



Kyiv, 18 October 2013

## **CIRCULAR NOTE No. 4**

The Ukrainian Chairmanship has the honour to inform about the following logistical modalities for MEDIA representatives in relation to 20<sup>th</sup> Ministerial Council in Kyiv on 5 and 6 December 2013.

### **1. VENUE**

The 20th Meeting of the OSCE Ministerial Council will be held in Kyiv on 5 and 6 December 2013 at the International Exhibition Centre (IEC), located at the following address: 15 Brovarskiy Ave, Kyiv, 02660. The IEC website can be found at <http://mvc-expo.com.ua/en/>.

### **2. MEDIA FACILITIES**

The media will be provided with a fully equipped media centre at the IEC. The entire venue will be a secure area, with access only possible with an accreditation badge.

The media centre will be open as follows:

Wednesday, 4 December (the day prior to the arrival of the Heads of Delegations)  
10:00 hrs – 18:00 hrs

Thursday, 5 December 06:00 hrs – 22:00 hrs

Friday, 6 December 08:00 hrs – 20:00 hrs (closing hour will be accommodated to the duration of the MC meeting)

There will be the following facilities in the media centre:

- A working area for journalists;
- Strong wireless connection;
- TV and radio booths cabled for receiving a TV feed, audio splitters for audio feed
- Rooms for interviews and press briefings.

There will be a Media Information Desk set up at the media centre to provide additional information and assistance. A Pool Desk where journalists can apply for pool cards to cover elements of the programme will also be set up.

### **3. ACCREDITATION OF THE MEDIA**

Advance accreditation of media representatives is mandatory.

Accreditation takes place on a self-registration basis via an **online registration system already available at [www.osceministerial2013.org.ua](http://www.osceministerial2013.org.ua)**.

The **deadline for registration** of media representatives is Friday, **15 November 2013**.

When visiting the online registration system for the first time, a media representative will need to select a “MEDIA” category to submit personal details. Please, use English language to fill in the required fields.

A colour portrait photograph of each media representative is required to be submitted in .png, .gif., .jpg, .jpeg, .tif formats (image resolution: from 220x255 to 1320x1530) as part of the online registration system.

After all the required fields are filled in properly in the registration form, a “submit” button needs to be clicked. If the data submission was successful, a note will appear on the registration page informing “the accreditation request has been received”.

After all the submitted details are processed, a media representative will receive the confirmation of accreditation to the email address entered in his application form.

The accreditation confirmation letter is to be kept for the whole period of stay in Ukraine. Accredited media representatives will be requested to present the confirmation letter together with the valid passport to obtain the badge.

Any queries in relation to the online registration system may be addressed to the following email address: [osce.ukraine@gmail.com](mailto:osce.ukraine@gmail.com).

### **4. HOTEL RESERVATION**

Arrangements have been made with the IEC and its authorized partner “SPUTNIK Kyiv”, which has secured accommodation for media representatives in “Bratislava” hotel (<http://www.bratislava.com.ua/?lang=en>). The hotel is situated in close vicinity to the venue of the Ministerial meeting.

There will be a Media Information Desk at the lobby of the hotel where journalists can pick up their accreditation badges. For this purpose media representatives will be requested to present the accreditation confirmation letter together with a valid passport.

The Ukrainian Chairmanship strongly recommends that the media make their booking via “SPUTNIK Kyiv” bureau, which offers special rates for journalists covering the MC.

Detailed information about reservations procedure, as well as a registration form for hotel reservation is annexed herewith (**Annex 1**).

## **5. TRANSPORT**

A shuttle service for the media will be provided from “Bratislava” hotel to the media centre at IEC on all days that the media centre is opened.

## **6. VISAS**

Nationals of the following OSCE participating States and Partners for Co-operation require a visa to enter Ukraine:

**Afghanistan, Albania** (except for diplomatic (DP) and service (SP) passports), **Algeria, Australia, Egypt** (except for DP and SP), **Jordan, Morocco** (except for DP and SP), **Thailand** (except for DP and SP), **Tunisia, and Turkmenistan** (except for DP and SP).

