



**MEDIA
HANDBOOK**

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Website

www.osce.org

Twitter

@OSCE

@ItalyatOSCE

@ItalyMFA

Hashtag

#OSCEMC18

#ItalyOSCE18

PLANNED PRESS OPPORTUNITIES

PLEASE NOTE THAT THE WHOLE MEDIA PROGRAM WILL BE COVERED BY BROADCASTING AND PHOTOGRAPHIC SERVICES (see pp.14-17)

THURSDAY, 6 DECEMBER 2018

8.30 - 10.00

Doorstep

Arrival of Heads of Delegation at the Ministerial Council Conference Premises

Pool A cameramen, photographers + journalists

Please be at Pool Meeting Point in the Media Center at 07.30

8.30 - 10.00

Handshake

Welcome by the Chairperson-in-Office
(Only official cameramen and photographers)

10.00

Tour de Table - Opening session

Pool B + official cameramen and photographers

Please be at Pool Meeting Point in the Media Center at 9.15

Note: Pool A and Pool B are incompatible

10.00 - 13.00

First plenary session

(Only Host Broadcaster)

13.15 p.m.

Family photo

Pool C + official cameramen and photographers

Please be at Pool Meeting Point in the Media Center at 12.15

15.00 - 18.00

Second plenary session

(Only Host Broadcaster)

9.30 - 10.00

Doorstep

Arrival of Heads of Delegations at the Ministerial Council Conference Premises

Pool D + official cameramen and photographers + journalists

Please be at Pool Meeting Point in the Media Center at 8.30

10.00 - 13.00

Third plenary session

(Only Host Broadcaster)

13.00

Tour de Table – Closing session

Pool E + official cameramen and photographers + journalists

Please be at Pool Meeting Point in the Media Center at 12.15

13.30

Press Conference of the Chairperson in Office

Open to all Media

Please be in the Big Press Conference Room by 13.00

FRIDAY, 7 DECEMBER 2018

WI-FI

The entire Media Centre is covered by a wireless internet access.

Network: [OSCEMC2018](#)

Password: [24mcvienna](#)

SOCIAL MEDIA

Follow the Ministerial Council on the internet and on social media:

Hashtag: #OSCEMC18
#ItalyOSCE18
#WayToMilan

Twitter: @OSCE
@ItalyatOSCE
@ItalyMFA

OSCE MC event page:
https://www.osce.org/event/mc_2018

MFA Italy OSCE CiO webpage:
www.esteri.it

USEFUL LINKS

Website OSCE:
www.osce.org

Twitter OSCE:
<https://twitter.com/OSCE>

Facebook OSCE:
<https://www.facebook.com/osce.org/>

Webpage Italian OSCE Chairmanship:
https://www.esteri.it/mae/en/politica_estera/osce/la-presidenza-italiana-dell-osce.html

