

Media Guide

Informal Meeting of Ministers for Sports (29 April 2005)

A. Media Programme

9 am - 9.30 am	Arrival of ministers Visual media : Coverage of the arrival outside the building
9.30 am	First working session Visual media : <i>tour de table</i> at the beginning of the working session
10.45 am	Family photo In the presence of the visual media
11.15 am - 12.15 pm	Second working session
12.15 pm	Press conference of the Presidency (in the presence of Jeannot Krecké, the Luxembourg Minister for Sports, and Ján Figel', European Commissioner for Education, Training, Culture and Multilingualism) Languages : FR, UK and DE In the presence of all the media

B. Kiem Conference Centre

1. The press centre

This ministerial meeting takes place at the Kiem Conference 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:

Friday 29 April 2005: from 8 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.

Accreditation desk

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

Friday 29 April 2005: from 8 am to 12.15 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

Television/radio editing rooms are situated in the halls 3 and 4 of the press centre of the Kiem Conference Centre. They are equipped with an analogue telephone line, ISDN line and a television set.

Please reserve an editing room at the "info-média" desk.

Tel: (+352) 4302-81327

Fax: (+352) 4302-83082

E-mail: media@eu2005.lu

The Broadcasting Center Europe (BCE) will provide support for sending your images.

Contact:

Nico Rath

Tel: (+352) 2480-7016

Mobile: (+352) 021-193.887

Mobile: (+352) 021-148.100

E-mail: nico_raths@bce.lu

Address:

45, boulevard Pierre Frieden

L-1543 Luxembourg

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.

Lunch

Opening hours of the restaurant:

Friday 29 April 2005: from 12.30 pm to 2.30 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>

F. 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: jeanclaude.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