Visa requirements must be met before arrival in Ukraine. It is advisable to apply for visas at the earliest possible opportunity. Participants must have with them appropriate identity documents for travel to Ukraine.

More information about visas is available at: <http://mfa.gov.ua/en/consular-affairs/entering-ukraine/visa-requirements-for-foreigners>

**Please refer to Annex 2** for a detailed list of countries, whose citizens are required to have a visa to enter Ukraine in each of the three different passport categories.

In case of queries regarding visa issues please contact:

Mr. Vitaliy Moshkivskyy  
Head of Visa Section  
Consular Directorate General  
Ministry of Foreign Affairs of Ukraine  
Email: cons\_vvp@mfa.gov.ua

### **Visa Procedures**

Please be advised to submit visa applications to the Ukrainian consular offices as early as possible, at least 2 (two) weeks prior to traveling to Ukraine to leave ample time to process all visa requests.

## MEDIA HOTEL “BRATISLAVA”

### SPECIAL ROOM RATES FOR MEDIA REPRESENTATIVES ATTENDING OSCE MINISTERIAL COUNCIL MEETING

The name of the hotel	Room category	Hotel rate for 1 night	Special rate for 1 night	Penalties
		USD	USD	
<b>“Bratislava” 3*</b> *(excl. breakfast \$ 12) <a href="http://www.bratislava.com.ua">http://www.bratislava.com.ua</a>	Single Standard	<b>63*</b>	<b>58*</b>	In case of cancellation after 15.11.13 – 100% penalty for 1 night
	Single Deluxe	<b>88*</b>	<b>74*</b>	

All the rates are indicated in USD, per room per night including taxes and fees. The rates can be changed slightly depending on USD/UAH exchange rate as for December 02 -07, 2013.

### ATTENTION! REGISTRATION FORMS FOR HOTEL BOOKING AT SPECIAL RATES SHOULD BE SENT TILL NOVEMBER 15, 2013 TO:

**Travel Company “Sputnik Kyiv”**

E-mail: [lyuda@sputnik.kiev.ua](mailto:lyuda@sputnik.kiev.ua); [olga\\_k@sputnik.kiev.ua](mailto:olga_k@sputnik.kiev.ua)

Contact persons: **Lyuda Lipskaya, Olga Kolesnik**

Tel.: +38 044 537 20 84; +38 044 537 23 47

or +38 044 531 91 30 (int.: 764,759); Fax: +38 044 278 88 14

After NOVEMBER 15, 2013 we do not guarantee availability of rooms and special rates.

## **HOTEL BOOKING AND PAYMENT PROCEDURE**

### **PAYMENT CAN BE MADE BY CREDIT CARD OR BY BANK TRANSFER:**

#### **1. PAYMENT BY CREDIT CARD (ONLINE):**

1) Please fill in the “**REGISTRATION FORM FOR HOTEL BOOKING**” and send it to the following E-mails **till 15.11.2013**:  
[olga\\_k@sputnik.kiev.ua](mailto:olga_k@sputnik.kiev.ua); [lyuda@sputnik.kiev.ua](mailto:lyuda@sputnik.kiev.ua)

or to the fax No: **+38 044 278 88 14**

2) On the basis of the “**REGISTRATION FORM FOR HOTEL BOOKING**” we will send you an **INVOICE** and you should make payment following the link:  
<http://www.travel-to-ukraine.info/pay/payen.html>

3) Payment should be made **by Visa or Master Card**.  
Please input **only Latin letters** and specify the **invoice number**.

#### **2. PAYMENT BY BANK TRANSFER:**

1) Please fill in the “**REGISTRATION FORM FOR HOTEL BOOKING**”

2) Please fill in the Contract (enclosed), sign and stamp it.

3) Please send the “**REGISTRATION FORM FOR HOTEL BOOKING**” and the contract **to the following E-mails**:

[olga\\_k@sputnik.kiev.ua](mailto:olga_k@sputnik.kiev.ua); [lyuda@sputnik.kiev.ua](mailto:lyuda@sputnik.kiev.ua) or to the fax:  
**+38 044 278 88 14 till 15.11.2013**

4) On the basis of the “**REGISTRATION FORM FOR HOTEL BOOKING**” and the Contract we will send you an invoice. Payment must be made according to the invoice.

