

Media guide

**Official visit to Luxembourg by the Secretary of State of the United States of America,
Mrs Condoleezza Rice
and Ministerial Meeting EU-USA**

9-10.02.2005

A. Media programme

Wednesday 9 February 2005

**Official visit to Luxembourg by the Secretary of State of the United States of America,
Mrs Condoleezza Rice**

- 6.45 pm **Luxembourg Airport** (outside)
Welcome of the American Secretary of State by Mr Nicolas Schmit,
Minister Delegate for Foreign Affairs and Immigration
- Pools A + B: visual media only
- 8.10 pm **Senningen Castle** (outside)
Welcome of H.E. Condoleezza Rice, Secretary of State by
H.E. Mr Jean-Claude Juncker, Prime minister and President of the
European Council
- Pool B: visual media only
- 8.30 pm **Senningen Castle**
Dinner hosted by H.E. Mr Jean-Claude Juncker
- No media

Thursday 10 February 2005

**Official visit to Luxembourg by the Secretary of State of the United States of America,
Mrs Condoleezza Rice**

- 9.15 am **Senningen Castle** (outside)
Welcome by H.E. Mr Jean Asselborn, Deputy Prime minister,
Minister for Foreign Affaires and Immigration, President of the
Council of the European Union
- Pool C: visual media only
- Followed by a working meeting
Restrictive pool (Presidency photographer and the host broadcaster)



Ministerial Meeting EU-USA

- 10 am **Senningen Castle** (outside)
Conference Center
- Walk from the castle to the Conference Center
Pool D: visual media only
- 10.05 am **Conference Center Senningen** (inside)
Meeting room
- Working session
Tour de table
Pool E: visual media only
- Followed by a working luncheon
No media
- 12.20 pm **Kiem Conference Centre (outside)**
Ministers' entrance
- Arrival of the American Secretary of State and the
current President of the Council of the European Union
Pool F: visual media only
- 12.25 pm **Kiem Conference Centre**
Press briefing room of the Presidency
- Joint press conference**
(Jean Asselborn, Condoleezza Rice, Javier Solana,
Benita Ferrero-Waldner)
- In the presence of all the accredited journalists
Pool G: visual media only
- 1.00 pm **Kiem Conference Centre (outside)**
Ministers' entrance
- Departure of the American Secretary of State and the
current President of the Council of the European Union
Pool F: visual media only (same pool as the one at 12.20
am)
- 2.50 pm **Luxembourg airport** (outside)
- Farewell by H.E. Mr Jean Asselborn, Deputy Prime Minister,
Minister for Foreign Affairs and Immigration, President of the
Council of the European Union
Pool H: visual media only

Official transport for the visual media from the Kiem Conference Centre

Members of the visual media have access to Luxembourg airport and Senningen Castle only if they travel on the official bus, organized by the Luxembourg Presidency. Departure is always from the Kiem Conference Centre. The schedule is as follows:

Wednesday 9 February 2005

| | | |
|---------|------------|---|
| 5.45 pm | Pool A + B | Transport from the Kiem Conference Centre to Luxembourg airport |
| 6.50 pm | Pool A | Return from Luxembourg airport to the Kiem Conference Centre |
| 6.50 pm | Pool B | Transport from the airport to Senningen Castle |
| 8.20 pm | Pool B | Return from Senningen Castle to the Kiem Conference Centre |

Thursday 10 February 2005

| | | |
|----------|----------------------------|---|
| 8.15 am | Pool C Pool D Pool E | Transport from the Kiem Conference Centre to Senningen Castle |
| 9.20 am | Pool C | Return from Senningen Castle to the Kiem Conference Centre |
| 10.10 am | Pool D + E | Return from Senningen Castle to the Kiem Conference Centre |
| 2 pm | Pool H | Transport from the Kiem Conference Centre to Luxembourg airport |
| 3 pm | Pool H | Return from Luxembourg airport to the Kiem Conference Centre |

Media pools

Application for the pools A and B:

Wednesday 9 February 2005: 4 - 5.15 pm at the "info-média" desk of the CCKiem

Application for all the other pools:

