

Media Handbook





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Meetings timeline

July

5-6 July	An informal meeting of the ministers for health, Sopot HB
6-7 July	A conference „Eastern Dimension of Mobility”, Warsaw
7-8 July	An informal meeting of the ministers for employment and social policy, Sopot HB
8 July	A meeting of the members of the Council of Ministers of the Republic of Poland with the College of EU Commissioners, Warsaw HB
11-12 July	An informal meeting of the ministers for environment, Sopot HB
12 July	The Economic and Financial Affairs Council (ECOFIN), Brussels
13-15 July	A high level meeting on energy, Bełchatów
14-15 July	An informal meeting of the ministers for development, Sopot HB

16 July	A ministerial conference “The use of biomass of agricultural origin for energy generation as an important element of the Common Agricultural Policy”, Sopot
18-19 July	The General Affairs Council (GAC) (tbc), Brussels
18-19 July	The Foreign Affairs Council (FAC) (tbc), Brussels
18-19 July	The Informal Agriculture and Fisheries Council (AGRIFISH), Brussels
18-19 July	The Informal Justice and Home Affairs Council (JHA), Sopot HB
18 – 19 July	A conference „Equal opportunities through sport as an element of social policy”, Wrocław
18-20 July	A conference „Competencies in Culture”, Warsaw



20 July A conference preceding an informal meeting of the Competitiveness Council on the European Research Space, Sopot

20-22 July The Informal Competitiveness Council (COMPET), Sopot HB

22 July The Economic and Financial Affairs Council - budget (ECOFIN budget), (an option), Brussels

28-29 July An informal meeting of the ministers for European affairs, Sopot HB

September

2-3 September An informal meeting of the ministers of foreign affairs (GYMNICH), Sopot HB

5 September A conference about Corporate Social Responsibility, Gdańsk

5-6 September An informal meeting of the ministers for transport, Sopot HB

8 September A conference of the ministers for economic affairs of the Eastern Partnership, Krynica Zdrój

8-11 September The European Culture Congress, Wrocław HB

9 September An informal meeting of the ministers for culture and audiovisual affairs, Wrocław HB

12 September The General Affairs Council (GAC), Brussels

12 September The Foreign Affairs Council (FAC), Brussels

11-13 September The Informal Agriculture and Fisheries Council (AGRIFISH), Wrocław HB

12 September A conference „e-wolontariat”, Warsaw

13-14 September A conference „From a volunteer to a sports leader”, Warsaw

14-16 September Eurofi Financial Forum (a fringe event), Wrocław

15 September A ministerial conference „Ownership transformation



in Poland – evaluation and plans for the future”, Warsaw

15 September A ministerial conference of the Ministry of Economy to mark the 15th anniversary of Poland’s membership in the Organisation for Economic Co-operation and Development (OECD), Warsaw

16-17 September The Economic and Financial Affairs Council (ECOFIN), Wrocław HB

17-18 September The European Congress of Women, Warsaw

19-20 September The Informal Agriculture and Fisheries Council (AGRIFISH), Brussels

19-20 September The Informal Transport, Telecommunication and Energy - Energy (TTE - Energy), Wrocław HB

22-23 September The Informal Justice and Home Affairs Council (JHA), Brussels

22-23 September An informal meeting of the ministers of national defence, Wrocław HB

26 September The Foreign Affairs Council (FAC) in trade ministers format, Brussels

26 September An informal meeting of the ministers for trade, Brussels

26 September A ministerial conference of the Ministry of Labour and Social Policy on the social priority „Social effects of economic crisis: Short- and long-term actions under anti-crisis policy”, Wrocław

26-28 September The annual conference of the Enterprise Europe Network, Warsaw

28-29 September A ministerial conference „Forestry for climate and bio-diversity” and the combined meeting of the directors for forests and natural protection, Ryn

29-30 September The Eastern Partnership Summit, Warsaw HB

29-30 September The Informal Competitiveness Council (COMPET), Brussels



October

3 October	The Employment, Social Policy, Health and Consumer Affairs Council (EPSCO), Luxembourg
3-4 October	The Single Market Forum (SIMFO), Kraków
3-4 October	The Ministerial Forum the European Union – the Western Balkans, Ohrid
4 October	The Economic and Financial Affairs Council (ECOFIN), Luxembourg
5-6 October	An informal meeting of the ministers for tourism, Kraków HB
5-7 October	The European Tourism Forum, Kraków
6 October	The Informal Transport, Telecommunication and Energy - transport (TTE - Transport), Luxembourg
10 October	The Environment Council (ENVI), Luxembourg
10-11 October	The ministerial conference on energy policy accompanied by the General