**Please be informed that all the bank fees are covered by a Customer!**

**Only after we receive your payment you will receive a confirmation of the hotel reservation**

**HOTEL RESERVATION FORM**  
**for media participants of the 20th Meeting of the OSCE Ministerial**  
**Council on 5-6 December 2013**

Please fill in the form (by block letters or print) for each participant and  
 e-mail the scanned version to: lyuda@sputnik.kiev.ua ,  
olga\_k@sputnik.kiev.ua  
 or fax it to: (+38 (044) 278-88-14) **UNTIL NOVEMBER 15, 2013**

Name of the media company:

\_\_\_\_\_

Country:\_\_\_\_\_

E-Mail:\_\_\_\_\_

Name of the media participant:

\_\_\_\_\_

Room category (Single Standard or Single Deluxe)

\_\_\_\_\_

Check-in date/flight#:

\_\_\_\_\_

Check-out date/flight #:

\_\_\_\_\_

Number of nights:\_\_\_\_\_

Form of payment\_\_\_\_\_

Credit card (**Visa or Master Card**):\_\_\_\_\_

Bank transfer (bank fees are borne by the Customer)

\_\_\_\_\_

Amount of prepayment: **the full amount for the whole period of stay**

**You can cancel the booking till 15 November 2013.**

**Cancellation request must be done in writing.**

**Written confirmation of cancellation will be sent from TC "Sputnik Kiev"**  
**In case of cancellation after 15 November 2013 the company has the right**  
**to apply penalties.**

Signature\_\_\_\_\_

Date: \_\_\_\_\_

**Annex 2**

**Visa Requirements for Entry into Ukraine  
OSCE Participating States**

<b>Country</b>	<b>Ordinary Passports</b>	<b>Service Passports</b>	<b>Diplomatic Passports</b>	<b>Accredited Embassy</b>
<b>Albania</b>	Visa required	No visa required	No visa required	Any Embassy of Ukraine
<b>Andorra</b>	No visa required	No visa required	No visa required	
<b>Armenia</b>	No visa required	No visa required	No visa required	
<b>Austria</b>	No visa required	No visa required	No visa required	
<b>Azerbaijan</b>	No visa required	No visa required	No visa required	
<b>Belarus</b>	No visa required	No visa required	No visa required	
<b>Belgium</b>	No visa required	No visa required	No visa required	
<b>Bosnia and Herzegovina</b>	No visa required	No visa required	No visa required	
<b>Bulgaria</b>	No visa required	No visa required	No visa required	
<b>Canada</b>	No visa required	No visa required	No visa required	
<b>Croatia</b>	No visa required	No visa required	No visa required	
<b>Cyprus</b>	No visa required	No visa required	No visa required	
<b>Czech Republic</b>	No visa required	No visa required	No visa required	
<b>Denmark</b>	No visa required	No visa required	No visa required	

<b>Estonia</b>	No visa required	No visa required	No visa required	
<b>Finland</b>	No visa required	No visa required	No visa required	
<b>France</b>	No visa required	No visa required	No visa required	
<b>Georgia</b>	No visa required	No visa required	No visa required	
<b>Germany</b>	No visa required	No visa required	No visa required	
<b>Greece</b>	No visa required	No visa required	No visa required	
<b>Holy See</b>	No visa required	No visa required	No visa required	
<b>Hungary</b>	No visa required	No visa required	No visa required	
<b>Iceland</b>	No visa required	No visa required	No visa required	
<b>Ireland</b>	No visa required	No visa required	No visa required	
<b>Italy</b>	No visa required	No visa required	No visa required	
<b>Kazakhstan</b>	No visa required	No visa required	No visa required	
<b>Kyrgyzstan</b>	No visa required	No visa required	No visa required	
<b>Latvia</b>	No visa required	No visa required	No visa required	
<b>Liechtenstein</b>	No visa required	No visa required	No visa required	
<b>Lithuania</b>	No visa required	No visa required	No visa required	
<b>Luxembourg</b>	No visa required	No visa required	No visa required	
<b>Malta</b>	No visa required	No visa required	No visa required	



