



MEDIA HANDBOOK

24th OSCE MINISTERIAL COUNCIL
Vienna, 7 - 8 December 2017



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PLANNED PRESS OPPORTUNITIES

Wednesday, 6 December 2017

- 17.00 - 17.30 Presentation of the Civil Society Parallel Conference recommendations to the OSCE Troika
(Hotel Le Méridien, Robert-Stolz-Platz 1, 1010 Wien; Photo-op)

Thursday, 7 December 2017

- 08:25 - 08:30 Doorstep of the OSCE Chairperson-in-Office Sebastian Kurz
(Main Entrance; Photo-op pool)
- 08:30 - 09:30 Arrival of Heads of Delegations at the Hofburg and welcome by the Chairperson-in-Office
(Main Entrance; Photo-op pool)
- 09:45 - 09:55 Group photo
(“Zeremoniensaal”; Photo-op pool)
- 10:00 - 11:00 Opening Session OSCE Ministerial Council
(“Festsaal”; Photo-op pool)

Friday, 8 December 2017

- 12:30 - 13:30 Closing Session of OSCE Ministerial Council
(“Festsaal”; Photo-op pool)
- 13:30 - 14:00 Final Press Conference of the OSCE Chairperson-in-Office Sebastian Kurz, the incoming OSCE Chairperson-in-Office Angelino Alfano and the OSCE Secretary General Thomas Greminger
(Media Centre “Großer Redoutensaal”; Open for all Media accredited)

»» **WI-FI**

The entire media centre is covered by a wireless internet access.

Network: OSCEMC2017

Password: 24mcvienna

»» **SOCIAL MEDIA**

Follow the Ministerial Council on the internet and on social media:

Hashtag: #OSCEMC17
#osce17AUT

Twitter: @OSCE
@AUT_OSCE
@MFA_Austria

OSCE MC event page: www.osce.org/event/mc_2017

MFA Austria OSCE CiO webpage: www.bmeia.gv.at/oscemc2017

Livestream: www.osce.org/live

Useful Links



- [Website OSCE](http://www.osce.org) www.osce.org
- [Twitter OSCE](https://twitter.com/OSCE) twitter.com/OSCE
- [Facebook OSCE](https://www.facebook.com/osce.org/) www.facebook.com/osce.org/
- [Webpage Austrian OSCE Chairmanship](http://www.osce.at) www.osce.at
- [Twitter Austrian OSCE Chairmanship 2017](https://twitter.com/AUT_OSCE) twitter.com/AUT_OSCE
- [Webpage MFA Austria](http://www.bmeia.gv.at) www.bmeia.gv.at
- [Twitter MFA Austria](https://twitter.com/MFA_Austria) twitter.com/MFA_Austria
- [Facebook MFA Austria](https://www.facebook.com/Aussenministerium) www.facebook.com/Aussenministerium
- [Webpage Austrian Public Transportation](http://www.wienerlinien.at) www.wienerlinien.at

»» VENUE

The 24th Meeting of the OSCE Ministerial Council is held at the Hofburg Palace in Vienna on 7 and 8 December 2017. In addition to the usual OSCE premises, the adjacent Hofburg Congress Centre and various other parts of the Imperial Palace building will be used.

Further information about the Hofburg Palace is available online: www.hofburg.com



-  Entrance Head of Delegation
-  Entrance Delegation
-  **Austrian Federal Press Service**
(Schauffergasse 1, 1010 Vienna)
-  **Entrance Media**
(Josefsplatz, 1010 Vienna)

The Media Centre is located in the Redoutensaal wing of the Hofburg Palace.

HOFBURG PALACE
Entrance: JOSEFSPLATZ
1010 Vienna

» REGISTRATION AND ACCREDITATION

The entire venue will be a secure area, and access will require an accreditation badge. Accreditation for media representatives is mandatory.

Badges must be worn visibly at all times. Please note that badges are not transferable.

Online media registration with the Austrian Federal Press Service will be available until 8 December approx. 17:00 on:

www.bundeskanzleramt.at/accreditation

Please follow the instructions for 'accreditation for events'. If you have already registered online for a previous event or as a foreign correspondent in Austria, your data are already recorded by the system. In this case you only need to tick the event 'OSCE Ministerial Council 2017'.

