: Tor Heldenplatz 2 • 1010 Vienna



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**. Registration can be completed [here](#).

Advance registration is mandatory for both in-person and virtual attendance.

Please follow the instructions for “accreditation for events”. If you have already registered online for a previous event or as a foreign correspondent in Austria, your data is already recorded by the system. In this case you only need to tick the event “OSCE Ministerial Council 2025”.

To register, please complete the required information, upload a recent digital colored photograph on which you are perfectly recognizable. Please do not use a scan from a document as this will not give the required image quality. In the registration form fill in the data of your valid press card. Instead of your press card you may also attach a letter from your media organisation confirming your personal assignment for the 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.

Late accreditation

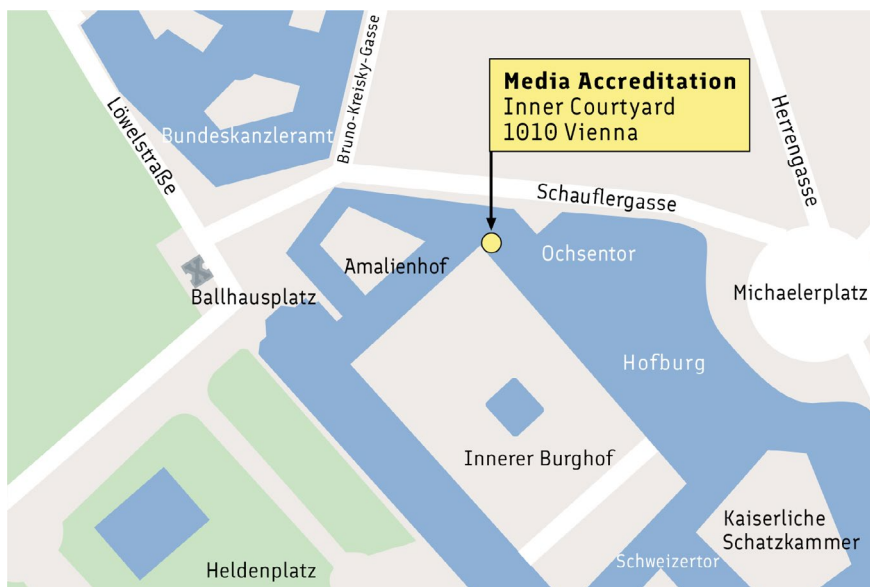
Please note that media accreditation must be submitted **no later than Monday, 1 December, at 17.00.**

Late accreditation is only possible in exceptional cases and can lead to longer waiting times as well as problems when accessing the security area at the venue.

Media badge collection

Media badges can 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



You are requested to present a valid press card or the original letter of confirmation from your media organisation, together with an official photo-ID (identity card, passport, or driver's license), when collecting your badge.

MEDIA CENTRE

A designated Media Centre will be available at the Ministerial Council venue. Media representatives will access the venue via the press entrance: **Tor Heldenplatz 2** where a security screening will take place. All bags and personal items are subject to security checks. Please note that the use of metal detectors and x-ray screening may cause delays.

Access to the Media Centre is only permitted with a valid accreditation badge. Remember to pick up your media badge in advance from the Austrian Federal Press Service. Please bring your media accreditation badge along with a valid passport or government-issued national ID card.

Opening hours of the Media Centre

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

It is recommended to arrive well 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

* Complimentary coffee with light refreshments available during opening hours of the venue at the Media Centre. Complimentary lunch will be served on Thursday, 4 December.

Media Information desk

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

Due to limitations related to space, security, and protocol, some events may require pool arrangements or other specific access procedures.



ACCREDITATION FOR MEDIA POOLS

Media representatives need not only an accreditation badge but must apply for positions in media pools for the Ministerial Council 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 15 minutes prior to the departure of the pool 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.

You can apply for pools for the official programme you wish to attend starting Monday, 3 November, by sending an email to federalpressservice@bka.gv.at. Please indicate which pool(s) you are applying for.

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

Please note that **pool regulations apply**. By agreeing to participate in a pool, you 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.

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.

Please note that entry to the pool opportunities is for the full duration of the event only. Once you enter a pool, you are required to stay until the programme item ends. Early exit or re-entry are not possible.

Thursday, 4 December 2025

- ★ **POOL 1: 8:30 – 9:45 Doorstep** Arrival of Heads of Delegation / doorstep opportunity

Pool departure from the “Meeting point” at 8:10 tbc

Please note that not all Heads of Delegations stop for doorstep interviews.

- ★ **POOL 2: 10:00 – 10:45 Opening Plenary Session**

Pool departure from the “Meeting point” at 9:35 tbc

Please note that if you are participating in the doorstep pool, you cannot participate in the opening session!