	required	required	required	
<b>Moldova</b>	No visa required	No visa required	No visa required	
<b>Monaco</b>	No visa required	No visa required	No visa required	
<b>Mongolia</b>	No visa required	No visa required	No visa required	
<b>Montenegro</b>	No visa required	No visa required	No visa required	
<b>Netherlands</b>	No visa required	No visa required	No visa required	
<b>Norway</b>	No visa required	No visa required	No visa required	
<b>Poland</b>	No visa required	No visa required	No visa required	
<b>Portugal</b>	No visa required	No visa required	No visa required	
<b>Romania</b>	No visa required	No visa required	No visa required	
<b>Russian Federation</b>	No visa required	No visa required	No visa required	
<b>San Marino</b>	No visa required	No visa required	No visa required	
<b>Serbia</b>	No visa required	No visa required	No visa required	
<b>Slovakia</b>	No visa required	No visa required	No visa required	
<b>Slovenia</b>	No visa required	No visa required	No visa required	
<b>Spain</b>	No visa required	No visa required	No visa required	
<b>Sweden</b>	No visa required	No visa required	No visa required	
<b>Switzerland</b>	No visa	No visa	No visa	

	required	required	required	
<b>Tajikistan</b>	No visa required	No visa required	No visa required	
<b>the former Yugoslav Republic of Macedonia</b>	No visa required	No visa required	No visa required	
<b>Turkey</b>	No visa required	No visa required	No visa required	
<b>Turkmenistan</b>	Visa required	No visa required	No visa required	<a href="http://turkmenistan.mfa.gov.ua">http://turkmenistan.mfa.gov.ua</a> or any other Embassy of Ukraine (by request)
<b>United Kingdom</b>	No visa required	No visa required	No visa required	
<b>United States of America</b>	No visa required	No visa required	No visa required	
<b>Uzbekistan</b>	No visa required	No visa required	No visa required	

### OSCE Partners for Co-operation

<b>Country</b>	<b>Ordinary Passports</b>	<b>Service Passports</b>	<b>Diplomatic Passports</b>	<b>Accredited Embassy</b>
<b>Algeria</b>	Visa required	Visa required	Visa required	<a href="http://algeria.mfa.gov.ua">http://algeria.mfa.gov.ua</a> or any other Embassy of Ukraine (by request)
<b>Afghanistan</b>	Visa required	Visa required	Visa required	<a href="http://tajikistan.mfa.gov.ua">http://tajikistan.mfa.gov.ua</a> or any other Embassy of Ukraine (by request)
<b>Australia</b>	Visa required	Visa required	Visa required	Any Embassy of Ukraine
<b>Egypt</b>	Visa required	No visa required	No visa required	<a href="http://egypt.mfa.gov.ua">http://egypt.mfa.gov.ua</a> or any other Embassy of Ukraine (by request)
<b>Israel</b>	No visa required	No visa required	No visa required	
<b>Japan</b>	No visa required	No visa required	No visa required	

<b>Jordan</b>	Visa required	Visa required	Visa required	<a href="http://jordan.mfa.gov.ua">http://jordan.mfa.gov.ua</a> or any other Embassy of Ukraine (by request)
<b>Morocco</b>	Visa required	No visa required	No visa required	<a href="http://morocco.mfa.gov.ua">http://morocco.mfa.gov.ua</a> or any other Embassy of Ukraine (by request)
<b>Republic of Korea</b>	No visa required	No visa required	No visa required	
<b>Thailand</b>	Visa required	No visa required	No visa required	<a href="http://thailand.mfa.gov.ua">http://thailand.mfa.gov.ua</a> or any other Embassy of Ukraine (by request)
<b>Tunisia</b>	Visa required	Visa required	Visa required	<a href="http://tunis.mfa.gov.ua">http://tunis.mfa.gov.ua</a> or any other Embassy of Ukraine (by request)