Wednesday 9 February 2005: 9-10 pm at the "info-média" desk of the CCKiem

Thursday 10 February 2005: 7.30 am – 8 am at the "info-média" desk of the CCKiem

Pools C, D and E:

Visual media representatives can cover only one of these pools

Pools G and F:

Visual media representatives can cover only one of these pools

Considering the number of applications for coverage by the media, pool systems may be operating. Photographers and cameramen wishing to participate in the different pools, have to apply at the "info-média" desk of the press centre. The Presidency will set up the pools after receiving all the applications. A staff member of the Presidency will accompany the visual press to all events it wants to cover. Individual access is not permitted.

B. Kiem Conference Centre

1. The press centre

It is located on the Kirchberg, in the north-east of Luxembourg City, and can hold 1,700 persons. The press centre is situated in the halls 3 and 4 of the Kiem Conference Centre. It offers 400 working spaces, one press conference room with cabins for translators, 30 briefing rooms, 50 posts with cutting/recording/taping tools and five stand-up positions. Catering is available in the new press lounge, a convivial space exclusively reserved for journalists. In December 2004, the Kiem Conference Centre was awarded the Luxembourg Architecture Price 2004 of the Fondation de l'architecture et de l'ingénierie.

Opening hours of the press centre:

Wednesday 9 February 2005: from 4 pm to 10 pm
Thursday 10 February 2005: from 7.30 am to 6 pm

2. Access to the site

Address:

Centre de conférence Kiem
5, rue Carlo Hemmer
L-1734 Luxembourg

Please note that the media entrance is located at the Circuit de la Foire internationale.

By car

- from the Grande-Duchesse Charlotte bridge:

Avenue J. F. Kennedy – Kirchberg roundabout – Circuit de la Foire internationale – rue Carlo Hemmer

- from the A1 motorway

Exit "Kirchberg/FIL" – Kirchberg roundabout – Circuit de la Foire internationale – rue Carlo Hemmer

By bus

The Presidency organizes a shuttle service for media representatives. These busses stop at the central station, the city centre, the airport and the press centre.

3. Parking

Please note that it is not possible to park your car in front of the Kiem Conference Centre. The press is therefore asked to use the car park under the shopping centre (Auchan), situated very close to the Kiem Conference Centre. Parking spaces are reserved at level -3 for the press.

The car park is accessible via the Avenue J. F. Kennedy. When you enter the parking, please take an entrance ticket at the barrier and keep it. It can be exchanged for a validated ticket at the "info-média" desk of the Kiem Conference Centre, so that the parking will be free of charge for the press.

4. Accreditation

Media accreditation is compulsory for this meeting. Access will only be granted to media representatives who are duly accredited. No last-minute accreditation will be possible !

Accreditation desk (only for the withdrawal of the badges)

You will find the accreditation desk in hall 3, at the media entrance of the Kiem Conference Centre. You have access to the accreditation desk via the Circuit de la Foire internationale.

Withdrawal of the badges

Accreditation badges (yellow) must be collected **personally** at the accreditation desk. They are not transferable.

The identification badge will only be issued on presentation of:

- a valid passport or national identity card with a photograph,
- a valid press card or an ORIGINAL letter from the newspaper's editorial office signed by the editor-in-chief, stating the professional status of those persons who do not have a press card.

Accreditation badges must be worn visibly throughout the meeting.

The accreditation desk must be notified immediately of any loss of a badge.

Tel: (+352) 4302-81517

Fax: (+352) 4302-83087

E-mail: accreditation@eu2005.lu

Opening hours of the accreditation desk

Wednesday 9 February 2005: from 4 pm to 5.15 pm

Thursday 10 February 2005 : from 7.30 am to 12 pm

5. "Info-média" desk

Please feel free to contact the "info-média" desk in the working room of the press centre for any further information.

Tel: (+352) 4302-81327

Fax: (+352) 4302-83082

E-mail: media@eu2005.lu

6. The working room

The working room offers 400 working spaces with free Internet access, PCs, printers, telephones (with connection to analogical and digital modem) and photocopiers.

The wireless lan is another service provided by the Presidency.