Friday, 5 December 2025

- ★ **POOL 3: 12:00 Closing Plenary Session**

Exact timing will be announced at the Media Centre on the day

Pool departure from the “Meeting point” at 11.35 tbc

- ★ **13:30 Final Press Conference (Open attendance – no pool)**

Bilateral Meetings Pool Opportunities

Delegations may request pool coverage for bilateral meetings. We kindly





ask delegations to inform their bilateral counterpart delegation of media presence. 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 timings. Please ensure bilateral pool requests are submitted by 16:00 CET on Wednesday 3 December. Ad hoc or last minute requests can be accommodated, media centre resources permitting. 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 the 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.

Interview requests

Requests for press briefings and interviews from delegations should be addressed to the OSCE COMMS (Communication and Media Relations Section) at press@osce.org. Journalists can inquire about interview opportunities at the Media Information Desk in the Media Centre.

Photos

The Ministerial Council meeting has official photographers. Photos taken by the official photographers will be available on the OSCE flickr account: [Organization for Security & Co-operation in Europe | Flickr](#)

Please make sure to credit photos accurately in accordance with OSCE copyright policy: [Copyright Policy | OSCE](#)

Recordings of Statements

Individual statements made by delegations during the plenary session are recorded and provided to the Delegations. To request a recording, please contact [Delegations | OSCE](#). The website is in the process of being updated. Information will be added as it becomes available.

Broadcast services

The host broadcaster, ORF, will provide a live broadcast of parts of the Ministerial Council on a per-request basis via FTP.

- Handshake
- Open plenary session
- Closing plenary session
- Final Press Conference

There will be no cabled TV/radio booths; the pool signal will be distributed to the media centre. Please bring your own converter, should you require one.

For more information and assistance:

Contact person for TV Broadcasters:

Anita Fichtinger-Eder

Office: +43 1 87878 12555

Mobil: +43 650 72 22 876

Email: newsco@orf.at

Contact persons for radio broadcasters:

Margit Desch, Petra Karner

Office: +43 1 50101 18520, 18575

Email: intrelstudios@orf.at



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. Interpretation in six languages will be available via Zoom. A Zoom link will be shared with accredited media representatives in advance.

Santa's lounge

Santa Claus will also be paying a visit to the Hofburg. You can meet him on Thursday, 4 December in the Media Centre from 16:00 to 17:30 and from 18:00 to 19:15.

The Helsinki Effect documentary film

[The Helsinki Effect documentary film](#) will be screened at Stadtkino (Akademiestrasse 13, 1010 Wien) on Thursday, 4 December at 18:00. The film tells the story of the 1975 CSCE summit held in Finland. The Helsinki Effect is an all-archival documentary that explores the power narratives of the Cold War era. It uses AI-generated voice simulations to recreate secret high-level discussions between world leaders behind closed doors. The admission is free, but advance registration is required for attendance. A link to the registration will be sent to accredited media representatives.

SIDE EVENTS

The side events listed below are open to the media, and accessible to accredited journalists present at the Ministerial Council.

Please note that if you participate in a side event, you are required to stay for the entire event and cannot leave and return on an ad hoc basis. Side events do not normally offer opportunities for the media to engage directly with the side event panelist or participants unless expressly arranged in advance.

Thursday, 4 December 2025

- 12:00** **Bridging Generations in Mediation: Youth Leadership for**
– 13:00 **Peace and Security** (Finland)
- 15:00** **Justice and Humanity: Returning Ukrainian Children**
– 16:00 **Abducted by Russia to Their Families**
 (Permanent Mission of Ukraine)
- 16:00** **No security without media freedom**
– 17:00 (Media Freedom Coalition co-chairs Finland and Germany,
 Media Freedom Coalition Secretariat, RFoM)
- 17:00** **Preparing the democratic future of Belarus**
– 18:00 (Members of the Group of Friends of Democratic Belarus)
- 18:00** **Helsinki+50: United for Protection in Times of Crises**
– 19:00 (UNHCR & OSCE External Co-operation Section)

Friday, 5 December 2025

- 9:00** **Trafficking in human beings in the times of crises: new**
– 10:00 **challenges requiring new responses**
 (OSCE Special Representative and Co-ordinator for Combating
 Trafficking in Human Beings (OSR/CTHB) in co-operation with
 TNTD and ODIHR)





SAFE SPACE

To ensure that all participants are treated with dignity and respect and are aware of their role and responsibilities in maintaining a positive meeting environment, no form of discrimination or harassment, including sexual harassment, will be tolerated during the event.

The organisers will take all appropriate measures to ensure a harmonious, inclusive, respectful and safe meeting environment, and to protect all participants from exposure to any form of the above-mentioned conduct. In their interactions with others, all participants are expected to act with tolerance, sensitivity and respect for differences. The organisers reserve the right to take appropriate measures should a participant engage in the above-mentioned conduct.

SUSTAINABLE MEETINGS

The Ministry for Foreign Affairs, in collaboration with WWF Finland, has developed guidelines for organising sustainable meetings. They are based on the principles of environmental responsibility, social sustainability, and good governance. As one of the sustainability actions, the organisers will gladly collect the meeting lanyards from anyone who wishes to leave them after the event.

