



EUROPEAN COUNCIL  
- Press Office -

Brussels, 14 May 2014

# **Informal dinner of Heads of State or Government of the EU**

**27 May 2014**

**Brussels, Justus Lipsius building**

## **PRESS CENTRE**

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

**P R E S S**

## 1. **PRESS CENTRE**

A 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 has to **close at 20.00 on Monday 26 May 2014**. It will **re-open at 07.30 on Tuesday 27 May 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](mailto: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 (press centre).

## 2. AUDIOVISUAL SERVICES

- **Photo/TV coverage**

The media programme will be provided later.

- **Facilities for TV stations**

TV editing rooms with telephones and ISDN connections, equipped for reception of the host broadcaster's 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 the 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](mailto:bookings@eurovision.net)

- **Satellite vehicle parking/booking of stand-up positions**

1. Parking places for satellite TV and radio broadcasting vehicles are located in front of the main entrance on Rue de la Loi.

a) In order to park in the secure zone, you must send your request for a parking permit to: [presse.standup@consilium.europa.eu](mailto:presse.standup@consilium.europa.eu) by **17.00 on Wednesday 21 May 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, not by the press service, and any changes to the above information after the deadline could result in difficulties or delays in gaining access.

b) Please note also that satellite vans must be parked in the zone before the security perimeter is closed on 27 May (time to be confirmed) and will not be able to enter this zone once it is closed. It will be possible to leave the zone but not to re-enter it.

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 Wednesday 21 May 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](mailto:presse.standup@consilium.europa.eu)

For extra temporary ISDN connections, contact Belgacom, Ms Wendy van Coningsloo (tel. +32 (0)2 202 32 03).

- **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](http://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](mailto: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). The video files are available in the hour following the event.

- **Photo service**

A selection of photographs taken by Council photographers will be published on our website [www.consilium.europa.eu/photo](http://www.consilium.europa.eu/photo). 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:

Contact: **Sophia EL ALAOUI**, Radio News Producer

Mobile: +41 (0)79 376 49 62

e-mail: [elalaoui@ebu.ch](mailto:elalaoui@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 Monday 26 May 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 **Tuesday 27 May, after the security perimeter has been lifted**; or
- on **Wednesday 28 May between 08.00 and 18.00 (to be confirmed) via the Etterbeek entrance.**

Please send your request **before 17.00 on 21 May** specifying, **for delivery Monday 26 May and removal Tuesday 27 or Wednesday 28 May 2014:**

- 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 26 May, the entrance to be used (Etterbeek or Froissart, see above). Your badge will be available at this entrance.

Contact: **Stavros SPYRIDONOS**

Tel. +32 (0)2 281 88 18

[presse.dechargement@consilium.europa.eu](mailto:presse.dechargement@consilium.europa.eu)