<https://delegazioneosce.esteri.it>

Twitter Italian OSCE Chairmanship 2018:
@ItalyatOSCE

Webpage MFA Italy:
www.esteri.it

Twitter MFA Italy:
@ItalyMFA

Facebook MFA Italy:
www.facebook.com/ItalyMFA.it

Livestream:
www.osce.org/live



VENUE

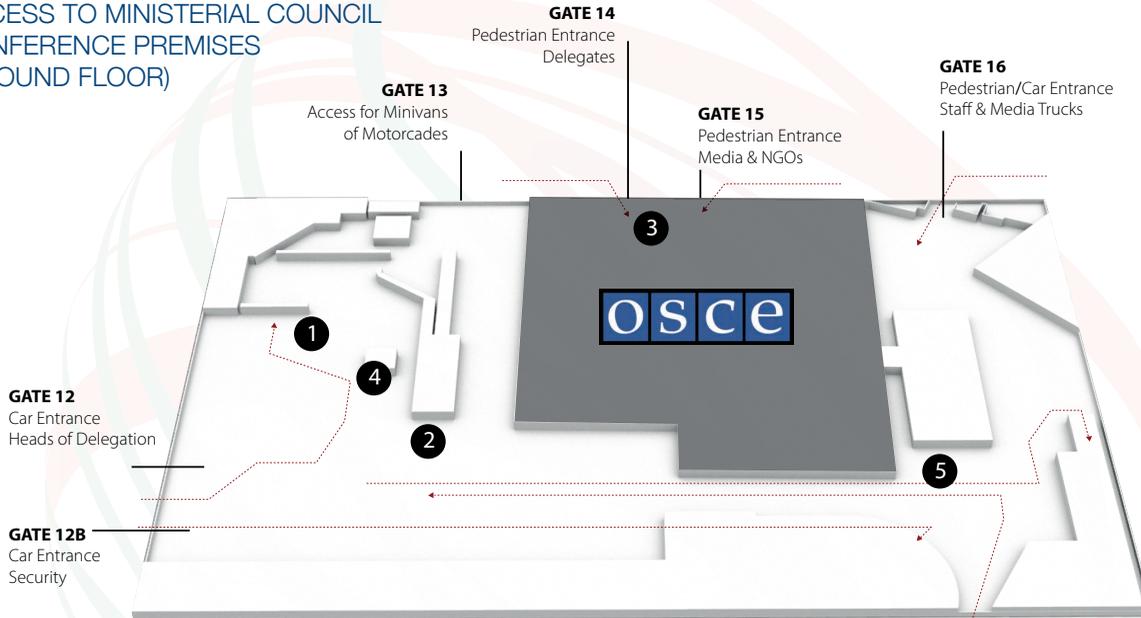
The 25th Meeting of the OSCE Ministerial Council is held at Milano Convention Centre (Mi.Co) in Milan on 6 and 7 December 2018.

The Media Center is located at the Ministerial Council Conference Premises on Level -1, and Media representatives can access the site from Via Gattamelata (Gate 15).

The Media Accreditation Center is located at the Enterprise Hotel, on Corso Sempione 91.

Further information about the Mi.Co. Convention Centre is available online: www.micomilano.it

ACCESS TO MINISTERIAL COUNCIL CONFERENCE PREMISES (GROUND FLOOR)



- ① Parking Area Motorcades
- ② Access for Heads of Delegation
- ③ Accreditation Center for Delegates
- ④ Media platform
- ⑤ Ambulance

MEDIA FACILITIES

OPENING HOURS OF THE MEDIA CENTER (Level -1)

WEDNESDAY, 5 DECEMBER 2018
12:00 until 20:00

THURSDAY, 6 DECEMBER 2018
07:00 until necessary

FRIDAY, 7 DECEMBER 2018
07:00 until necessary

FACILITIES

- Work spaces, some equipped with desktop PCs
- Printers, copiers
- Wi-Fi connection and some LAN connections
- Press Conference rooms
- Connections for power supply
- CCTV screens broadcasting the plenary sessions and announcements for journalists
- Host broadcaster and host photographers
- Rooms for bilateral interviews
- Catering and lounge area
- Media Information Desk

At the Media Information Desk journalists will receive information concerning access to events or bilateral meetings for which pool arrangements will apply due to space, security and protocol restrictions.

REGISTRATION AND ACCREDITATION

Accreditation for Media representatives is mandatory.

The entire venue will be a secure area and access will require an accreditation badge.

Important: there will be no access to the Media facilities without a valid badge. Badges are not transferable and must be worn visibly at all times.

Online Media registration with the Italian MFA Press Service is available **until Tuesday, 4 December** on:

<https://osce-2018.org/mi/mediahome.aspx>

The **Media Accreditation Center** is located at the Enterprise Hotel, Corso Sempione 91, Milan (850 meters away from the Mi.Co), where badges can be picked up at the accreditation desk of the Italian MFA Press Service, on:

WEDNESDAY, 5 DECEMBER 2018:
10:00 - 20:00

THURSDAY, 6 DECEMBER 2018:
07:00 - 20:00

A shuttle service to transfer journalist from the Enterprise Hotel to the Mi. Co. will be available during the opening times of the Accreditation Center.