Assembly of the Council of European Energy Regulators (CEER) and the European Agency for the Cooperation of Energy Regulators (ACER), Kraków

10–11 October	The EU-Russia Permanent Partnership Council on Justice and Home Affairs, Warsaw
10-11 October	A ministerial conference of the Ministry of Labour and Social Policy Employment challenges and opportunities in view of demographic changes, Warsaw
10-12 October	The European Heritage Forum, Wrocław
11 October	A Ministerial Seminar, Gdańsk
11-12 October	A conference on preparations for the Rio+20 Earth Summit, Warsaw
13 October	The General Affairs Council (GAC), Luxembourg
13 October	The Foreign Affairs Council (FAC), Luxembourg



13-14 October	An informal meeting of the ministers for sport, Kraków HB
17 October	The Tripartite Social Summit, Brussels
17-18 October	The Convention of the European Platform Against Poverty, Kraków
17-18 October	THE EUROPEAN COUNCIL, Brussels
18-19 October	A ministerial conference „Development of the European Statistical System in the light of the Eastern Partnership – directions and strategy”, Kraków
19-20 October	A ministerial conference „Prospects for the development of the electronic communication market in the European Union”, Warsaw
19-20 October	The European Congress on Rural Development, Warsaw
19-21 October	The Conference of the Heads of Customs Services in the frames of EU programme of Eastern Partnership, Kraków

20-21 October	The Informal Agriculture and Fisheries Council (AGRIFISH), Luxembourg
20-21 October	A Meeting of the Senior Officials of the Union for Mediterranean, Kraków
20-21 October	An informal meeting of the ministers for family and gender equality, Kraków
24-25 October	A meeting of the ministers for transport on Eastern Partnership, Kraków
24-27 October	The EU Strategy for the Baltic Sea Region - Baltic Development Forum, Gdańsk
25-26 October	A conference of the European Migration Network, Warsaw
26 October	A conference on the implementation of LMI initiative and the European Innovation Partnerships, Warsaw
27-28 October	A ministerial conference „Approximation of the legislation of the states covered with the Eastern Partnership initiative in the area of veterinary, phytosanitary issues and food safety and quality”, Kraków



27-28 October The Informal Justice and Home Affairs Council (JHA), Luxembourg

November

3-4 November II Prague Process Ministerial Conference - Building Migration Partnerships in Action, Poznań

7-8 November A ministerial conference „Solidarity in health – Reducing health inequalities in the EU”, Poznań

8 November The Economic and Financial Affairs Council (ECOFIN), Brussels

9-10 November A conference on the Common Frame of Reference, Warsaw

10 November The Foreign Affairs Council (FAC) in development ministers format (tbc), Brussels

14-15 November The Informal Agriculture and Fisheries Council (AGRIFISH), Brussels

14-15 November The Fifth EU Equality Summit, Poznań

14-15 November The EU – USA justice and home affairs ministerial meeting, Washington

17 November A meeting of the ministers for electronic administration, Poznań HB

17-18 November The 6th European Ministerial Conference and Exhibition on e-administration „Borderless eGovernment Services for Europeans”, Poznań

18 November The Economic and Financial Affairs Council - budget (ECOFIN budget), Brussels

21 November The Foreign Affairs Council (FAC) in defence ministers format (tbc), Brussels

21 November The Foreign Affairs Council (FAC) in foreign affairs ministers format (tbc), Brussels

21-22 November The Fundamental Rights Conference 2011, Warsaw

22 November The European Economic Area (EEA) Council in the margins of the General Affairs Council (GAC), Brussels



22 November	The General Affairs Council (GAC), Brussels
23-24 November	The conference „5th anniversary of REACH”, Warsaw
24 November	The Informal Transport, Telecommunication and Energy – Energy, Brussels
24 November	A ministerial conference „Integrated approach to development – the key to intelligent, inclusive and sustainable Europe”, Poznań
24-25 November	The European Competition and Consumer Day, Poznań
25 November	An informal meeting of the ministers for regional policy, cohesion, territorial cohesion and urban development, Poznań HB
28-29 November	The Education, Youth, Culture and Sports (EYCS) Council, Brussels
30 November	The Economic and Financial Affairs Council (ECOFIN), Brussels