Phone instructions

- Incoming calls:

To reach a number connected at the Kiem Conference Centre from outside, please dial the number (+352) 4302- followed by the telephone extension (5-figure number) of your correspondent.

- Outgoing calls:

To reach an outside line from the working room, please dial 9.

- Internal calls:

For an internal number, dial only the five-digit extension of your correspondent.

7. Briefing rooms

Each delegation has an individual briefing room at the Kiem Conference Centre.

Contact:

"Info-média" desk

Tel: (+352) 4302-81327

Fax: (+352) 4302-83082

E-mail: media@eu2005.lu

8. TV and radio

Broadcasting Centre Europe (BCE) is the host broadcaster of the Luxembourg Presidency of the Council of the European Union and provides technical services for TV and radio, production and distribution of pool signals.

In collaboration with the Eurovision, the host broadcaster provides multi- and -unilateral transmissions.

Eurovision is responsible for the reservations of editing rooms, stand up positions and the feed.

Television/Radio editing rooms are situated in the halls 3 and 4 of the press centre. They are equipped with an analogue telephone line, ISDN line, television sets and are able to receive the television signal of the host broadcaster.

You will also find injection points for the Eurovision, SNG connections, 2 equipped stand up positions as well as 2 editing rooms with editors.

Parking media transmission vehicles and editing vehicles (SNG)

Media transmission vehicles (SNG) may park in front of the media entrance at the Conference Centre, on the side of the Circuit de la Foire internationale.

Contact persons:

EUROVISION – booking

Television: Rosa Moreno
Tel.: (+41) 22 717 28 40
GSM: (+41) 79 213 4885
E-mail: moreno@eurovision.net

Radio: Julia Loncier
Tel.: (+41) 22 717 2607
GSM: (+41) 79 230 1508
E-mail: loncier@ebu.ch

Host broadcaster of the Presidency

BCE – technical disposition for TV and radio / parking spaces for SNG and editing vehicles

Nico Rathes

Tel.: (+352) 2480 70 16
GSM: (+352) 021 193 887
GSM: (+352) 021 148 100
E-mail: nico_raths@bce.lu

9. Photo service

The Presidency provides photo coverage. Photos can be downloaded from the website of the Luxembourg Presidency of the Council of the European Union:

<http://www.eu2005.lu/en/actualites/photos/index.html>

C. Services

1. Catering

The press centre offers catering facilities. The Presidency is pleased to offer the catering to the media representatives.

Refreshments

Refreshments (coffee, tea, drinks...) are served continuously at the press bar (opening hours of the Press Center).

Lunch

The restaurant in the press centre (hall 3) features a buffet lunch.

Opening hours of the restaurant:

Thursday 10 February 2005: from 12.30 pm to 3 pm

2. Lockers

Left-luggage lockers are to be found in the press centre (hall 3).

3. Lost property

Lost property may be retrieved from the "info-média" desk located in the working room of the press centre.

D. Practical Information

1. Safety

Ambulance Tel: 112
Emergencies (Police) Tel: 113
Security service on site Tel: (+352) 4302-81340

2. Useful telephone numbers of the Kiem Conference Centre

“Info-média” desk

Tel: (+352) 4302-81327
Fax: (+352) 4302-83082
E-mail: media@eu2005.lu

Accreditation desk

Tel: (+352) 4302-81517
Fax: (+352) 4302-83087
E-mail: accreditation@eu2005.lu

IT Help Desk

Tel: (+352) 24 74 99 99

3. Telephone communications

Information

Online phone directory of Luxembourg <http://www.editus.lu>
National phone numbers Tel: (+352) 118 17
International phone numbers Tel: (+352) 118 16

International phone calls

In order to call Luxembourg from abroad, please dial +352 followed by the phone or fax number of your correspondent.

