



COUNCIL OF  
THE EUROPEAN UNION

Brussels, 11 February 2005

GENERAL SECRETARIAT

**EU-US LEADERS' MEETING**  
**BRUSSELS, 22 FEBRUARY 2005**

**ADDITIONAL INFORMATION**

**DISTRIBUTION OF ACCREDITATION BADGES**

Accreditation badges may be collected by the persons concerned:

- Monday 21 February 2005 (09.00-21.00)
- Tuesday 22 February 2005 (09.00-20.00)

at the Residence Palace, International Press Centre, rue de la Loi, 155, 1040 Brussels

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

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

**Unless you have both of these documents, the accreditation badge cannot be issued.**

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

When collecting groups of badges for a media organisation (**from Monday 21 February**), 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 2005.**

## **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 either a daily badge which will be issued on arrival or a special accreditation 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 on Monday 21 February** for security reasons. **The Press Centre must close at 22.00 on Monday 21 February 2005** for the same reason.

**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 the time you intend to arrive on Monday 21 **and** on 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 of the vehicle unloading/picking up the equipment.

e-mail: [presse.dechargement@consilium.eu.int](mailto:presse.dechargement@consilium.eu.int)

## **PHOTO GROUPS / TELEVISION**

The TV signal will be available via EBU. TV broadcasters wishing to make use of this service should contact EBU, Ms Pita CROÏ, +41 (0)79 250 4745, email: [bookings@eurovision.net](mailto:bookings@eurovision.net) .

Regarding arrivals at the VIP entrance, the photo/TV coverage **outdoors** will be free, based on the "first come, first served" principle, whereas **indoor** coverage of the "welcome" will be organised in a group. The press attachés of the Member States and candidate countries will be responsible for attributing the group cards. The cards will be issued by the Council Press Office at a date to be specified later.

A selection of photographs taken by Council and Commission photographers will be published quickly on the Council website ([http://ue.eu.int/photographic\\_library](http://ue.eu.int/photographic_library)) and the Commission website ([http://europa.eu.int/comm/mediatheque/index\\_en.html](http://europa.eu.int/comm/mediatheque/index_en.html)). The photographs, in high definition, will be available free of charge.

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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)  
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Signature

Editor-in-chief

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