December

1 December	The Employment, Social Policy, Health and Consumer Affairs Council (EPSCO), Brussels
1-2 December	The high level conference for countries of the southern neighbourhood, Warsaw HB
2 December	The Employment, Social Policy, Health and Consumer Affairs Council - Health (EPSCO - Health), Brussels
5-6 December	The General Affairs Council (GAC) (tbc), Brussels
5-6 December	The Informal Competitiveness Council (COMPET), Brussels
5-6 December	The Foreign Affairs Council (FAC) (tbc), Brussels
5-6 December	The Space Council in the margins of the Competitiveness Council (COMPET) (an option), Brussels
5-6 December	„The European conference – ex officio legal aid”, Warsaw
9 December	THE EUROPEAN COUNCIL, Brussels



12 December	The Informal Transport, Telecommunication and Energy - transport (TTE - Transport), Brussels
13 December	The Informal Transport, Telecommunication and Energy - telecommunications (TTE – Telecom.), Brussels
13-14 December	The Informal Justice and Home Affairs Council (JHA), Brussels
15-16 December	The Informal Agriculture and Fisheries Council (AGRIFISH), Brussels
15-16 December	The European Development Days, Warsaw HB
16 December	The General Affairs Council (GAC) on Cohesion Policy (tbc), Brussels
16 December	The Foreign Affairs Council (FAC) in the margins of the WTO ministerial conference (tbc), Geneva
19 December	The Environment Council (ENVI), Brussels
HB	– an event supported by the Host Broadcaster
tbc	= to be confirmed

Accreditation

The major purpose of the Accreditation System is to provide electronic registration for the participants of the Polish Presidency meetings held in Poland and printing of name tags that communicate with access control systems to be installed in the conference centres of Polish Presidency.

Applications for accreditation can only be made via a special form prepared by the MFA at: <https://accreditation.pl2011.eu/>

After registration and identity verification, the journalists will see within the accreditation system a list of meetings they can obtain accreditation at, accompanied by a button „get me accredited at this meeting”. By clicking on the button they can apply for participation at a given meeting. The journalist will be notified by e-mail whether the organiser confirms acceptance of the application. To register it is necessary to provide personal data and upload a photo in .jpg, format and to upload a scan of a certificate from the editor-in-chief.

As a rule, accreditations for a given meeting will be opened **4 weeks** before the meeting starts and will be closed **a week before** it starts.



THE ACCREDITATION DEADLINES TO BE ASSIGNED FOR EACH MEETING MUST BE STRICTLY OBSERVED.

The system will be available in two language versions Polish and English – the latter being a default one for non-Polish media.

Some items on meeting agenda will be accessible for all accredited media representatives (e.g. press conferences), while access to others will be limited for organisational reasons. Access to open parts of the meetings and to official family photo opportunity of the ministers will be granted only to a Host Broadcaster representative and to accredited pool photojournalists.

ATTENTION: accreditations at the meetings in Brussels and Luxembourg, at the European Council sessions and European Parliament meetings will be granted under the existing rules of the Secretariat General of the Council of the European Union – a link to the accreditation form will be also available at the website www.pl2011.eu or directly at the website: <http://www.consilium.europa.eu/showPage.aspx?id=342&lang=en#bookmark4>

Media Accreditation In 12 Steps

- STEP 1:** Start by visiting the accreditation site at <https://media-accreditation.pl2011.eu>
- STEP 2:** Click on the green button: “Registration of the journalist” and fill in the basic information and identification data section with your personal details.
- STEP 3:** Select the media company that you represent from the list (if already added by a person that works for your media company and has been accredited in the System) or choose the option “I represent another media” and provide the details.
- STEP 4:** Enter your Press card number, its validity date and issuing institution number.

Attach a scan of your press card (front and reverse side in one file) or other document confirming that you are a journalist. The maximum file size is 500KB. Allowed file formats: jpg, png, pdf.

- STEP 5:** In contact data, enter your phone number and create your password.



STEP 6: Read the statement of consent and tick the box if you agree with the rules pertaining to personal data processing.

STEP 7: A summary of the provided data will appear on the next page. Click the SAVE button to save your data.

The following text will be displayed:

You have signed in. After successful data verification, an activation link will be sent to the registered e-mail address. Use this link to activate your account and log in to complete the registration process.

STEP 8: The following message will be sent to your e-mail account once your press card and your employer's certificate are verified:

The account verification status of a journalist has been changed to: Accepted. To activate the account and continue the accreditation process, please click the link below: <link>

STEP 9: Once your account activation is confirmed, log in to the home page of the Accreditation System using the e-mail address provided during your account registration and the password you have created. Please remember that from now on your e-mail address will be your

Login to the Accreditation System.

STEP 10: Once you have logged in, you will see the name of the meeting for which you can obtain accreditation. Click on "Apply for an accreditation for this meeting".

STEP 11: Confirm your data at each of the subsequent stages.

STEP 12: You will receive a confirmation e-mail if your accreditation for the chosen meeting is accepted.

The accreditation of Mr Jan Sokol for the meeting „Informal Meeting of Ministers for Health” has been accepted.

Should you have any questions, doubts about the accreditation procedure or any technical questions related to the functioning of the Accreditation System, please write an e-mail to the address: media@pl2011.eu



Press Centres in Poland

Sopot

The Press Centre is located in a tent at the beach in front of the Sheraton Sopot Hotel, Conference Centre & SPA (ul. Powstańców Warszawy 10). Some media points will be provided in Sofitel Grand Hotel (ul. Powstańców Warszawy 12/14) and the State Art Gallery (Państwowa Galeria Sztuki - Plac Zdrojowy 2).

The Press Centre is composed of: the press conference room, the national briefing room, a work area for the media, radio and television booths and Television and Radio Broadcasting and Production Centre. All conferences, press meetings and interviews take place within the conference compound.

The Accreditation Point is located in a tent on the seaside in front of the Sheraton Sopot Hotel, Conference Centre & SPA (ul. Powstańców Warszawy 10). The name tags will be provided exclusively to journalists accredited at the website www.accreditation.pl2011.eu upon presentation of an identity document.

The work area for the media is located in a tent at the beach in front of the Sheraton Sopot Hotel, Conference

Centre & SPA.

Each work stand for journalists is equipped with 230 V power sockets and access to LAN Internet network. Ten-odd work stands are provided with computer sets. The work stands are available on „first come, first served” basis. Access to wireless Internet (Wi-Fi) is provided in the entire area of the Press Centre. Per each two work stands for press journalists there is one telephone line supporting both domestic and international phone calls. Phone calls for journalists are free of charge. Costs of phone calls are borne by the Ministry of Foreign Affairs.

Access to ISDN line within the Press Centre is provided in two spots:

1. in the Press Centre located in the Tent.
2. in the Television and Radio Broadcasting and Production Centre – in the Radio editing booths.

The lines are made available in order of reservations (the Radio editing stands) or in order of arrival (Media Work Area). All ISDN lines in the Press Centre provided for the time of centrally organised meetings during Polish Presidency, require standard Euro-ISDN network adapters. The use of ISDN lines in the Press Centre for journalists is free of charge. Costs of those connections are borne by the Ministry of Foreign Affairs.



The conferences and press meetings will be held in Sofitel Grand Hotel and in the State Art Gallery (Państwowa Galeria Sztuki). A press conference room was assigned for that purpose. The room has proper illumination and sound system and XLR connectors, as well as podiums for cameras and photojournalists. The press conference will be announced in advance and broadcast in CCTV television and via the website www.pl2011.eu As a rule, all journalists accredited to a meeting have free access to press conferences.

The Television and Radio Broadcasting and Production Centre is located within the Press Centre area. The national television broadcaster – Telewizja Polska SA (TVP S.A.) and the national radio broadcaster – Polskie Radio SA (PR S.A.), guarantee coordination of the Centre's operations.

Telewizja Polska S.A. and Polskie Radio S.A.

TVP S.A is the main television broadcaster during central meetings, and Polskie Radio S.A. (PR S.A.) is the main radio broadcaster.

TVP S.A. will provide live broadcasts of major events of the meetings, including delegations' arrival, short statements before entry to the meetings, tour-the-table, press conferences, official family photo of the ministers and other open parts of the meetings. TVP S.A. will provide free of charge pool signal in the Television and Radio Broadcasting and Production Centre, including the radio

and television booths.

Delivery to the Press Centre of own recording equipment with the required cabling and connectors and other materials (e.g. video cassettes) is the sole responsibility of media representatives.

Rooms for individual **television interviews** will be available in the Sofitel Grand Hotel and the State Art Gallery. They can be used by representatives of all media. Due to expected high interest in the use of the studio, journalists will be bound by time limits. Reservations will be made free of charge, on availability basis, via TVP S.A.

Official photos from meetings can be downloaded free of charge from the website: www.pl2011.eu
There is no photo editing facility in the Press Centre.

