



**COUNCIL OF
THE EUROPEAN UNION**

Brussels, 28 January 2005

PRESS INFORMATION

Subject : **EU-US Leaders' meeting**
 - Brussels, Tuesday 22 February 2005

A meeting of the Heads of State/Government of the European Union with the President of the United States will be held on Tuesday, 22 February 2005 at the Council's Justus Lipsius building, 175 rue de la Loi, Brussels.

The Press Centre, specially equipped with the usual facilities for the press and audiovisual media, will also be in the Justus Lipsius building.

Media representatives will find hereafter some technical information on the facilities available; for any additional information, please contact the Press Office at the General Secretariat of the Council:

tel.: +32-2-285 5385
 +32-2-285 7459
 +32-2-285 6231
fax: +32-2-285 8026/8541
e-mail: press.office@consilium.eu.int

**Please note, no request for accreditation will be accepted
after 15th February 2005 !!!**

ACCREDITATION

Access to the Press Centre will be granted only to accredited media representatives. Those journalists will be issued with a special badge for this event and should also carry an identification document.

The on-line accreditation form and instructions are on the website <http://ue.eu.int/eucouncil/lu/accreditation>.

Information communicated by you on the site of the General Secretariat of the Council of the EU for accreditation may be forwarded to one or more national security authorities for security checking purposes. Use of the on-line accreditation form implies acceptance of these conditions, as indicated on the on-line registration page.

While on General Secretariat premises, you must wear your identification badge for this event visibly at all times. Anyone found not wearing this special badge will be asked to leave.

At any time while on General Secretariat premises, you may be asked by a member of the security staff to prove again your identity by producing an official document, even if you are wearing your identification badge for this event.

Moreover, additional controls may be carried out at the request of the security office.

Media accreditation procedure

Please note the following instructions before applying to register on line:

- (1) *If you were registered for the previous European Council meetings in Brussels in 2004:* ⇐ [Update Form](#)
To simplify the formalities, please use the [Update Form](#) button at the bottom of the accreditation site and then your password. If you have no password, proceed as for a first registration.
- (2) *If this is your first registration:* ⇐ [Accreditation Form](#)
Before starting, you will require:
 - a recent ID-size photograph in JPEG (.jpg) format. **Any submission without such a photograph will be rejected;**
 - Your passport or ID card and press card serial numbers.

All identification documents submitted via the on-line accreditation form **must** be valid on the day of the meeting.

Complete the [on-line accreditation form](#) and submit it by
20.00 on Tuesday 15 February 2005 – DEADLINE FOR APPLICATIONS
(faxes will not be accepted).

ATTENTION:

Please note that there will be no last-minute accreditation procedure !!!

**Requests for accreditation received after the 15.02.2005
will not be accepted !!!**

Please be **very** careful in entering your details. Even simple errors (e.g. first name and family name reversed) may result in a failed security check and hence a refusal, for technical reasons, to issue an identification badge for the summit.

In the event of technical problems, please contact webmaster.conseil@consilium.eu.int

For both types of on-line accreditation, once your application has been registered, you will receive a message on your screen, confirming the RECEIPT of your form. The Security Office will also inform you in due course whether your application is accepted.

COLLECTION

Further information will be given at a later date.

When you collect your identification badge, you must present **both**:

- your identity document, and
- your press card or a recent **ORIGINAL** letter (faxes will not be accepted) from the editor of the media organisation, signed by the editor-in-chief, specifying your professional status (for those who do not have a press card).

Unless you have both documents, no accreditation badge will be issued.

Collection of groups of badges (press agencies, television stations, etc.)

When collecting groups of badges for a media organisation (**as from Monday 21 January**), you must present an **ORIGINAL** letter (faxes will not be accepted) indicating that the bearer is authorised by his/her media organisation to collect those badges (see Annex). **Deadline** for applications by fax to collect a group of badges: **20.00 on Tuesday 15 February 2004.**

Note:

When applying to collect groups of badges, please make sure that all the persons on the list have been correctly registered on the Council website. Otherwise, it will not be possible to use the procedure for collecting groups of badges.

PRESS CENTRE

In addition to the usual press rooms, a Press Centre will be installed on other floors of the Justus Lipsius Building. Please note that smoking is not permitted in these rooms.

For security reasons the Press Centre must close on **Monday 21 February** in the evening. It will open at **07.30 on Tuesday 22 February 2005**.

MEDIA FACILITIES

Work rooms: about 1 440 workstations, on levels 00, 01 and 02 and also levels 20 and 35 in the briefing rooms; all will be equipped with a telephone, with a connection for analogue and digital modems, and a power socket.

