



**COUNCIL OF
THE EUROPEAN UNION**

GENERAL SECRETARIAT

Brussels, 25 February 2008

URGENT REMINDER !!!

ACCREDITATION FOR THE EUROPEAN COUNCIL BRUSSELS, 13/14 MARCH 2008

Deadline: 12.00 on WEDNESDAY 27 FEBRUARY 2008 !!!

Journalists who would like to attend the European Council meeting must complete the accreditation form and return it to the Council of the European Union (the form and instructions are on the website

<http://www.consilium.europa.eu/eucouncil-si-accreditation>).

In order for your accreditation application to be processed smoothly and speedily, please take care to comply with the accreditation requirements (**do not forget for a first registration to attach a photograph in JPEG format - max. 100 KB**). Your accreditation application can only be processed if it complies with the requirements given on the Council's website. Accreditation can only be treated if your application form is complete and correct.

By making your application on the Council's website in good time, you will avoid additional formalities and procedures.

The Council's press office is available for further clarification and help with your accreditation queries at:

press.office@consilium.europa.eu

Tel.: +32-2-281.62.31
+32-2-281.61.51
+32-2-281.89.69

Fax : +32-2-281.80.26
+32-2-281.85.41

DISTRIBUTION OF ACCREDITATION BADGES

Accreditation badges may be collected:

◆ **from Tuesday 11 to Friday 14 March 2008** personally from the **LEX building**, 145 rue de la Loi, 1040 Brussels on:

- *Tuesday 11 March 2008 (09.30–13.00 and 14.00–17.00)*
- *Wednesday 12 March 2008 (09.30–13.00 and 14.00–19.00)*
- *Thursday 13 March 2008 (09.00–20.00)*
- *Friday 14 March 2008 (08.30–final press conference)*

When you collect your identification badge, you must present **all of the following**:

- your valid passport or national identity card issued by a Member State of the European Union, of EFTA or EEA countries
- your press card or if you do not have a press card, an **ORIGINAL** letter (faxes will not be accepted!) from your media organisation, signed by the editor-in-chief, specifying your professional status
- **for media representatives of Belgian nationality or registered resident in Belgium the original copy of your application for security clearance signed by yourself.**

Unless you have all these documents, issue of the accreditation badge will be refused.

◆ Collection of groups of badges (press agencies, television stations, etc.)

Applications to collect a group of badges should be sent by fax (+32-2-281.78.76) by **12.00 on Friday 7 March 2008**. When collecting badges for a media organisation, you must present the **ORIGINAL** of a letter (faxes will not be accepted) indicating that the bearer is authorised by his/her media organisation to collect those badges (see Annex). In addition, the person collecting a group of badges **must produce an original of the security clearance application signed by each of the persons for whom the badges are intended** if they are of Belgian nationality or resident in Belgium.

Note:

When applying to collect groups of badges, please make sure that all the persons on the list **have been correctly registered** on the Council website. Otherwise, it will not be possible to use the procedure for collecting groups of badges. Please also **indicate** members of the media of Belgian nationality or resident in Belgium, who require the security attestation.

PHOTO GROUPS / TELEVISION

The TV signal will be available via EBU. TV broadcasters wishing to make use of this service should contact EBU, Ms Dounia WOLTECHE, +32-474-67.39.11, email: bookings@eurovision.net.

Regarding arrivals at the VIP entrance, the photo/TV coverage **outdoors** will be based on the "first come, first served" principle, whereas **indoors** coverage of the "welcome" will be organised in a group. The press attachés of the Member States will be responsible for attributing group cards for the "welcome" as well as for the "tours de tables". The cards will be issued by the Council Press Office at a date to be specified later.

A selection of photographs taken by Council and Commission photographers will be published quickly on the Council website (http://www.consilium.europa.eu/photographic_library) and the Commission website (http://ec.europa.eu/avservices/home/index_en.cfm). The photographs, in high definition, will be available free of charge.

UNLOADING OF TECHNICAL EQUIPMENT

Unloading and installation of technical equipment must be carried out between **07.00 and 17.00 on Wednesday 12 March** via the following entrance points:

- **"Froissart", rue Froissart 112**: which makes unloading considerably easier, but may only be used by **vehicles up to a maximum height of 2.30 m**;
- or **"Etterbeek", Chaussée d'Etterbeek 70**: for vehicles exceeding a height of 2.30 m. After the equipment has been unloaded, a member of the Security Office will accompany you to the Press Centre. A few trolleys will be available.

Access with a "European Council" badge or with a one-day badge, which will be made available at the entrance points.

Delivery vehicles must leave the area of the Justus Lipsius building immediately after unloading.

Please note that, for security reasons, **the radio/TV cabins on level 35 and the Press Centre will close at 20.00 on Wednesday 12 March.**

Please note that **unloading may only be carried out on 12 March.**

The equipment must be **removed between 08.00 and 18.00 on Saturday 15 March at the Etterbeek entrance** (to be confirmed in the light of the course taken by the European Council meeting). If the material is removed on Friday 14 March (after the security cordon has been lifted), please inform Mr Fernandez Gomez that you are leaving.

Please contact **Mr Fernandez Gomez (by 12.00 on 27 February)** by e-mail: presse.dechargement@consilium.europa.eu - Tel: +32 2 281 64 52 to let him know (either in English or French) for both Wednesday 12 **and** Saturday 15 March 2008:

- the name of the organisation responsible for transporting the equipment/the name of the media teams using that equipment;
- the names of persons requiring one-day badges;
- the registration number of the vehicle unloading/collecting the equipment;
- the expected time of arrival;
- the entrance to be used, depending on the size of the vehicle (see above).

This information is essential in order that the individual badges can be made available at the Etterbeek or Froissart entrance on your arrival (if you do not hold a "European Council" badge) and in order to avoid clashes in arrival times.

PARKING FOR PRESS VEHICLES/ BOOKING OF STAND-UP POSITIONS

For satellite TV broadcasting vehicles and TV/radio vehicles: in front of the main entrance on rue de la Loi.

Advance booking is essential as the number of positions available is limited.

Contact **Ms Goldsmith** before 27 February 2008:

Tel.: + 32-2-281.89.69

Fax: + 32-2-281.50.65

Mobile: 0476-76.21.56

e-mail: valerie.goldsmith@consilium.europa.eu

Please state: registration number and size/type of vehicle as well as mobile phone contact number.

Electricity supply: 220V/32A per vehicle.

The live stand-up positions will be either on a platform in front of the main entrance on rue de la Loi for external views, or in the courtyard (mezzanine). Please state your choice when reserving your position(s).

RADIO FREQUENCIES, HF CAMERAS/MICROPHONES, WI-FI, INTERNAL ANALOG AND DIGITAL COMMUNICATION SYSTEMS

In order to prevent signal interference problems, please inform us by e-mail:

press.office@consilium.europa.eu of all the frequencies which you use during European Council meetings.

WIRELESS CONNECTION - ATRIUM

It will also be possible to use your PC cable connection to one of the two data sockets in the connection boxes (with telephone and electrical connections) situated on your work table. It is recommended therefore that you bring your PC cable with you, as only a limited number of cables will be available at the press centre in case of breakdown.

STANDARD LETTER

REQUEST FOR COLLECTION OF A GROUP OF BADGES

Application deadline: 12.00 on Friday 7 March 2008

Name of media organisation:

Address:

Postcode:

Town/city:

Country:

Tel.:

Fax:

e-mail:

Place, day, month, year

To the Security Office at the General Secretariat of the Council

Fax: 02 281.78.76

Subject: European Council meeting on 13 and 14 March 2008
– Request for collection of a group of badges

Please find below the names of the applicants for accreditation for whom Mr/Ms (name and position) is authorised to collect badges as from Tuesday 11 March 2008:

(1) **of Belgian nationality or resident in Belgium** (surname, forename and job: journalist/cameraman/other – please specify)

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(2) **Other nationalities** (surname, forename and job: journalist/cameraman/other - please specify)

.....

Signature