Fax machine is located in the Accreditation Centre in the tent and in the Television and Radio Broadcasting and Production Centre. The use of domestic and international connections for journalists is free of charge.

Photocopiers

Photocopiers are available in the media work area and in the accreditation tent.

CCTV Internal Television, via monitors located in the Press Centre area, will broadcast the materials provided by the official Host Broadcaster of Polish Presidency.



The broadcast material will include live transmission and pre-recorded coverage of meeting events, as well as information about the agenda, planned press conferences etc. Announcements for journalists, e.g. concerning the pool system, will be also displayed on CCTV screens.

Wrocław

The Press Centre is located in the premises of Hala Stulecia (ul. Wystawowa 1). Some media points will be also held in the Regional Centre for Business Tourism (Regionalne Centrum Turystyki Biznesowej) (ul. Wystawowa 1). The Press Centre is composed of: the press conference room, the national briefing room, a work area for the media, radio and television booths and Television and Radio Broadcasting and Production Centre. All conferences, press meetings and interviews take place within the conference compound.

The Accreditation Point is located in a tent in front of Hala Stulecia (ul. Wystawowa 1). The name tags will be provided exclusively to journalists accredited at the website www.accreditation.pl2011.eu upon presentation of an identity document.

The work area for the media is located in Hala Tysiąclecia, in southern part.

Each work stand for journalists is equipped with 230 V power sockets and access to LAN Internet network. Ten-odd work stands are provided with computer sets. The work stands are available on „first come, first served” basis. Access to wireless Internet (Wi-Fi) is provided in the entire area of the Press Centre.

Per each two work stands for press journalists there is one telephone line supporting both domestic and international phone calls. Phone calls for journalists are free of charge. Costs of phone calls are borne by the Ministry of Foreign Affairs.

Access to ISDN line within the Press Centre is provided in two spots:

1. in the Press Centre located in the Tent.
2. in the Television and Radio Broadcasting and Production Centre – in the Radio editing booths.

The lines are made available in order of reservations (the Radio editing stands) or in order of arrival (Media Work Area). All ISDN lines in the Press Centre provided for the time of centrally organised meetings during Polish Presidency, require standard Euro-ISDN network adapters. The use of ISDN lines in the Press Centre for journalists is free of charge. Costs of those connections are borne by the Ministry of Foreign Affairs.

The conferences and press meetings will be held in the Regional Centre for Business Tourism. A press conferen-



ce room was assigned for that purpose. The room has proper illumination and sound system and XLR connectors, as well as podiums for cameras and photojournalists. The press conference will be announced in advance and broadcast in CCTV television and via the website www.pl2011.eu As a rule, all journalists accredited to a meeting have free access to press conferences.

The Television and Radio Broadcasting and Production

Centre is located within the Press Centre area. The national television broadcaster – Telewizja Polska SA (TVP S.A.) and the national radio broadcaster – Polskie Radio SA (PR S.A.), guarantee coordination of the Centre's operations.

Telewizja Polska S.A. and Polskie Radio S.A.

TVP S.A is the main television broadcaster during central meetings, and Polskie Radio S.A. (PR S.A.) is the main radio broadcaster.

TVP S.A. will provide live broadcasts of major events of the meetings, including delegations' arrival, short statements before entry to the meetings, tour-the-table, press conferences, official family photo of the ministers and other open parts of the meetings. TVP S.A. will provide free of charge pool signal in the Television and Radio Broadcasting and Production Centre, including the radio and television booths.

Delivery to the Press Centre of own recording equipment with the required cabling and connectors and other

materials (e.g. video cassettes) is the sole responsibility of media representatives.

Rooms for individual **television interviews** will be available in the Sofitel Grand Hotel and the State Art Gallery. They can be used by representatives of all media. Due to expected high interest in the use of the studio, journalists will be bound by time limits. Reservations will be made free of charge, on availability basis, via TVP S.A.

Official photos from meetings can be downloaded free of charge from the website: www.pl2011.eu

There is no photo editing facility in the Press Centre.

Fax machine is located in the Accreditation Centre in the tent and in the Television and Radio Broadcasting and Production Centre. The use of domestic and international connections for journalists is free of charge.

Photocopiers

Photocopiers are available in the Media Work Area.

CCTV Internal Television, via monitors located in the Press Centre area, will broadcast the materials provided by the official Host Broadcaster of Polish Presidency. The broadcast material will include live transmission and pre-recorded coverage of meeting events, as well as information about the agenda, planned press conferences etc. Announcements for journalists, e.g. concerning the



pool system, will be also displayed on CCTV screens.

