



EUROPEAN COUNCIL
- Press office -

Brussels, 16 May 2014

Informal dinner of Heads of State or Government of the EU

27 May 2014

Brussels, Justus Lipsius building

LAST-MINUTE ACCREDITATION

Journalists who have not yet applied for accreditation may apply online for last-minute accreditation:

www.european-council.europa.eu/media-accreditation

Please read the accreditation instructions carefully and remember to bring all the necessary documents for collection of your accreditation badge.

IMPORTANT REMINDER:

When registering on our site www.european-council.europa.eu/media-accreditation please be very careful when entering your details to avoid any complications or/and delays. Even simple errors (e.g. reversal of first name and surname) may result in a failed security check and hence a refusal to issue a badge for the summit. If renewing your accreditation, please also check that your address and identity document information are still valid.

For security reasons, last-minute accreditation requests will be subject to comprehensive verification by the Belgian authorities; the Security Office of the General Secretariat may also check the bona fide character of applicants with their editors-in-chief/producers. As these checks may cause long delays, you are advised to arrive at the accreditation office well in advance.

If this is your first application, you will also be asked during your registration process to send an email to presse.accreditation@consilium.europa.eu indicating your name, surname and date of birth, and including a scanned copy of your press card or a letter from your editor confirming that you are covering the event.

P R E S S

COLLECTION OF BADGES

Badges must be collected in person from the
LEX building, rue de la Loi 145, Brussels

- Friday 23 May from 9.30 - 13.00 and 14.00 - 17.00
- Monday 26 May from 9.30 - 13.00 and 14.00 - 19.00
- Tuesday 27 May from 8.30 - **22.00 at the latest**

TO COLLECT YOUR BADGE, YOU WILL BE ASKED TO PRESENT THE FOLLOWING DOCUMENTS:

A. Journalists and technicians already accredited with the European Institutions:

- interinstitutional press card delivered by the Commission (yellow card) **and**
- your 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) **and**
- for media representatives of Belgian nationality or registered as resident in Belgium: during registration please print and sign the security clearance application (<http://www.european-council.europa.eu/media-accreditation>) and present the **signed original** version when collecting your badge.
NB. Security clearance from 2013 is no longer valid. The new form will be valid until the end of June 2014.

B. Other cases

- your 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) **and**
- your 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, specifying your professional status.

This letter must be dated no more than 7 days before the start of the meeting and must include the following:

- Date
- Name of the media organisation and its contact details
- Name of the editor-in-chief and his/her contact details
- Name of the media representative in question
- Reference to the identity document (passport, identity card, etc.) that will be presented for accreditation, its number and its period of validity.

Assignment letters which do not contain all the above details and which are not **originals** will be refused (see specimen letter attached). The Secretariat reserves the right to verify the professional status of the person applying for accreditation **and**

- for media representatives of Belgian nationality or registered as resident in Belgium: the **original** copy of your application for security clearance **signed** by yourself (see point A above).
(see our internet page: www.european-council.europa.eu/media-accreditation).

If you require further information or assistance with accreditation, please contact the Council's press office at: press.accreditation@consilium.europa.eu

Tel. +32 (0)2 281 90 00

Fax +32 (0)2 281 80 26 / 85 41

SPECIMEN LETTER

Media organisation:

Address:

Post Code:

Town:

Country:

Tel.:

Fax:

E-mail:

Place, day, month, year

(NB. dated **no more than 7 days** before the start of the meeting)

Subject: Last-minute accreditation for the informal dinner of Heads of State or Government of the EU

I the undersigned, Full name, editor-in-chief / producer of Name of Media Organisation (direct tel., direct fax and personal e-mail), hereby confirm that Full Name of Media Representative works for our organisation as and has been assigned to cover the above mentioned event.

Type of Identity Document of Media Representative:

Number of Identity Document:

Validity of Identity Document:

Signature:
