

## Circular Note No. 3

### Logistical modalities for Media participation

The Ministry of Foreign Affairs of the Republic of Poland and the Polish OSCE Chairmanship would like to provide the following information on logistical modalities for Media participation in the 29th Meeting of the OSCE Ministerial Council taking place in Łódź on 1–2 December 2022.

#### I. THE VENUE

The 29th Meeting of the OSCE Ministerial Council will be held at revitalised buildings of the former EC1 Łódź Power Plant, located in Łódź. The city as a former industrial centre is full of red-brick factories, factory owners' mansions and astonishing artistic installations. One of them is the first city power plant put into operation in 1907. It served the city inhabitants until the beginning of the 21st century. In 2008 began the revitalization of its historic building situated in the area of the New Center of Łódź.

#### II. MEDIA FACILITIES

The Media Centre will be located on the premises of Łódź – Fabryczna Railway Station situated nearby.

##### Media Centre opening hours

Wednesday, 30 November: 12.00 - 22.00

Thursday, 1 December: 07.00 - 20.00

Friday, 2 December: 07.00 - approx. 18.00

The Media Centre offers Media representatives services and facilities, including:

- work spaces
- printers, copiers
- Wi-Fi connection
- connections for power supply
- plenary sessions broadcast live on closed - circuit televisions monitors
- Host Broadcaster and host photographer
- Media Information Desk
- essential IT support
- catering and lounge area
- chill-out zone

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

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

#### III. MEDIA ACCREDITATION

Accreditation for Media representatives is mandatory. Please note that there will be no 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 are required to register online **by 28 November 2022.**

Online media registration is available at: <https://events.osce.org/2022-29th-ministerial-council-lodz-media/registration>

For registration, please fill in the requested information and upload a passport photo.

Media representatives will be informed once the process is completed through the registration system. Please be advised to regularly check your personal registration page.

All personal information provided during registration will be processed in accordance with the GDPR.

Once Media accreditation has been granted, badges can be collected upon presentation of a valid photo ID and Media credentials at the Media Registration Desk on the following dates:

Wednesday, 30 November 2022 12:00 – 22:00

Thursday, 1 December 2022 07:00 – 20:00

Friday, 2 December 2022 07:00 – 18:00

For questions related to the accreditation please contact: [MediaOSCE@msz.gov.pl](mailto:MediaOSCE@msz.gov.pl)

### **3.1. Accreditation for media pool**

All photographers and camera operators will need to register/apply for a position in media pools for the Ministerial Council.

A separate “pool card” will be required for participation in a Media pool and should be picked up at least 20 minutes before the scheduled departure time from Media centre. Journalists must wear the pool card visibly during the pooled photo opportunity.

All journalists attending a specific pool arrangement 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 photo opportunity. Journalists arriving late at the meeting point will forfeit their access to the pool.

Journalists participating in pools are requested to gather at the appointed meeting point no later than 20 minutes before the pool starts.

The schedule for the photo-op pool will be provided in the handbook at a later date.

#### IV. ACCOMMODATION

Upon registration, Media representatives will be able to reserve hotel rooms in the pre-arranged hotels. Preferential hotel prices will be available upon using the keyword "PLOSCE2022". Confirmation and payment details for the rooms should be settled directly with the hotels.

The list of pre-arranged hotels:

**HOTEL AMBASADOR PREMIUM** Kilińskiego str. No 145, Łódź  
Email: [premium@hotelambasador.pl](mailto:premium@hotelambasador.pl) tel. +48 42 6771540  
**Deadline, Sunday 6 November 2022**

**HOLIDAY INN ŁÓDŹ** Piotrkowska str. No 229/231, Łódź  
Email: [resevations@hilodz.com](mailto:resevations@hilodz.com) tel. +48 42 2082010  
**Deadline: Friday, 21 October 2022.**

**NOVOTEL ŁÓDŹ CENTRUM** Piłsudskiego str. No11a  
Email: [H7830-re@accor.com](mailto:H7830-re@accor.com)  
**Deadline: Sunday, 30 October 2022**

**HOTEL AMBASADOR ŁÓDŹ CENTRUM**, Piłsudskiego str. No 29,  
Email: [centrum@hotelambasador.pl](mailto:centrum@hotelambasador.pl) ; tel. +48 426771520  
**Deadline: Sunday, 6 November 2022**

**BOUTIQUE HOTEL'S III** Piłsudskiego str No10/14  
Reservation link: [CLICK HERE](#)  
**Deadline: Wednesday, 30 November 2022**

**BOUTIQUE HOTEL'S II** Rewolucji1905 str. No 8  
Reservation link: [CLICK HERE](#)  
**Deadline: Wednesday, 30 November 2022**

**Boutique Hotel's I** Milionowa str. No 25 Łódź  
Reservation link: [CLICK HERE](#)  
**Deadline: Wednesday, 30 November 2022**

**PURO HOTEL ŁÓDŹ CENTRUM**, Ogrodowa str No 16, Łódź  
email: [justyna.kijewska@purohotel.pl](mailto:justyna.kijewska@purohotel.pl),  
Reservation Specialist: Justyna Kijewska, tel.:+48 42715 9022  
**Deadline: Monday, 31 October 2022**

**TOBACO HOTEL** Kopernika str. No 64, Łódź  
Email: [recepca@hoteltobaco.pl](mailto:recepca@hoteltobaco.pl) tel. +48 42 2070707  
**Deadline: Monday 31 October 2022**