ATTENTION: The European Culture Congress has a separate accreditation system and media support (for details please check the website: <http://www.culturecongress.eu/>)

Kraków

The Press Centre is located on the premises of Audytorium Maximum of the Jagiellonian University (ul. Krupnicza 33). The Press Centre is composed of: the press conference room, the national briefing room, a work area for the media, radio and television booths and Television and Radio Broadcasting and Production Centre. All conferences, press meetings and interviews take place within the conference compound.

The Accreditation Point is located in Audytorium Maximum of the Jagiellonian University (ul. Krupnicza 33). The name tags will be provided exclusively to journalists accredited at the website www.accreditation.pl2011.eu upon presentation of an identity document.

The work area for the media is located in a tent in Audytorium Maximum area. Each work stand for journalists is equipped with 230 V power sockets and access to LAN Internet network. Ten-odd work stands are provided with

computer sets. The work stands are available on „first come, first served” basis. Access to wireless Internet (Wi-Fi) is provided in the entire area of the Press Centre. Per each two work stands for press journalists there is one telephone line supporting both domestic and international phone calls. Phone calls for journalists are free of charge. Costs of phone calls are borne by the Ministry of Foreign Affairs.

Access to ISDN line within the Press Centre is provided in two spots:

1. in the Press Centre located in the Tent.
2. in the Television and Radio Broadcasting and Production Centre – in the Radio editing booths.

The lines are made available in order of reservations (the Radio editing stands) or in order of arrival (Media Work Area). All ISDN lines in the Press Centre provided for the time of centrally organised meetings during Polish Presidency, require standard Euro-ISDN network adapters. The use of ISDN lines in the Press Centre for journalists is free of charge. Costs of those connections are borne by the Ministry of Foreign Affairs.

The conferences and press meetings will be held in Audytorium Maximum. A press conference room was assigned for that purpose. The room has proper illumination and sound system and XLR connectors, as well as podiums for cameras and photojournalists. The press conference will be announced in advance and broadcast



in CCTV television and via the website www.pl2011.eu
As a rule, all journalists accredited to a meeting have free access to press conferences.

The Television and Radio Broadcasting and Production Centre is located within the Press Centre area. The national television broadcaster – Telewizja Polska SA (TVP S.A.) and the national radio broadcaster – Polskie Radio SA (PR S.A.), guarantee coordination of the Centre's operations.

Telewizja Polska S.A. and Polskie Radio S.A.

TVP S.A is the main television broadcaster during central meetings, and Polskie Radio S.A. (PR S.A.) is the main radio broadcaster.

TVP S.A. will provide live broadcasts of major events of the meetings, including delegations' arrival, short statements before entry to the meetings, tour-the-table, press conferences, official family photo of the ministers and other open parts of the meetings. TVP S.A. will provide free of charge pool signal in the Television and Radio Broadcasting and Production Centre, including the radio and television booths.

Delivery to the Press Centre of own recording equipment with the required cabling and connectors and other materials (e.g. video cassettes) is the sole responsibility of media representatives.

Official photos from meetings can be downloaded free of

charge from the website: www.pl2011.eu
There is no photo editing facility in the Press Centre.

Fax machine is located in the Accreditation Centre in the tent and in the Television and Radio Broadcasting and Production Centre. The use of domestic and international connections for journalists is free of charge.

Photocopiers

Photocopiers are available in the media work area.

CCTV Internal Television, via monitors located in the Press Centre area, will broadcast the materials provided by the official Host Broadcaster of Polish Presidency. The broadcast material will include live transmission and pre-recorded coverage of meeting events, as well as information about the agenda, planned press conferences etc. Announcements for journalists, e.g. concerning the pool system, will be also displayed on CCTV screens.

Poznań

The Press Centre is located on the premises of the Poznań International Fair in the so-called four-pack – pavilions 7, 7a, 8, 8a (ul. Głogowska 14). The Press Centre is composed of: the press conference room, the national briefing room, a work area for the media, radio and television booths and Television and Radio



Broadcasting and Production Centre. All conferences, press meetings and interviews take place within the conference compound.

The Accreditation Point is located in pavilion 14b (ul. Głogowska 14). The name tags will be provided exclusively to journalists accredited at the website www.accreditation.pl2011.eu upon presentation of an identity document.

