

Circular Note No. 3

The Office of the Deputy Prime Minister and Ministry for Foreign and European Affairs and Trade of Malta and the Maltese OSCE Chairpersonship present their compliments to the Missions and Delegations accredited to the Organization for Security and Co-operation in Europe (OSCE), the Mediterranean and Asian Partners for Co-operation, the OSCE Secretariat, the OSCE Institutions, the Parliamentary Assembly of the OSCE, and media representatives, and have the honour to provide information on the logistical modalities for media participation in the 31st meeting of the OSCE Ministerial Council, taking place in Malta on 5 and 6 December 2024.

1. Venue

The 31st meeting of the OSCE Ministerial Council will be held at the Malta Fairs and Conventions Centre (MFCC), in Ta' Qali, Malta, on 5 and 6 December 2024.

2. Media facilities

The Media Centre will be located on the premises of the MFCC.

2.1 Media Centre opening hours

Thursday, 5 December: 07:00-20:00

Friday, 6 December: 07:00-17:00

Media representatives will have free access throughout the Media Centre, but must be escorted to all other parts of the Ministerial Council premises.

The Media Centre will offer media representatives services and facilities, including:

- Workspaces
- Printers, copiers
- Wi-Fi connection
- Connections for power supply
- Plenary sessions broadcast live on closed-circuit televisions (CCTV) monitors with interpretation
- Media Information Desk
- IT Support Desk
- Catering and lounge area

At the **Media Information Desk**, journalists will receive information regarding access to events or bilateral meetings, where pool or other arrangements will apply due to space, security, and protocol restrictions as well as assistance in obtaining official photos and videos of the events.

2.2 Virtual Media Centre

Media representatives will have the opportunity to cover the Ministerial Council remotely, through virtual access to the Media Centre. The virtual Media Centre will be a one-way transmission for viewing purposes only, with no interactive participation.

It is important for media representatives remotely covering the Ministerial Council to log in at least 10 minutes in advance to ensure timely access to the virtual media room.

3. Media accreditation

The entire venue will be a secured area, and access will require an accreditation badge. Accreditation for media representatives is mandatory, and no one will be granted access to the venue or media facilities without a valid badge. Accreditation badges must be worn visibly at all times and are non-transferable.

Media representatives wishing to attend the Ministerial Council must register online no later than **Friday, 22 November, at 17:00 hrs.**

Delegation members who will participate in the Ministerial Council, including official photographers, **cannot** be registered as media representatives. Media travelling with Heads of Delegations must register through the online media registration system.

The online media registration link will be active as of Monday, 28 October, and can be accessed [here](#).

To register, please complete the required information and upload a passport photo and a copy of a valid Press ID. Media representatives will be notified once the registration process is approved in the system. All personal information provided during registration will be processed in accordance with GDPR regulations.

Media representatives will be notified by email once their media accreditation has been granted. Media badges can be collected upon presentation of a valid photo ID and media credentials at the Information Desk at the Hotel Excelsior (Great Siege Road, Floriana, Malta) on the following dates:

Wednesday, 4 December: 12:00-20:00

Thursday, 5 December: 07:00-11:00

3.1 Registration for virtual participation

Journalists have the option to register for virtual participation and they will be granted remote access to the Media Centre via Zoom.

In the registration system, participants will be presented with two options: to cover the Ministerial Council either in person or online. Please note that this is an either/or choice, and participants **cannot** apply for both options.

For questions related to accreditation, please contact: pressoscemcmalta.mfet@gov.mt

3.2 Accreditation for media pool

All photographers and camera operators must register and apply for positions in media pools for the Ministerial Council. Due to limited space, media participating in a pool must agree to share any footage or photography with other media present at the Media Centre, if requested. Admission to a pool is contingent upon this agreement.

A separate “pool card” is required for participation in a media pool. Pool participants should meet at the Media Information Desk **at least 15 minutes before the scheduled departure time** from the Media Centre to collect the pool cards. Journalists must wear the pool card visibly during the pool opportunities.

Journalists attending a specific media pool must gather on time 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 forfeit their access to the pool.

The schedule of all pool opportunities will be provided at a later date.

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.

The recommended hotel for media representatives is:

Grand Hotel Excelsior

Great Siege Road, Floriana FRN 1810, Malta

<https://excelsior.com.mt/>

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 no later than 2 December.

The press conference room is equipped with two interpretation booths; however, delegations need to provide their own interpreters.

6. Media coverage of bilateral meetings

If media coverage of a bilateral meeting is desired, delegations are requested to inform their liaison officer, who will provide the Media Team with a list of journalists/media representatives selected by the delegation, as well as the time and location of the meeting.

The Media Team will arrange an escort for the pool of journalists/media representatives from the Media Centre to the bilateral meeting room and back. To ensure arrangements are made in a timely manner, the Media Team must be notified as soon as the bilateral meeting is confirmed, but no later than 2 December.

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.

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 sessions will be made available on the OSCE's YouTube channel. Download links to videos of individual statements in broadcast quality can be requested from comms@osce.org, shortly after they take place.

More information and additional resources will be provided at the Ministerial Council event page: https://www.osce.org/event/mc_2024.

8. Photos

Official photos will be available at:

<https://www.osce.org/resources/multimedia>

<https://www.flickr.com/photos/osceorg/>

Credits: name of the photographer/organisation.

9. Visa requirements

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

Visa requirements can be found here: <https://consularplus.gov.mt/visa-advice?lang=en>.

Visa application forms can be found here: <https://foreign.gov.mt/schengen-visa-applications/>

Please refer any visa-related queries to visa.mfet@gov.mt.

10. General information

9.1 Electricity voltage

The electricity supply in Malta is 230 volts. The square-fitting standard three-pin, 13 Amp British plugs and sockets are used. A step-down transformer is needed to convert the current to 110-120V. Participants are advised to bring their own electrical adaptors if required.

9.2 Weather in Malta

The climate in Malta is subtropical Mediterranean, with long, hot, dry and very sunny summers and short, mild and slightly rainy winters. In December, the average temperature in Malta ranges from 15°C (59°F) to 19°C (66 °F).

9.3 Banking services and currency

Malta's official currency is the euro. Banking hours are generally Monday to Friday from 09:00 to 17:00. Some banks are open on Saturday mornings. Most internationally recognised currencies and traveller's cheques can be exchanged at commercial banks and at Malta International Airport. Cash dispensing machines or ATMs are located throughout the country, and major credit and debit cards are widely accepted. ATMs are also located at some hotels.

9.4 International dialling codes

The international dialling code for Malta is +356. International calls made from Malta should be preceded by 00, followed by the national country code.

9.5 Time zone

Malta is on Central European Time (CET), which is one hour ahead of Greenwich Mean Time (GMT) in December.

9.6 Medical help

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

11. Contact information

More details will be provided in due course via further information circulars. In the meantime, any questions related to the logistical modalities of media participation in the 31st Ministerial Council can be addressed to the OSCE Chairpersonship Events Taskforce at pressoscemalta.mfet@gov.mt.

The Office of the Deputy Prime Minister and the Ministry for Foreign and European Affairs and Trade of Malta and the Maltese OSCE Chairpersonship avails itself of this opportunity, to renew to the Missions and Delegations accredited to the OSCE, the Mediterranean and Asian Partners for Co-operation, the OSCE Secretariat, the OSCE Institutions, the Parliamentary Assembly of the OSCE, and media representatives, the assurances of its highest consideration.