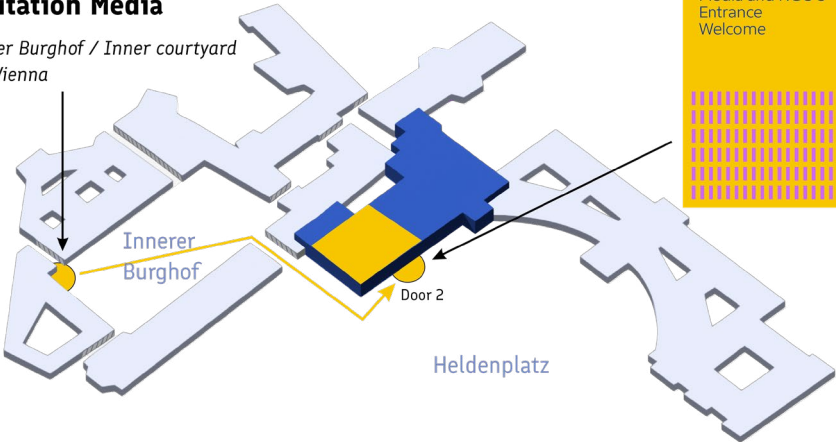
More info on the [MFA's sustainability](#) and on [Green meetings at the Hofburg](#)

PRACTICAL INFORMATION

Maps of the Hofburg

Accreditation Media

Innerer Burghof / Inner courtyard
1010 Vienna





Visa requirements

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

Media representatives who require visa 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.

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 requires 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](#).

CONTACTS FOR MORE INFORMATION

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

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

Media Inquiries: MFA Finland, Department of Communications and Public Diplomacy, Senior Specialist Petra Sarias, Head of the Media Centre, p. +358 50 342 7186, petra.sarias@gov.fi

Finnish OSCE Chairpersonship: MFA Finland, Political Department, Task Force for the Finnish OSCE Chairpersonship, Deputy Head Toni Sandell, p. +358 50 301 3943, toni.sandell@gov.fi

GENERAL DESTINATION INFORMATION

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>

Taxis in Vienna

Information about taxi/cab 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.

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 on public holidays.

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

International dialling code

The international dialling code for Austria is +43.

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.

Time zone

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

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.

Medical assistance

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

Smoking

An outdoor smoking area is located on the terrace outside of the Media Centre. Smoking is prohibited inside the venue.

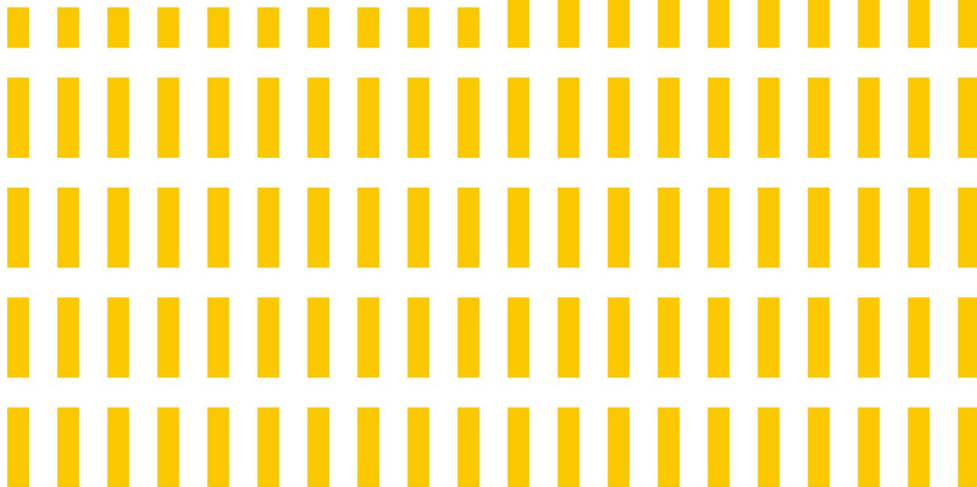
WELCOME TO VIENNA!

Make the most of your visit to Vienna: <https://www.wien.info/en>





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Declaration on Principles Guiding Relations between Participating States:

1. Sovereign equality, respect for the rights inherent in sovereignty **2.** Refraining from the threat or use of force **3.** Inviolability of frontiers **4.** Territorial integrity of States **5.** Peaceful settlement of disputes **6.** Non-intervention in internal affairs **7.** Respect for human rights and fundamental freedoms, including the freedom of thought, conscience, religion or belief **8.** Equal rights and self-determination of peoples **9.** Co-operation among States **10.** Fulfilment in good faith of obligations under international law

CONFERENCE ON SECURITY AND CO-OPERATION IN EUROPE. FINAL ACT, HELSINKI 1975