The work area for the media is located in a tent in the Poznań International Fair area in pavilion 8A. Each work stand for journalists is equipped with 230 V power sockets and access to LAN Internet network. Ten-odd work stands are provided with computer sets. The work stands are available on „first come, first served” basis. Access to wireless Internet (Wi-Fi) is provided in the entire area of the Press Centre. Per each two work stands for press journalists there is one telephone line supporting both domestic and international phone calls. Phone calls for journalists are free of charge. Costs of phone calls are borne by the Ministry of Foreign Affairs.

Access to ISDN line within the Press Centre is provided in two spots:

1. in the Press Centre located in the Tent.
2. in the Television and Radio Broadcasting and Production Centre – in the Radio editing booths.

The lines are made available in order of reservations (the Radio editing stands) or in order of arrival (Media Work Area). All ISDN lines in the Press Centre provided for the time of centrally organised meetings during Polish Presidency, require standard Euro-ISDN network adapters. The use of ISDN lines in the Press Centre for journalists is free of charge. Costs of those connections are borne by the Ministry of Foreign Affairs.

The conferences and press meetings will be held in a Poznań Fair pavilion. A press conference room was assigned for that purpose. The room has proper illumination and sound system and XLR connectors, as well as podiums for cameras and photojournalists. The press conference will be announced in advance and broadcast in CCTV television and via the website www.pl2011.eu. As a rule, all journalists accredited to a meeting have free access to press conferences.

The Television and Radio Broadcasting and Production Centre is located within the Press Centre area.

The national television broadcaster – Telewizja Polska SA (TVP S.A.) and the national radio broadcaster – Polskie Radio SA (PR S.A.), guarantee coordination of the Centre's operations.

Telewizja Polska S.A. and Polskie Radio S.A.

TVP S.A is the main television broadcaster during central



meetings, and Polskie Radio S.A. (PR S.A.) is the main radio broadcaster.

TVP S.A. will provide live broadcasts of major events of the meetings, including delegations' arrival, short statements before entry to the meetings, tour-the-table, press conferences, official family photo of the ministers and other open parts of the meetings. TVP S.A. will provide free of charge pool signal in the Television and Radio Broadcasting and Production Centre, including the radio and television booths.

Delivery to the Press Centre of own recording equipment with the required cabling and connectors and other materials (e.g. video cassettes) is the sole responsibility of media representatives.

A fragment of a room in pavilion 8a will be arranged for individual television interviews. It can be used by representatives of all media. Due to expected high interest in the use of the studio, journalists will be bound by time limits. Reservations will be made free of charge, on availability basis, via TVP S.A.

Official photos from meetings can be downloaded free of charge from the website: www.pl2011.eu

There is no photo editing facility in the Press Centre.

Fax machine is located in the Accreditation Centre in the tent and in the Television and Radio Broadcasting and Production Centre. The use of domestic and international

connections for journalists is free of charge.

Photocopiers

Photocopiers are available in the media work area and in the accreditation tent.

CCTV Internal Television, via monitors located in the Press Centre area, will broadcast the materials provided by the official Host Broadcaster of Polish Presidency. The broadcast material will include live transmission and pre-recorded coverage of meeting events, as well as information about the agenda, planned press conferences etc. Announcements for journalists, e.g. concerning the pool system, will be also displayed on CCTV screens.

Warsaw

The Information Point for the media is located in the seat of the European Information Centre (ul. Krucza 38/42). The Press Centres will be located in the vicinity of the events held, e.g. on the inauguration day – near the Great Theatre (Teatr Wielki - Plac Teatralny 1), during the Eastern Partnership Summit – in the Ujazdowski Castle (Zamek Ujazdowski), during the meeting of the Ministers of Foreign Affairs on north Africa – near the Copernicus Science Centre (Centrum Nauki Kopernik - Wybrzeże Kościuszkowskie 20), during the European Development Days – in the neighbourhood of the event. As a standard



the Press Centre is composed of: the press conference room, the national briefing room, a work area for the media, radio and television booths, television interviews rooms and Television and Radio Broadcasting and Production Centre. The Centres will be also provided with a technical assistance point and a medical point.

Accreditations can be collected in the European Information Centre (ul. Krucza 38/42) or in a set up Press Centre immediately before an event (detailed information will be provided to the media on ongoing basis). The name tags will be provided exclusively to journalists accredited at the website www.accreditation.pl2011.eu upon presentation of an identity document.

Telewizja Polska S.A. and Polskie Radio S.A.

TVP S.A is the main television broadcaster during central meetings, and Polskie Radio S.A. (PR S.A.) is the main radio broadcaster.

