



EUROPEAN COUNCIL
- Press Office -

Brussels, 28 April 2014

Informal dinner of Heads of State or Government of the EU

**27 May 2014
Brussels, Justus Lipsius building**

MEDIA ACCREDITATION

Application deadline: 16 May 2014, 12.00

Journalists holding a 6-month badge do not need to register
(6-month badges not yet collected will be available at the accreditation office
in the LEX building from 23 May).

Practical details about the press centre and media programme will follow shortly.

P R E S S

1. REGISTRATION (online only)

Complete the accreditation form
www.european-council.europa.eu/media-accreditation

APPLICATION DEADLINE by 16 May 2014, 12.00

You will receive an acknowledgement of receipt by email.

By registering before the deadline, you will avoid additional formalities and procedures.

N.B.: Trainees with media organisations who do not possess a press card are not entitled to request accreditation.

Please take note of the instructions below before applying for accreditation:

- 1) ***If you have registered for European Council meetings in Brussels:***
enter your email address and password and complete the procedure by following the on-screen instructions.
- 2) ***If this is your first registration:***
Before starting, you will require:
 - a recent ID-size photograph in JPEG (.jpg) format
 - the number of your passport or identity card
 - the number of your press card.

Click on the "Registration" button and follow the on-screen instructions.

REMINDER:

- When registering online, please be very careful when entering your details. Even simple errors (e.g. reversal of first name and surname) may result in a failed security check and hence a refusal for technical reasons to issue the accreditation.
- All identity documents (identity and press cards) mentioned on the online accreditation form **must** be valid on the day of the meeting.

2. Collection of badges

Accreditation badges must be collected in person from the
LEX building (145 rue de la Loi, Brussels)

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| • Friday 23 May | 9.30 - 13.00 and 14.00 - 17.00 |
| • Monday 26 May | 9.30 - 13.00 and 14.00 - 19.00 |
| • Tuesday 27 May | 8.30 - <u>22.00 at the latest</u> |

When you collect your identification badge, you must present the following documents:

- **a valid passport** (or if you are a national of a Member State of the European Union, an EFTA country or an EEA country, your valid national identity card);
- **a valid press card** (or if you are a media representative from a country which does not issue press cards, the **ORIGINAL** of a letter - faxes will not be accepted - signed by the editor-in-chief of your media organisation, confirming your status as a journalist and that you are covering the meeting);
- for media representatives of Belgian nationality or resident in Belgium: the original signed copy of your application for security clearance as provided during the online registration process.

No accreditation badge will be issued if you cannot present these documents.

3. Group registration and collection of badges

The person in charge of collecting badges for a group must register and follow the instructions entitled "group collection of badges".

That person will be authorised to collect only the badges of participants registered in the accreditation system under the "group collection" procedure. Participants registered for the same media organisation (but not included on the "group collection" list) must collect their badges themselves.

The person collecting the badges must present:

- the **ORIGINAL** of a letter (faxes will not be accepted) indicating authorisation by his/her media organisation to collect those badges;
- for participants of Belgian nationality or resident in Belgium, **the original of the security clearance applications signed by each of the persons concerned.**

4. Contacts

For any additional information, please contact the Press Office of the General Secretariat of the Council: tel. +32 (0)2 281 90 00; email: press.accreditation@consilium.europa.eu
