

CIRCULAR NOTE No. 4

This is a logistical modalities note for media with regard to the 23rd Ministerial Council in Hamburg from 8 to 9 December 2016.

1. VENUE

The 23rd Meeting of the OSCE Ministerial Council will be held in the City of Hamburg on 8 and 9 December 2016. The venue will be the *Hamburg Messe* (Hamburg fair site), located at Messeplatz 1, 20357 Hamburg. The official website of the Hamburg Messe is <http://hamburg-messe.de/>.

2. MEDIA FACILITIES

The media will be provided with a fully equipped media centre at the site of the Ministerial Council. The entire venue will be a secure area, and access will require an accreditation badge.

The media centre will open on Wednesday, 7 December, at 12 noon and will remain open non-stop until Friday, 9 December, 6 p.m.

The following facilities will be available in the media centre:

- sufficient work spaces, some equipped with desktop PCs
- printers
- wireless Internet access
- audio splitters for audio feed
- TV and radio booths cabled for receiving a TV feed
- CCTV screens broadcasting the plenary sessions and announcements for journalists
- rooms for bilateral interviews
- press conference halls
- a catering area
- a lounge area

There will be a Media Information Desk where journalists can apply for access to events for which pool arrangements will apply due to space, security and protocol restrictions.

Please note that MC media events outside the media centre will be covered exclusively by the TV host broadcaster. A world feed and footage will be provided free of charge for all media.



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3. MEDIA ACCREDITATION

To obtain accreditation, media representatives must send their complete name, date and place of birth, passport number, nationality, postal address, e-mail address and the name and country of their media company to presse@diplo.de by 30 November 2016, 6 p.m. at the latest. Only registrations in English or German will be accepted. Following the submission of this initial e-mail, media representatives will receive a reply by e-mail in due time, confirming their registration.

Accreditation badges can be picked up at the media accreditation centre at *Eingang West* (West Entrance) of the conference venue, from Wednesday, 7 December until Friday, 9 December, between 9 a.m. and 10 p.m. The West Entrance can be accessed most conveniently from public transport station *Sternschanze* (metro and urban railway).

Vehicles for live broadcasting from the event (SNG trucks) can be parked in a designated parking area in front of the media centre. Advance registration of SNG trucks and their drivers is mandatory. Please send the following details by e-mail to presse@diplo.de until **15 November 2016 at latest**: Name of media company, full name of SNG crew members, license plate number and type of vehicle.

4. HOTEL RESERVATIONS

Arrangements for hotel rooms in Hamburg have been made with the official booking agent INTERPLAN. All INTERPLAN bookings will be automatically exempt from the Hamburg Culture and Tourism Tax. Hotel allocations for media are valid until **24 October 2016** and cannot be accessed from outside the booking platform. After this date, neither availability nor preferential rates can be guaranteed. Hotel rooms will be allocated on a first come, first served basis.

Detailed information about hotels, room reservations, payment, refunds and modifications is available on the official online booking platform.

The German Chairmanship strongly recommends that journalists make their hotel reservations as soon as possible, especially for bookings outside the period of 6-10 December 2016 (four nights). For any date prior to 6 December and/or after 10 December, reservations will be processed on request and subject to availability.

Reservations must be made using the following link:

<https://interplan.eventsair.com/hh-osze16/press/Site/Register>



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Bookings must be guaranteed by a valid credit card. The entire amount due will be charged directly by the hotel upon arrival. The reservation platform is open as of now. INTERPLAN can be contacted by e-mail at the following address: osce-hotel@interplan.de

5. TRANSPORT

From Wednesday, 7 December, through to Friday, 9 December (inclusive), accredited journalists can use public transport in Hamburg free of charge. Upon arrival at the accreditation centre, they will receive the necessary passes.

5.1. ARRIVAL BY PLANE

There are daily regular flights to Hamburg from a large number of European cities (www.hamburg-airport.de/en/). Please note that an OSCE Ministerial Council information desk will be provided at Hamburg Airport.

5.2. ARRIVAL BY TRAIN

There are hourly regular trains from Berlin Central Station to Hamburg Central Station (journey time is approx. two hours), as well as regular trains from all other major German cities that run every two hours. Trains may pass through major cities and/or capitals in northern Europe on their way to Hamburg. Travel arrangements can be made with Deutsche Bahn (www.bahn.de).