Late accreditation and badge pick up at the Ministerial Council Conference Premises is possible only on:

FRIDAY, 7 DECEMBER 2018

7:00 – until the beginning of the final Press Conference.

Please note that, in order to proceed with the accreditation, the following documents are mandatory: press card or the original letter of confirmation of your media organization, photo and an official photo-ID (identity card, passport).

In order to pick up your badge you must present the same valid official photo-ID (identity card, passport) that you have uploaded on the online registration system.

Media-related questions concerning the OSCE Ministerial Council may be directed to the Press Department of the Italian Foreign Ministry (**stampa-oscemilano@esteri.it**).



ACCREDITATION FOR MEDIA POOL

Cameramen and photographers are requested to register for participation in any media pool event ahead of the Conference.

Pool participation is primarily for 'cameramen and photographers only'. As space is limited, registration may be closed once the space is filled up.

Please note: On-site pool accreditation will not be possible.

Registration for participation in photo-ops is possible until

TUESDAY, 5 DECEMBER 2018, at 17:00

Send the following info to: **stampa-oscemilano18@esteri.it**

- Name
- Media outlet
- Photo-op pool 6 December 2018
(Doorstep/Tour the table/Family Photo);
Photo-op pool 7 December 2018
- Profession
- Phone
- Email

Please note that in order to participate in a Media pool a separate **floater** will be necessary **in addition to your nominative badge**; it must be picked up at the Media Information Desk on Level -1, at least 30 minutes before the pool departs. Without a floater, participation will not be possible.

Cameramen and photographers accredited for a pool will gather at the **“Meeting Point”** at the Coffee Point area, next to the Media Information Desk, and will be guided to the location of the photo-op.

BILATERAL MEETINGS WITH MEDIA ATTENDANCE

Media attendance at bilateral meetings is possible only on the basis of a delegation's request.

Delegations are responsible for contacting the corresponding media representatives and also need to make sure they are at the Media Information Desk on Level -1 at least 15 minutes before the bilateral meeting, in order to be escorted to the meeting.

INTERVIEW REQUESTS

Requests for interviews from delegations and press briefings should be addressed to the OSCE Communications and Media Section (COMMS). COMMS staff can be contacted through press@osce.org, or they can be found in their office in the Media Center.

PHOTOS

The Ministerial Council meeting has a team of official photographers. All pictures taken by the official photographers will be available as high-resolution photos on the Flickr account of the OSCE on <http://bit.ly/OSCEMC18photos> in due time.

BROADCAST SERVICES

Rai Radiotelevisione Italiana (RAI) is the event Host Broadcaster and in cooperation with European Broadcasting Union (EBU) will supply broadcasters and news agencies with audio-visual material related to the OSCE Ministerial Council in Milan on 6th-7th December, 2018.

RAI will produce the event in HD-SDI 1080/50i with embedded audio.

Coverage of the OSCE Ministerial Council will include:

- an extensive live coverage of Ministers arrival, hand shaking, Tour de Table, Plenary Sessions, Family Photo and final Press Conferences;
- an ENG coverage of the official dinner scheduled on 6 December 2018.

and it will be distributed:

- on site (at the MiCo premises);
- throughout RAI's free-of-charge multideestination satellite feed (satellite details to be advised later on);
- throughout EBU's multideestination satellite network (satellite details to be advised later on)
- FTP-share (address to be advised later on)

A limited number of cabled work-spaces is available and managed on a "first come- first served" basis.

An open space area is also available in the Media Center where it is possible to access audio/video signals of the event.

The facilities will be handled by two dedicated booking services as follows:

- RAI for all Italian Radio and TV Broadcasters
- EBU for all International Radio and TV Broadcasters

All technical facilities shall be defined with RAI/EBU and will be available on a “first come- first served” basis and according to a rate card provided upon request.