Late accreditation is possible. Therefore badges can be picked up at the accreditation desk of the Austrian Federal Press Service, at the Hofburg, Entrance Josefsplatz – 1010 Vienna on:

Thursday, 7 December 2017: 07:00 – 20:00

Friday, 8 December 2017: 07:00 – approx. 17:00

When collecting the badge, a valid press card, or the original letter of confirmation from the relevant media organisation, together with an official photo-ID (identity card, passport or driver's license) must be presented.

»» REGISTRATION AND ACCREDITATION

OPENING HOURS OF THE MEDIA CENTRE

Wednesday, 6 December 2017: 12:00 until 22:00

Thursday, 7 December 2017: 07:00 until 22:00

Friday, 8 December 2017: 07:00 until approx. 17:00

Media facilities

- Work spaces, some equipped with desktop PCs
- Printers, copiers
- Wi-Fi connection and some LAN connections
- Two press conference rooms
- Connections for power supply
- Audio splitters for audio feed
- CCTV-screens broadcasting the plenary sessions and announcements for journalists
- Host broadcaster and host photographer
- Rooms for bilateral interviews
- Catering* and lounge area

*During lunch hours on 7 and 8 December catering will be provided free of charge. Outside of these hours a coffee bar will be available which will also offer some snacks.

Media Information Desk

The Media Information Desk is located at the **“Kleiner Redoutensaal”** next to the press conference hall. At the Media Information Desk, journalists may receive information concerning access to events or bilateral meetings for which pool arrangements will apply due to space, security and protocol restrictions.

The Media Information Desk will be staffed on Wednesday, 6 December 2017 from 12:00 until 17:00, on Thursday, 7 December 2017 from 08:00 until 20:00 and on Friday, 8 December 2017 from 08:00 until approx. 17:00.

» ACCREDITATION FOR MEDIA POOL

Photographers and cameramen are requested to register for participation in any media pool event listed on the next page ahead of the conference. Pool participation is primarily for photographers and cameramen as well as journalists who wish to participate in the Doorstep. As space is limited, registration may be closed once the space is filled up.

Please note that in order to participate in a media pool, a **separate "floater badge"** will be necessary. It must be picked up at the Media Information Desk at the "Kleiner Redoutensaal" at least 15 minutes before the pool departs. Without the floater badge, participation will not be possible. Journalists that have successfully registered for pool arrangements must wear the pool badge visibly during the pooled photo opportunity.

All journalists admitted to a specific pool arrangement must **gather on time at the "Meeting Point" *** at the coffee point area next to the Media Information Desk in order to be escorted as a group to the photo opportunity. After the photo opportunity, the group will be escorted back to the media centre. Journalists that arrive late at the meeting point will forfeit their access to the pool.

Schedule of Media Pools

The schedule for the photo-op pool is as follows:

Photo-op pool Thursday, 7 December 2017

Journalists participating in the pool on 7 December 2017 are requested to gather at the **"Meeting Point" * at 08:15.**

The pool includes the following photo-opportunities:

08:30 – 09:30 Photo-op pool **"Handshake/Doorstep"** Arrival of Heads of Delegations at the Hofburg and welcome by the Chairperson-in-Office

09:45 – 09:55 Photo-op pool **“Family photo”** Group photo

10:00 – 11:00 Photo-op pool **“Opening”** Plenary Session –
Opening – Keynote address

Photo-op pool Friday, 8 December 2017

Journalists participating in the pool on 8 December 2017 are requested to gather at the **“Meeting Point”** * (see previous page) **at 12:15.**

The pool includes the following photo-opportunity:

12:30 – 13:30 Photo-op pool **“Closing”** Plenary Session –
Closing – Keynote address

Bilateral meetings with media attendance

Media attendance at bilateral meetings is possible only on the basis of a delegation’s request.

Delegations are responsible for contacting the corresponding media representatives and also need to make sure they are at the Media Information Desk at the “Kleiner Redoutensaal” at least 15 minutes prior to the bilateral meeting in order to be escorted to the meeting.

Interview requests

Requests for interviews from delegations and press briefings should be addressed to the OSCE Communications and Media Section (COMMS). COMMS staff can be contacted through press@osce.org. Their office is located vis-à-vis the main entrance of the media centre (next to the main staircase).