While the Hamburg main station is located directly in the city centre, Hamburg Dammtor station is within walking distance of the venue.

6. VISA REGULATIONS

Visa requirements must be met before arrival in Germany. Journalists requiring an entry visa must submit their request to the competent authorities at least two weeks prior to the expected travel date. In general, this will be the German Embassy or Consulate in their country of residence. We recommend scheduling an appointment for this.

For detailed national visa regulations, please refer to the annex.

7. GENERAL INFORMATION

7.1. CURRENCY



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The official German currency is the euro. One euro = 100 cents, the smallest coin in use is 1 cent.

Current euro exchange rates can be found at:

www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html

It is recommended to have a small amount of cash (50 euros) on hand upon arrival, or to exchange money at the airport or railway station for immediate expenses.

7.2. BUSINESS HOURS

Shops are generally open from Monday to Saturday from 8.30 a.m. to 8.00 p.m. though times may differ. On Sundays most shops are closed.

7.3. BANKS AND CREDIT CARDS

Most banks are open from Monday to Friday 9.00 a.m. to 6.00 p.m. Almost all banks have automated teller machines (ATMs) that accept overseas bank cards and are accessible from outside (look for *Geldautomat* signs). Please check with your local bank before departure whether your bank card is valid in Germany. Credit cards, such as American Express, MasterCard and Visa are generally accepted in Germany, though not all shops and restaurants accept credit or debit cards.

7.4. ELECTRICITY SUPPLY

The electric current used throughout Germany is 230 volts AC, 50 Hz (continental European standard). Wall outlets are compatible with other continental European plugs.

7.5. CLIMATE

In December, the average minimum temperature in Hamburg is 0°C and the average maximum temperature is 5°C.

7.6. LOCAL TIME

UTC/GMT +1 hour

Annex: Visa requirements for media representatives at the OSCE Ministerial Council

OSCE participating States

Country	Visa requirements
Albania	No visa required for a stay of up to 90 days when holder of biometric passport
Andorra	No visa required
Armenia	Visa required
Austria	No visa required
Azerbaijan	Visa required
Belarus	Visa required
Belgium	No visa required
Bosnia and Herzegovina	No visa required for a stay of up to 90 days when holder of biometric passport
Bulgaria	No visa required
Canada	No visa required
Croatia	No visa required
Cyprus	No visa required
Czech Republic	No visa required
Denmark	No visa required
Estonia	No visa required

Country	Visa requirements
Finland	No visa required
France	No visa required
Georgia	Visa required
Greece	No visa required
Holy See	No visa required
Hungary	No visa required
Iceland	No visa required
Ireland	No visa required
Italy	No visa required
Kazakhstan	Visa required
Kyrgyzstan	Visa required
Latvia	No visa required
Liechtenstein	No visa required
Lithuania	No visa required
Luxembourg	No visa required
Malta	No visa required
Moldova	No visa required for a stay of up to 90 days when holder of biometric passport
Monaco	No visa required

Country	Visa requirements
Mongolia	Visa required
Montenegro	No visa required for a stay of up to 90 days when holder of biometric passport
Netherlands	No visa required
Norway	No visa required
Poland	No visa required
Portugal	No visa required
Romania	No visa required
Russian Federation	Visa required
San Marino	No visa required
Serbia	No visa required for a stay of up to 90 days when holder of biometric passport
Slovakia	No visa required
Slovenia	No visa required
Spain	No visa required
Sweden	No visa required
Switzerland	No visa required
Tajikistan	Visa required
the former Yugoslav Republic of Macedonia	No visa required for a stay of up to 90 days when holder of biometric passport
Turkey	Visa required

Country	Visa requirements
Turkmenistan	Visa required
Ukraine	Visa required
United Kingdom	No visa required
United States	No visa required
Uzbekistan	Visa required

Partners for Co-operation

Country	Visa requirements
Afghanistan	Visa required
Algeria	Visa required
Australia	No visa required
Egypt	Visa required
Israel	No visa required
Japan	No visa required
Jordan	Visa required
Morocco	Visa required
South Korea	No visa required
Thailand	Visa required
Tunisia	Visa required