CONTACTS

RAI - Italian Media facilities booking

Massimo Migani (Head of TV Production Events)

Email: massimo.migani@rai.it
Telephone: +39 06 331 78294
Mobile: +39 335 5994197

Roberto Stern (Project Manager)

Email: roberto.stern@rai.it
Telephone: +39 06 331 72515
Mobile: +39 335 7766859

Lucia Colafrancesco (Booking Manager)

Email: lucia.colafrancesco@rai.it
Telephone: +39 06 331 72813
Mobile: +39 335 7597668

EBU - International Media facilities booking

TV operations and workspace bookings
Eurovision Special Events
Email: newsoperations@eurovision.net
Phone: +41 22 717 2840

All Media interested in using radio frequency equipment in Italy must apply and obtain a temporary license from the Italian Authority.

The Italian Ministry of Economic Development (Ministero dello Sviluppo Economico -MISE) is the Authority responsible to release the radio frequency licences and to grant access to the radio frequency range.

To obtain licenses, broadcaster must prepay to MISE an amount to be defined according to the request for each assigned channel.

MISE and RAI Way will ensure coordination of the frequency and support for radio-electric control during the event.

To request temporary radio frequencies licenses and for any clarification please address an email to:

frq.temp@mise.gov.it

To request temporary radio frequencies licenses for SNG please address an email to:

com.scer.tempsng@mise.gov.it

Please be advised that a copy of all application forms (both for SNG and wireless equipment) has to be sent to RAI Way at:

Dino Larry Tedesco (Frequency Coordinator)

Email: dinolarry.tedesco@raiway.it
Mobile: +39 348 7779457

PARKING FOR SNG TRUCKS AND CARS

Parking for SNG trucks at the MiCo Convention Centre (through Gate 16, on Via Gattamelata) is very limited. Therefore we kindly ask you to register for parking of SNG trucks in advance.

Registration will close once the space is filled up.

In order to drive into the MiCo Centre, you will need a **car permit**.

Car permits for registered Media trucks/vehicles will be handed out, together with the Media badges, at the Italian MFA Press Service Desk of the Media Accreditation Center (Hotel Enterprise, Corso Sempione 91, Milano) on:

WEDNESDAY, 5 DECEMBER 2018
10:00 - 20:00

THURSDAY, 6 DECEMBER 2018
07:00 - 20:00

Please register your car or SNG truck by sending the following information to **stampa-oscemilano18@esteri.it**:

- Media outlet
- Name of driver (already registered for the Conference with the Italian MFA Press Service)
- Type and colour of the truck
- License plate
- Phone
- Email

The Italian Ministry for Foreign Affairs and International Cooperation does not cover additional equipment, resulting costs or licenses.

SIDE EVENTS

Several side events will take place at the margins of the Ministerial Council on 6 and 7 December 2018.

For more information on the side-events scheduled at the Ministerial Council Conference Premises, including the 'mixed-zone' on Level -1, please check for updates on the information screens.

Parallel Civil Society Conference 2018

This year's OSCE Parallel Civil Society Conference takes place at Hotel Enterprise in Milan on Wednesday, 5 December 2018. It is organized by the international NGO-Network "Civic Solidarity Platform" (CSP), with the support of the Italian OSCE Chairmanship.

At this conference, civil society representatives from throughout the OSCE region will discuss human rights matters and their impact in the region.

The outcomes of the CSP's annual work, envisioned and discussed during the OSCE Parallel Civil Society Conference, will be presented in the form of "Civil Society Recommendations" as well as the so-called "Milan Declaration" on this year's priority topic - Towards the 45th Anniversary of the Helsinki Final Act: Reviving the Comprehensive Security Concept, Rebuilding Democratic Institutions, Revitalizing Societies – and handed over to high-level OSCE representatives.

Location:
Hotel Enterprise
Corso Sempione, 91 - 20149 Milano, Italy

The **opening (Wednesday, 5 December 2018, 09:00 – 09:45)** and **closing (Wednesday, 5 December, approx. 16:30 – 18:00)** sessions are open to delegates and the Media.

Registration for opening and closing sessions can be done on the spot at the conference venue.