» PHOTOS

The Ministerial Council meeting has a team of official photographers. All pictures taken by our official photographers will be available as high-resolution photos on the Flickr account of the OSCE on <http://bit.ly/OSCEMC17photos> as well as on the Federal Ministry for Europe, Integration and Foreign Affairs: www.flickr.com/photos/minoritenplatz8/ in due time. Please make sure to mention the correct photo credit.

Video clips will be available via FTP access. There are two possible ways of accessing the video files:

- Directly via this page: <http://medien.mc2017.at>
- With an FTP client using the following connection information:
 - Username: mcmedia
 - Password: media
 - Hostname: medien.mc2017.at

» BROADCAST SERVICES

A pool signal will be provided by **ORF (Host broadcaster)**.

There will be no cabled TV/radio booths; the pool signal will be distributed next to the media center in the "Kleinen Redoutensaal" only, on open space tables. Please contact the host broadcaster. The material will be also available on an FTP-share.

All pool signals will be HD SDI and 16:9. Please bring your own converter, should you require one.

Contact persons for TV Broadcasters:

Anita Fichtinger-Eder, Gabriele Zanetti

Office: +43 1 87878 12556, 12557

During the event: +43 664 6278 791

Email: newsco@orf.at

Stand-Ups

ORF can offer an inside live studio position not far from the media centre which can be booked by emailing to: newsco@orf.at

Ratecard on request

Contact persons for radio broadcasters:

Margit Desch, Petra Karner

Office: +43 1 50101 18520, 18575

Mobile: +43 1 664 6278346

Email: intrelprogramm@orf.at

On 7 December 2017, bookable radio studios will be available at the ORF Radio (Argentinierstraße 30A, 1040 Vienna), approx. 10 min drive from the Media Centre.

For requests please contact intrelstudios@orf.at

Parking for SNG trucks and cars

Parking for SNG trucks and cars on the Josefsplatz is very limited and therefore subject to advanced registration. Registration was closed once the space was filled up.

»» SIDE EVENTS

Several side events will take place in the **“Teesalon”**, the **“Wendeltreppensaal”** and the **“Dachfoyer”** on 7 and 8 December 2017.

For specific information and timetables please follow the information on the screens.

The following side events are foreseen; changes may occur due to conflicting schedules:

Wednesday, 6 December 2017

19.00-19.30 Cultural programme [*Großer Redoutensaal*]
Organizer: IIASA

Thursday, 7 December 2017

11.00-11.45 Presentation of the work on „The Road to the Charter of Paris: Divergent Narratives and Lessons for the OSCE Today“ [*Teesalon*]
Organizer: CORE

12.30-13.15 Youth, peace and security [*Teesalon*]
Organizer: Special Representatives on Youth with support from the Austrian Chairmanship

14.10-14.30 OSCE mediation and conflict management: unravelling complexities in OSCE mediation [*Teesalon*]
Organizer: Security and Human Rights Journal

- 15.15-16.15 Focused discussion on VERLT: Ideas, Recommendations, and Good Practices from the OSCE Region
[Teesalon]
Organizer: Austrian Chairmanship
- 15.45-16.45 Presentation of recommendations on access to justice *[Wendeltreppensaal]*
Organizer: HCNM

Friday, 8 December 2017

- 09.00-10.00 Promoting deactivation of Small Arms and Light Weapons (SALW) *[Teesalon]*
Organizers: France, Germany and the OSCE Secretariat
- 10.00-10.45 Promoting military stability and security *[Dachfoyer]*
Organizer: Austrian Chairmanship
- 10.45-11.45 From bridging initiatives towards bridging policies
[Teesalon]
Organizer: ECMI
- 11.15-12.45 Connectivity, trade and economic integration within a wider European and Eurasian space *[Dachfoyer]*
Organizer: IIASA

» GENERAL INFORMATION

Transport

Public transportation options from Vienna International Airport to the city centre by train or bus can be found at: <https://goo.gl/J7XFZR>
Further information about Vienna's extensive public transportation network can be found online at: www.wienerlinien.at

Taxis in Vienna

Information about taxi/cab service in Vienna as well as airport service companies can be found at: www.wien.info/en/travel-info/to-and-around/taxi