TVP S.A. will provide live broadcasts of major events of the meetings, including delegations' arrival, short statements before entry to the meetings, tour-the-table, press conferences, official family photo of the ministers and other open parts of the meetings. TVP S.A. will provide free of charge pool signal in the Television and Radio Broadcasting and Production Centre, including the radio and television booths.

Delivery to the Press Centre of own recording equipment with the required cabling and connectors and other

materials (e.g. video cassettes) is the sole responsibility of media representatives.

Official photos from meetings can be downloaded free of charge from the website: www.pl2011.eu
There is no photo editing facility in the Press Centres.

Parking

Access to security zones is prohibited to taxi cabs and private vehicles.
OB Vans can be parked at an assigned parking lot of the Press Centre (detailed dates and times will be provided each time before concerned meetings).



Safety And Security

Media representatives taking part in the central meetings of Polish Presidency, must always carry the name tag collected from the accreditation point and generated from the accreditation system available at the website <https://accreditation.pl2011.eu> and an identity document with a photograph.

The name tag authorises a journalist to free access to the Press Centre and to participation, in company of the security or organiser's staff, in the performance of media support of the event.

Media representatives must be aware that the security staff is authorised to check the equipment they carry in, e.g. the movie camera, the still camera or handbag. Due to the necessity to apply lengthy security procedure, it is recommended that media representatives arrive at the event location adequately early.

Audiovisual Materials

Host Broadcaster

Telewizja Polska S.A and Polskie Radio S.A. are jointly the Host Broadcaster (HB) of Polish Presidency. As a part of the agreement concluded between the Ministry of Foreign Affairs and the Host Broadcaster, the latter will capture, produce and make available to other radio, television broadcasters and Internet operators, the audio and video signal covering the key events of Polish Presidency of the European Union Council, under the condition that it is not redistributed. The audio and video signal will be produced according to standards of previous Presidencies, and in this regard TVP S.A. will cooperate with the European Broadcasting Union (EBU). Moreover HB will provide production and technical assistance to all interested entities.

All materials produced by HB will be also available for the media via the official Presidency website www.pl2011.eu and in radio and television booths located in the Press Centre.



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Photographic service

The service will contain photo coverage of high level meetings and cultural events taking place in Poland. Photos will be posted at the official Presidency website and can be used free of charge provided the source is always credited.

Website www.pl2011.eu

At the address www.pl2011.eu there is the official website of Polish Presidency of the European Union Council.

At the website one can check the timeline of events, read the rules of participation in the events related to the Presidency, learn more about the places where events take place. The website will also contain information about the cultural programme, and a section for the media that enables downloading of audiovisual materials and photos from official meetings.

Additionally one can find publications and brochures about Poland and the guide „Who is who in Polish Presidency”. The website is available in four language versions: Polish, English, French and German.

Spokespersons of the Presidency

The spokespersons of the Presidency, the so-called Presidency Press Corps, will be more than happy to answer any question related to the Presidency of the EU Council. The chief Presidency Spokesperson is Konrad Niklewicz – a deputy director in the Government Information Centre.



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Medical care

Medical aid is available for all meeting participants. Detailed information will be available in the Press Centres.

Catering

Catering will be provided free of charge to media representatives in the media work area.

Parking

Access to security zones is prohibited to taxi cabs and private vehicles.

OB Vans can be parked at an assigned parking lot of the Press Centre and only according to the schedule specified by the Organiser. Outside the scheduled times and dates there is no entry to the area (detailed dates and times will be provided each time before concerned meetings).



Useful links

Accommodation

The accommodation lists for Presidency cities (Sopot, Wrocław, Kraków, Poznań, Warsaw) are available at the website of the Polish Tourism Organisation

<http://www.polska.travel/pl>

How to get there

Airports:

Sopot (Gdańsk)

www.airport.gdansk.pl

Wrocław

<http://www.airport.wroclaw.pl/>

Kraków

<http://www.krakowairport.pl/pl>

Poznań

<http://www.airport-poznan.com.pl/pl/>

Warszawa

<http://www.lotnisko-chopina.pl/pl/pasazer>

Rail:

POLSKIE KOLEJE PAŃSTWOWE

<http://www.pkp.pl/>

Municipal transport:

Sopot (Gdańsk)

<http://www.ztm.gda.pl/>

Wrocław

http://www.wroclaw.pl/rozkłady_jazdy.dhtml

Kraków

<http://www.mpk.krakow.pl/>

Poznań

<http://www.mpk.poznan.pl/>

Warszawa

<http://www.ztm.waw.pl/>