For further information, please visit to the CSP websites (www.civicsolidarity.org) and social media channels:

Twitter: [/twitter.com/CivicSolidarity](https://twitter.com/CivicSolidarity)

Instagram: [/www.instagram.com/civic_solidarity](https://www.instagram.com/civic_solidarity)

Facebook: [/www.facebook.com/CivicSolidarity](https://www.facebook.com/CivicSolidarity)

YouTube: [/www.youtube.com/user/CivicSolidarity](https://www.youtube.com/user/CivicSolidarity)

GENERAL INFORMATION

Climate

The Weather in December in Milan is around:
Average High 8°C/ 46° F
Average Low 3°C/37° F

Local time

Time Zone in Milan is UTC/GMT+1.

Electric appliances

The electric current used throughout Italy is 220 volts AC, 50 Hz (continental European standard). Wall outlets are compatible with most other continental European plugs.

Taxi in Milan

In Milan exists one free number to call a taxi: 02.7777

Currency and Banks

The official currency in Italy is Euro.
All major international credit cards are accepted in Italy.
Banks are usually open Monday to Friday between 08:30 – 18:00 (office hours vary), and are closed on public holidays, Saturdays and Sundays.
ATM (cash) machines are located at all bank branch offices and accept most credit and debit cards.
There is also an ATM- machine inside the Ministerial Council Conference Premises, near the main escalators on Level + 1.

Post Office

Post Offices in walking distance of the Ministerial Council Conference Premises can be found at:
Corso Sempione 94, or Viale Cassiodoro 4, Milano
Opening hours: 08:20 – 19:05

Business Hours

Shops are usually open Monday to Saturday from 09:00 – 20:00.

On Sundays and public holidays, many shops are closed. Friday, 7 December is a local holiday in Milan and Saturday 8 December is a public holiday in Italy.

Smoking

In Italy, smoking is prohibited in indoor public spaces. However, a range of restaurants and bars may offer designated smoking areas marked with a smoking sign.

Emergency telephone numbers

General emergency number: 112

Ambulance: 118

Fire-brigade: 115

Police: 113

Medical Services

A medical emergency unit is on site at the Ministerial Council Conference Premises and there is an ambulance ready outside. For emergencies, you can contact: + 39 02 3882

More information on Milan can be found on:
www.turismo.milano.it/wps/portal/tur/en

CONTACT INFORMATION

Your first point of contact regarding all logistical questions should be the Media Information Desk at the Media Center.