Taxi 60160	Phone +43 1 60 160
Taxi 40100	Phone +43 1 40 100
Taxi 31300	Phone +43 1 31 300

Taxi apps

31300/40100 - free in the iTunes Store or the Google PlayStore (German and English)

mytaxi - TaxiAPP free in the iTunes Store or in the Google PlayStore (German, English, French, Italian and Spanish)

Airport taxi

- Fixed price of about €36 for a maximum of four passengers (please check when booking)
- You must specify airport taxi when making a booking, otherwise additional costs will be charged (€13) for the taxi to return to Vienna.
- The fixed price is valid ONLY for direct trips from an address in Vienna to the airport.
- Group fares on request

Currency

The official currency in Austria is the Euro. The Euro exchange rate 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 (around 50 Euros) on hand upon arrival or to change money at the airport or railway station for immediate expenses. Automated teller machines (ATM/"-Bankomat") are available at the airport arrivals hall as well as on the OSCE conference premises; they accept many, but not all foreign debit or credit cards.

Business Hours

Shops are generally open from Monday to Saturday from 9:00 to 18:00, though times may vary. On Sundays and public holidays most shops are closed. Friday, 8 December is a public holiday in Austria.

Banks and Credit Cards

Most banks are open from Monday to Friday from 9:00 to 16:00. Almost all banks have ATMs that accept overseas bank cards and are accessible from outside (look for the "Bankomat" sign). It is recommended to check with the issuing bank before departure whether a bank card is valid in Austria. Credit cards, such as American Express, MasterCard and Visa are widely accepted in Austria.

Electricity Supply

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

Climate

In December, the temperatures in Vienna are usually around 5°C with low overcast skies prevailing and a likelihood of rain or even snow.

Time

UTC/GMT +1 hour

»» 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

COMMS Duty Mobile (for urgent and out of office hours requests):

Mobile: + 43 676 717 4592

Email: press@osce.org

Webpage: www.osce.org/press/contacts

Ina PARVANNOVA

Head of Communication and Media Relations

Mobile: +43 676 717 4592

Email: Tsvetelina.Parvanova@osce.org

Natacha RAJAKOVIC

Deputy Head of Communication and Media Relations

Mobile: +43 676 375 6163

Email: Natacha.Rajakovic@osce.org

Chairmanship Media Contacts

Raphael LASSMANN

Spokesperson of the Austrian OSCE Chairmanship

Phone: +43 676 8999 4339

Helene SPITZER

Press Officer of the Austrian OSCE Chairmanship

Phone: +43 676 8999 3395

Email: media@mc2017.at

During off-hours and **for emergencies only** please call the following number: +43 1 90115 3320 (Austrian Foreign Ministry – on-call duty)

» FLOOR PLAN

MINISTERIAL COUNCIL CONFERENCE PREMISES: HOFBURG PALACE

4 NATIONAL LIBRARY WING

LEVEL 0

- ☐ Entrance areas: A, E, BM11
- Area: A

LEVEL +1

- Area: E
- Bilateral Meeting Room (BM11)

MICHAELERPLATZ

JOSEFSPLATZ

ENTRANCE
PRESS AREA
REDOUTENSAAL WING

5 REDOUTENSAAL WING

LEVEL 0

- ☐ Entrance Media Center
- Media Accreditation Desk

LEVEL +1

- OSCE COMMS (Reitschulbüro)
- Restaurant
- ☐ Press Working and Briefing Area (Großer Redoutensaal)
- ☐ Press Working and Briefing Area (Kleiner Redoutensaal)
- Ⓜ Media Information Desk, Meeting Point (Kleiner Redoutensaal)
- ORF (host broadcaster) (Kleiner Redoutensaal)
- NGO area (Kleiner Redoutensaal)