For an international call from Luxembourg, please dial 00 followed by the country code and the phone number of your correspondent.

| | |
|----------------|-----|
| Austria | 43 |
| Belgium | 32 |
| Bulgaria | 359 |
| Croatia | 357 |
| Cyprus | 385 |
| Czech Republic | 420 |
| Denmark | 45 |
| Estonia | 372 |
| Finland | 358 |
| France | 33 |
| Germany | 49 |
| Greece | 30 |
| Hungary | 36 |
| Ireland | 35 |
| Italy | 39 |
| Latvia | 371 |

| | |
|------------------|-----|
| Lithuania | 370 |
| Malta | 356 |
| Netherlands, the | 31 |
| Poland | 48 |
| Portugal | 351 |
| Romania | 40 |
| United Kingdom | 44 |
| Slovakia | 421 |
| Slovenia | 386 |
| Spain | 34 |
| Sweden | 46 |
| Turkey | 90 |

4. Tourism and hotel reservation

Luxembourg National Tourist Office (NTO)

Tel: (+352) 48 11 99

E-mail: info@ont.lu

<http://www.ont.lu>

Luxembourg City Tourist Office (LCTO)

Tel: (+352) 22 28 09

E-mail: touristinfo@luxembourg-city.lu

<http://www.lcto.lu>

5. Transport

Luxembourg national railways (CFL)

Tel: (+352) 49 90 49 90 (information and reservation)

Fax: (+352) 49 35 32

E-mail: info@cfl.lu

<http://www.cfl.lu>

Airport – Luxembourg-Findel

Tel: (+352) 2456 50 50 (information)

<http://www.luxair.lu>

Municipal bus service

Tel: (+352) 47 96 29 75

<http://www.autobus.lu>

Breakdown service

Automobile Club du Grand-Duché de Luxembourg

Tel (breakdown service): (+352) 26 000

Tel (other services): (+352) 45 00 45-1

Fax: (+352) 45 04 55

<http://www.acl.lu>

Taxis

Contact the Presidency staff at the “info-média” desk to ask for a taxi.

6. Other useful contacts

Information and Press Service of the Government

33, boulevard Roosevelt
L-2450 Luxembourg

Tel: (+352) 478-2181
Fax: (+352) 47 02 85
E-mail: info@sip.etat.lu
<http://www.gouvernement.lu>
<http://www.ue2005.lu>

Ministry for Foreign Affairs and Immigration

5, rue Notre-Dame
L-2240 Luxembourg
Tel: (+352) 478 24 49
Fax: (+352) 22 32 85
E-mail: officielle.boite@mae.etat.lu
<http://www.mae.lu>

E. Guided tours

Notice for the media wishing to realize a portrayal of the Grand Duchy of Luxembourg

Television crews, cameramen, journalists and photographers, already accredited by the Press and Information Service of the Government, may contact the National Tourist Office (NTO) in order to obtain information for a portrayal of the Grand Duchy of Luxembourg within the framework of the Luxembourg Presidency of the European Union.

Upon request, the NTO, in cooperation with the Luxembourg City Tourist Office and local tourist boards, will provide – free of charge – guided tours meeting with their specific needs. The departure point, time and duration of the guided tour will be determined according to the availability of the media representatives.

For technical reasons, contacting the press service of the NTO several days before arriving in Luxembourg is recommended. As far as possible, an escort may be provided at the last minute.

Furthermore, the NTO will provide the media with photos on CD representing sights of the Grand Duchy of Luxembourg and Luxembourg City. Upon request, television crews will be able to obtain from the NTO a Betacam version of a film of the Grand Duchy of Luxembourg, free of copyright. Please note that a selection of press releases on recent news in the tourist department of the Grand Duchy is listed in the section “Presse professionnelle” of the Internet site www.visitluxembourg.lu (www.ont/presse.lu).

The NTO press service as well as its reception centre at the railway station (open seven days a week, tel: (352) 48 11 99, fax: (352) 42 82 82 30) and the “Luxembourg Presidency” desk at the airport (open seven days a week) are available to the media for all additional information.

NTO contact points:

Jean-Claude Conter, in charge of the National Tourist Office Press Service
Tel: (+352) 42 82 82 25
E-mail: jeanclaudio.conter@ont.lu

Pit Gelz, National Tourist Office Press Service
Tel: (+352) 42 82 82 33
E-mail: pit.gelz@ont.lu
Fax: (+352) 42 82 82 38