MEDIA TEAM CONTACTS

OSCE Communication and Media Relations Section

OSCE Secretariat

Phone: + 43 676 71 74 592

Email: press@osce.org

Webpage: www.osce.org/press/contacts

For registration to Media pool photo-op and requests for SNG truck parking spots

Email: stampa-oscemilano18@esteri.it

For inquiries concerning accreditation and organizational matters

Press Accreditation Office

Ministry for Foreign Affairs and International Cooperation

Phone: +39 06 36913432/8573

Email: stampa-oscemilano18@esteri.it

For inquiries concerning the topics of the meeting

Mr. Giovanni Davoli

Spokesperson of the Italian OSCE Chairmanship

Ministry for Foreign Affairs and International Cooperation

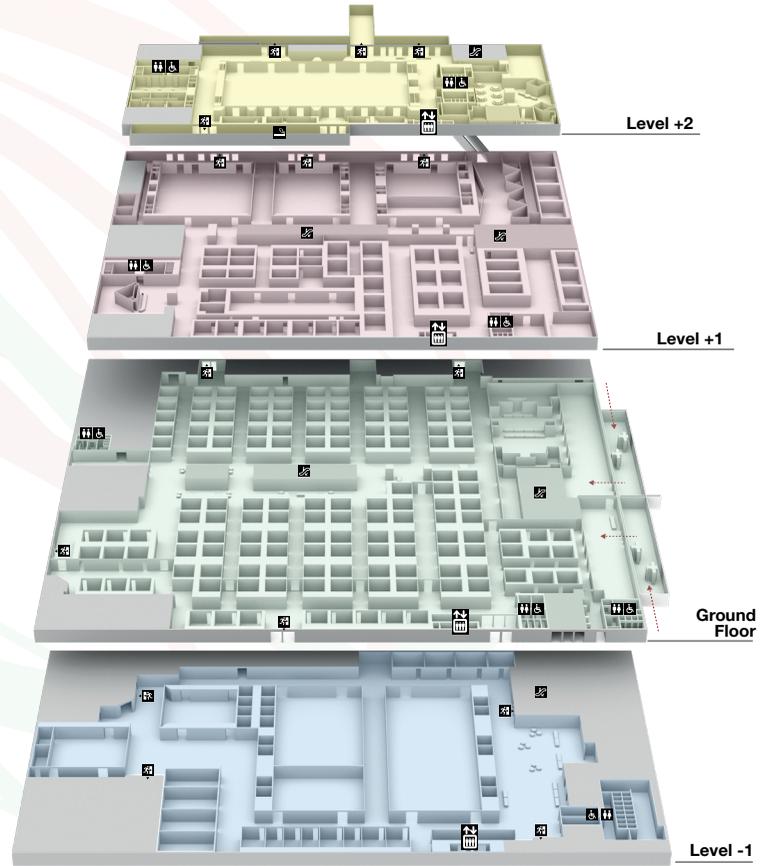
Email: giovanni.davoli@esteri.it

During off-hours and for emergencies only please call the following number:

+39 06 3691 2070

(Italian Foreign Ministry Press Service)

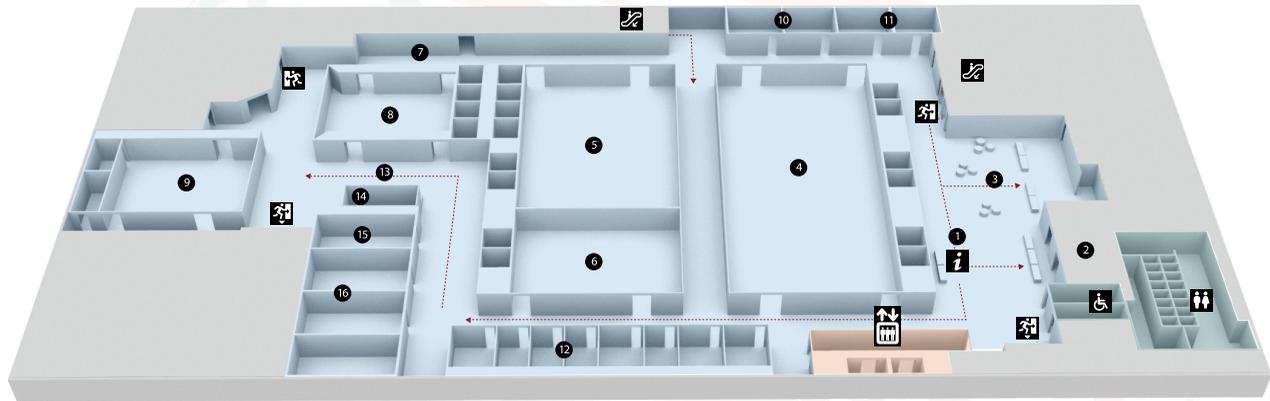
MINISTERIAL COUNCIL CONFERENCE PREMISES



-  WC
-  WC
-  ELEVATORS
-  ESCALATOR
-  EXIT
-  SMOKING AREA

MEDIA & NGO CENTER

Level -1



- | | |
|-------------------------------|-------------------------------------|
| ① Media info Desk | ⑨ NGO meeting area |
| ② Cloakroom | ⑩ Rooms for bilateral interview |
| ③ Catering area | ⑪ TV/Radio booth |
| ④ Media working area | ⑫ TV/Radio booth /HP |
| ⑤ Big Press Conference room | ⑬ Mixed zone |
| ⑥ Small Press Conference room | ⑭ Italian Chairmanship Press Office |
| ⑦ Informal interview area | ⑮ Office of OSCE Comms |
| ⑧ NGO working area | ⑯ Briefing rooms |

- | | |
|---|--------------|
|  | WC |
|  | WC |
|  | ELEVATORS |
|  | ESCALATOR |
|  | EXIT |
|  | SMOKING AREA |