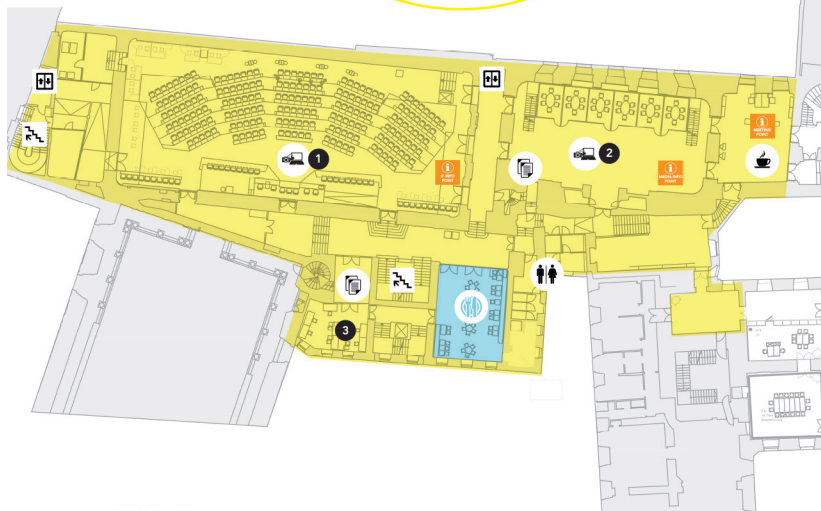
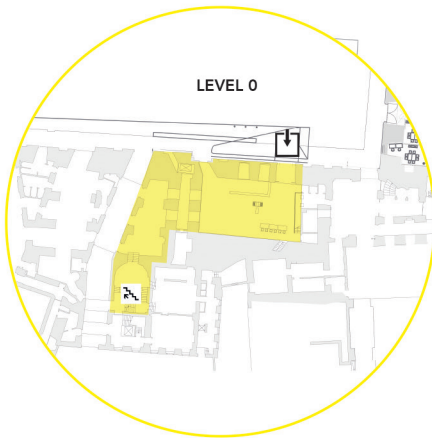
LEVEL +2

- ☐ Working Area (Großer Redoutensaal Galerie)
- Teesalon

LEVEL +3

- Dachfoyer
- Wendeltreppensaal

IN DER BURG



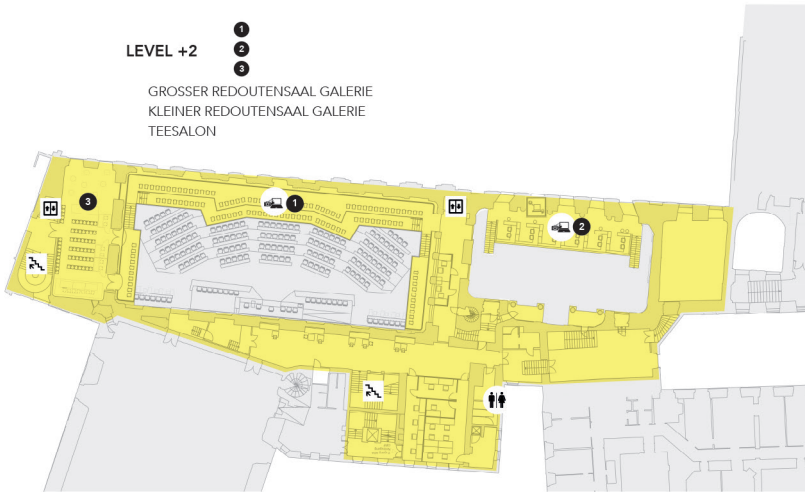
LEVEL +1

- ① GROSSER REDOUTENSAAL
- ② KLEINER REDOUTENSAAL
- ③ REITSCHULBÜRO

LEVEL +2

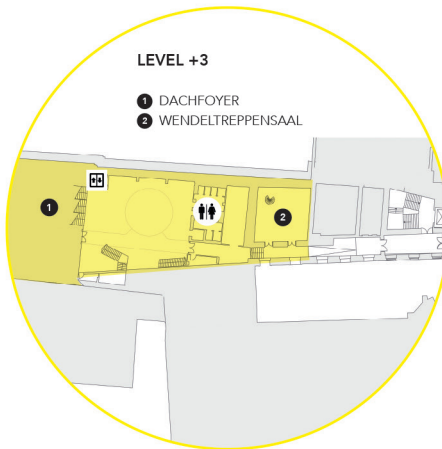
- 1
- 2
- 3

GROSSER REDOUTENSAAL GALERIE
KLEINER REDOUTENSAAL GALERIE
TEESALON



LEVEL +3

- 1 DACHFOYER
- 2 WENDELTREPPENSAAL





www.osce.at