European Council

PRESS

Brussels, 21 November 2014

Meeting of the European Council

18-19 December 2014

Brussels, Justus Lipsius building

PRESS CENTRE

1. Press centre 2
2. Audiovisual services 3
3. Delivery / removal of technical equipment 5

Press office – General Secretariat of the Council
Rue de la Loi 175 – B-1048 BRUSSELS – Tel.: +32 (0)2 281 9000
press.centre@consilium.europa.eu - http://www.consilium.europa.eu/press

1. PRESS CENTRE

The press centre will be installed in the usual press rooms and on other floors of the Justus Lipsius building.

For security reasons the press centre will not be accessible from 19.00 and must close at 20.00 on Wednesday 17 December 2014**.** It will **re-open at 07.30 on Thursday 18 December 2014** and access is subject to possession of a valid European Council badge (6-month or event-based badge).

- **Media facilities**

About 1000 workstations, equipped with telephone, internet Wifi connection (network "ConferenceNet"- no password required) and power supply, are located as follows:

level 02:	36 places
level 01:	80 workstations
level 00:	198 workstations (analogue, RJ11)
level 00 (mezzanine):	110 workstations (40 analogue, 8 analogue and ISDN access)
level 00 (atrium):	+/- 600 workstations (analogue, 140 with ISDN digital)

It should be noted that **no PCs will be installed**.

Closed-circuit television carrying host broadcaster pictures and messages will be in operation throughout the press centre.

- **Reservation of work spaces for journalists**

Media representatives may reserve work spaces by means of a label indicating their name and media organisation. The press office cannot reserve work spaces.
Reserved spaces not occupied at the beginning of the proceedings of the meeting may be taken by others.

- **Press agency rooms**

Reservations must be made in advance with the press office:
Tel. +32 (0)2 281 90 00
Fax +32 (0)2 281 85 41
e-mail: presse.centre@consilium.europa.eu

- **Press conference room/briefing rooms**

The main press conference room (level 00) will be used by **the President of the European Council and the President of the European Commission.**

The briefing rooms for use by **member states** will be on levels 20, 10, 01 and 02. The exact location of these briefing rooms will be displayed in the press centre.

2. AUDIOVISUAL SERVICES

- **Photo/TV coverage**

  The media programme will be issued at a later date.

- **Facilities for TV stations**

  TV editing rooms with telephones and ISDN connections, equipped for reception of the host broadcaster TV signal.

  For services provided by the Eurovision/EBU (distribution of signals, multilateral or unilateral transmission and reservation of editing rooms on a "first come, first served" basis), please see the information distributed to TV stations by EBU.

  Contact: **Dounia WOLTECHE**, Eurovision Special Events
  Tel. +32 (0)2 280 07 59
  Fax +32 (0)2 280 07 59
  GSM: +32 (0)474 67 39 11
  e-mail: bookings@eurovision.net

- **New arrangements!**
  Satellite vehicle parking/booking of stand-up positions

1. Parking places for satellite TV and radio broadcasting vehicles are now located on the **Place Jean Rey behind the Council building** (please note that no satellite vehicles will be allowed in Rue de la Loi or Rond-Point Schuman). Fibre connections with the matrix room in the Justus Lipsius building will be available.

   For any technical questions, please contact:
   Jussi Virtanen, tel. +32 (0) 477 67 44 04 - Toufiq Zioui, tel. +32 (0) 479 95 50 76
   e-mail: technique.audiovisuel@consilium.europa.eu

   a) In order to park on the place Jean Rey, you must send your request for a parking permit to: presse.standup@consilium.europa.eu by **17.00 on 12 December at the latest** and include the following information: registration number, name of driver, telephone number.

      Permits for satellite vans will be issued by the security service, and any changes to the above information after the deadline could result in difficulties or delays in gaining access.

2. The live stand-up positions will be in the atrium (mezzanine).
   Advance booking is essential as the number of positions available is limited.
   Deadline: **17.00 on 12 December 2014**.

   Contact: **Valerie Goldsmith**
   Tel. +32 (0)2 281 89 69
   Fax: +32 (0)2 281 50 65
   Mobile: +32 (0)476 76 21 56
   e-mail: presse.standup@consilium.europa.eu

- **Radio and TV studios**

  The Council radio and TV studios can be reserved for interviews with members of the delegations participating in the meeting. Conditions of use can be found on line at: www.consilium.europa.eu/studioTV**.**

  Contact: **Isabelle BRUSSELMANS**
  Tel. +32 (0)2 281 57 13
  Fax +32 (0)2 281 80 26
  Mobile: +32 (0)475 75 34 06
  e-mail: isabelle.brusselmans@consilium.europa.eu

- **TV newsroom**

  All host broadcaster footage can be downloaded in broadcast quality (MPEG-4 - 16/9 format) on http://www.eucouncil.tv (arrivals, doorsteps, round table, family photo, press conferences).

- **Photo service**

  A selection of photographs taken by Council photographers will be published on our website http://tvnewsroom.consilium.europa.eu/photos. The high-resolution photographs can be downloaded and used free of charge (provided the copyright "Council of the European Union" is mentioned).

- **Facilities for radio stations**

  Each radio booth is equipped with a telephone (analogue connection), an ISDN connection and Wifi internet access

  The EBU radio department will be responsible for the distribution of signals.

  Additional ISDN connections must be booked directly from the EBU radio department:
  e-mail:

  Contact: **Julia LONICER**, Radio News Producer
  Mobile: +41 (0)79 230 15 08
  e-mail: lonicer@ebu.ch

3. DELIVERY AND REMOVAL OF TECHNICAL EQUIPMENT

IMPORTANT: ***For delivery and removal of equipment you must request a personal daily badge (see below).***

- **Delivery and installation of technical equipment**

  Delivery and installation of technical equipment must be carried out between **07.00 and 17.00 on Wednesday 17 December only** via the following entrance points:

  - **"Froissart", Rue Froissart 112**: this greatly facilitates unloading but may only be used for **vehicles up to a maximum height of 2.30 m**; or
  - **"Etterbeek", Chaussée d'Etterbeek 70**: for vehicles exceeding a height of 2.30 m.

  After the equipment has been unloaded, a member of the security office will accompany you to the press centre. A few trolleys will be available.

  Delivery vehicles must leave the area of the Justus Lipsius building immediately after unloading.

- **Removal of technical equipment**

  The equipment must be removed, depending on the end of the meeting:

  - on **Friday 19 December, after the security perimeter has been lifted**; or
  - on **Saturday 20 December between 08.00 and 18.00 via the Etterbeek entrance**.

  Please send your request **before 17.00 on 12 December** specifying, **for delivery on Wednesday 19 December and removal on Friday 19 or Saturday 20 December**:

  1) the name of the transporter of the equipment or the media team;
  2) the names of team members;
  3) the registration number of the vehicle delivering/collecting the equipment;
  4) the expected time of arrival
  5) if for 17 December, the entrance to be used (Etterbeek or Froissart, see above). Your badge will be available at this entrance.

Contact:

Stavros SPYRIDONOS
Mobile: +32 (0)473 64 05 07
presse.dechargement@consilium.europa.eu