**REYMONT HOTEL** Legionów str. No 81, Łódź

Email: [recepca.reymont@phhhotele.pl](mailto:recepca.reymont@phhhotele.pl) tel: +48 42 6338023

**Deadline: Monday 31 October 2022**

**BOROWIECKI HOTEL** Marcina Kasprzaka str. No 7/9, Łódź

Email: [biuro@hotelborowiecki-lodz.pl](mailto:biuro@hotelborowiecki-lodz.pl)

**Deadline: Wednesday 16 November 2022**

**NOBO HOTEL** Liściasta str. No 86 Łódź

[plosce2022@nobootel.pl](mailto:plosce2022@nobootel.pl) Reservation Specialist: Jakub Klimczak, tel. +48 734477793

**Deadline: Wednesday 16 November 2022**

**QUBUS HOTEL** Adama Mickiewicza str. No7, Łódź

Email: [lodz@qubushotel.com](mailto:lodz@qubushotel.com) or [mmoks@qubushotel.com](mailto:mmoks@qubushotel.com) tel. +48 422755100

**Deadline, Tuesday 15 November 2022**

**FOCUS HOTEL** Łąkowa str. No 23/25 Łódź

Email: [lodz@focushotels.pl](mailto:lodz@focushotels.pl) tel. + 48 42 6371200

**DOUBLE TREE BY HILTON** Łąkowa str 29, 90-554 Łódź

Email: [lcdj.res@hilton.com](mailto:lcdj.res@hilton.com)

**Reservation according the room availability.**

## **V. MEDIA COVERAGE OF BILATERAL MEETINGS**

Media attendance at bilateral meetings is possible only at a Delegation's request. Delegations are responsible for contacting the corresponding Media representatives. Media representatives need to be at the Media Information Desk at least 20 minutes before the bilateral meeting is due to begin to be escorted to the meeting.

## **VI. 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](http://www.osce.org/live)

## **VII. 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.

## VIII. VISA REQUIREMENTS

Visa requirements must be met before arrival in Poland. Participants are responsible for making their own visa arrangements and for submitting complete applications together with the required supporting documents. Delegates requiring an entry visa are advised to submit their request to the competent authorities well in advance. Please bear in mind that visa applicants may be required to obtain an appointment in order to lodge an application. It may then take up to 15 days for a decision on the application to be taken, and in certain cases, this period can be extended.

For further information, please see: <https://www.gov.pl/web/diplomacy/visas>

## IX. GENERAL INFORMATION

### 9.1. Transport to Łódź

Public transport options from airports:

#### **Warsaw Chopin Airport to Łódź**

Information can be found at:

[https:// https://pkp.pl/en/](https://pkp.pl/en/)

#### **Warsaw Modlin Airport to Łódź**

Information can be found at:

[https:// https://pkp.pl/en/](https://pkp.pl/en/)

[https:// www.modlinbus.pl](https://www.modlinbus.pl)

#### **Łódź Airport to Łódź**

Information can be found at:

<https://www.lodz-airport.pl/en/passenger-zone/airport-access>

#### **Public transport in Łódź**

<http://www.mpk.lodz.pl/lang.action?lang=en>

#### **Taxi in Łódź**

Detailed information about taxi service will be provided in upcoming Media Advisory.

### 9.2. Currency

Poland's official currency is the Polish zloty (PLN).

The exchange rate can be found at:

[https://www.ecb.europa.eu/stats/policy\\_and\\_exchange\\_rates/euro\\_reference\\_exchange\\_rates/html/index.en.html](https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html)

There are automated teller machines (ATM/Bankomat) at the airport arrivals hall and at Łódź- Fabryczna railway station, where the Media Registration Point will be located.

### **9.3. Opening hours for shops**

Shops are generally open between 7.00 and 18.00, but hours may vary. On Sundays, shops are generally closed, except for small corner shops that are open between 11.00 and 20.00.

### **9.4. Banks and credit cards**

Most banks are open from Monday to Friday from 9:00 to 17:00. Almost all banks have ATMs that accept foreign bank cards and are accessible from outside (look for the Bankomat sign). It is best to contact the issuing bank before departure to check whether a bank card is valid in Poland. Credit cards, such as American Express, MasterCard and Visa are widely accepted in Poland.

### **9.5. Electricity**

In Poland, power plugs and sockets are of type E, rarely type C. The standard voltage is 230 V and the standard frequency is 50 Hz. Sockets are compatible with most other continental European plugs.

### **9.6. Climate**

In December, the daytime temperature in Poland is usually around 1°C. It is often overcast and rain and snow are not unusual.

## **X. COVID-19**

Pursuant to the currently binding regulations, all restrictions on travel to the Republic of Poland are lifted, which means there is no obligation to:

- present COVID certificates when crossing the border;
- test for SARS-CoV-2;
- undergo the so-called entry quarantine.

## **XI. CONTACT INFORMATION**

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

### **OSCE Communication and Media Relations Section**

For any questions concerning media opportunities at the Ministerial Council please contact:

**Alexandra TAYLOR, OSCE Chief Media Relations** (Acting Head of Communications):  
Mobile: +43 676 9100 525, Email: [Press@osce.org](mailto:Press@osce.org) cc: [alexandra.taylor@osce.org](mailto:alexandra.taylor@osce.org)

### **Chairmanship Media Contacts**

Questions concerning accreditation and logistics should be emailed to the:

**Press Office of the Ministry of Foreign Affairs of Poland**, telephone number: +48 22 523 93 56;  
E-mail: [MediaOSCE@msz.gov.pl](mailto:MediaOSCE@msz.gov.pl)