On level 00 and 02 it will be possible to connect PCs to the Internet using a wireless connection (IEEE 802.11b).

It should be noted that **no PCs will be installed** and that workstations in rooms A, B and C (level 00) are only equipped with analogue modem connection (RJ11) and power sockets.

Facilities for TV stations:

- TV/radio editing rooms with telephones and ISDN connections, equipped for reception of the host broadcaster's TV signal.
- For services provided by the EBU (distribution of signals, multilateral or unilateral transmission and reservation of editing rooms), please also see the information distributed to TV stations by the EBU.

contact: Ms Pita CROÏ, Eurovision News Producer

tel.: + 41-(0)22 717 2840

fax: + 41-(0)22 747 4840

mobile: + 41-(0)79 250 4745

e-mail: bookings@eurovision.net

Facilities for radio stations:

- Each radio booth is equipped with a telephone (analogue connection) and an ISDN connection. The EBU radio department will be responsible for the distribution of signals.
- Additional ISDN connections must be booked directly from the EBU radio department:
Ms Julia LONICER, Radio News Coordinator
tel.: + 41- (0)22 717 2607
fax: + 41- (0)22 747 4607
mobile: + 41- (0)79 230 1508
e-mail: lonicer@ebu.ch

Press agency rooms:

Levels 01 and 02 of the Press Centre

Reservations are essential and should be made with the Press Office:

tel.: + 32 2 285 6231

fax: + 32 2 285 8541

e-mail: press.office@consilium.eu.int

Each desk is equipped with a telephone (analogue line) and an ISDN connection. For extra and temporary ISDN connections, please contact Belgacom, Ms Serlippens (tel. 32 2 202 2096).

The briefing rooms for use by **delegations from Member States** will be on levels 35, 20 (conference wing), 10 and 01 (Press Centre).

A restaurant and bars will be available to the press (levels 00, 01 and 02).

Closed-circuit television carrying host broadcaster pictures and messages will be in operation throughout the Press Centre.

UNLOADING OF TECHNICAL EQUIPMENT

Access to the Council building to unload and remove technical equipment is by the Etterbeek entrance, 70 chaussée d'Etterbeek, with a daily badge or a special badge foreseen for this event.

Unloading and installation of technical equipment must take place **between 07.00 and 18.00 on Monday 21 February**. Please note that the Press Centre and the radio/TV cabins on level 35 will close at 20.00 for security reasons.

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.

The equipment must be **removed between 08.00 and 18.00 on Wednesday 23 February**.

Please contact **Ms Martinez-Almeida** (GSM: 0475-753.408)(**by 16.00 on 15 February**) to let her know for both Monday 21 **and** Wednesday 23 February:

- the name of the organisation responsible for the material / the name of media teams using that material ;
- the names of those coming ;
- the registration number and the dimensions of the vehicle unloading/picking up the equipment;
- the time you intend to arrive.

e-mail: presse.dechargement@consilium.eu.int

This information is essential so that the individual daily badges can be made available at the Etterbeek entrance on your arrival and in order to prevent long waits .

PHOTO/TV COVERAGE

Programme details for the events to be covered will be provided later.

PARKING FOR PRESS VEHICLES/BOOKING OF STAND-UP POSITIONS

Advance booking is essential for a limited number at the latest by **15 February 2005** with **Ms Goldsmith**:

tel.: 32 2 285 8969

fax: 32 2 285 8541

e-mail: valerie.goldsmith@consilium.eu.int

For the SNG and technical vehicles, **please state**:

- registration number
- size/type of vehicle
- mobile phone contact number.

Electricity supply: 220V/32A per vehicle.

HOTEL RESERVATIONS

Accommodation is the responsibility of the journalists. Those not represented in Brussels may contact:

- Office de Tourisme de Bruxelles
tel.: + 32 2 513 8940
fax: + 32 2 513 8320.

We advise you to make hotel bookings as soon as possible, since other events will be taking place in Brussels during the same period.

STANDARD LETTER

REQUEST FOR COLLECTION OF A GROUP OF BADGES

Application deadline: 20.00 on Tuesday 15 February 2005

- Name of media organisation:
- Address:
- Postcode:
- Town/city:
- Country:
- Tel.:
- Fax:
- e-mail:

Place, day, month, year

To the Security Office at the General Secretariat of the Council

Fax: 02 285 7876

**Subject: EU-US Leaders' meeting,
Brussels, Tuesday 22 February 2005**
– Request for collection of a group of badges

Please find below the names of the applicants for accreditation for whom Mr/Ms (name and position) is authorised to collect badges as from Monday 21 February 2005:

..... (surname, forename and job: journalist/cameraman/other – please specify)
.....

Signature

Editor-in-chief

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