



COUNCIL OF
THE EUROPEAN UNION

GENERAL SECRETARIAT

Brussels, 10 June 2005

URGENT REMINDER !!!

ACCREDITATION
FOR THE INTERNATIONAL CONFERENCE ON IRAQ
BRUSSELS, 22 JUNE 2005

Deadline: 20.00 on TUESDAY 14 JUNE 2005 !!!

ATTENTION:

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

**Requests for accreditation received after the 14.06.2005, 20.00,
will not be accepted !!!**

Journalists must fill in the accreditation form and return it to the Council of the European Union (form and instructions are on the website <http://ue.eu.int/International-Conference-Iraq/accreditation>).

In order for your accreditation application to be processed smoothly and speedily, please take care to comply with the accreditation requirements (**do not forget to attach a photograph in digital format**). Accreditation applications will be suspended if they fail to comply with the requirements given on the Council's website.

The Council's Press Office is available for further clarification and help with your accreditation queries at:

press.office@consilium.eu.int

Tel.: +32-2-285.74.59/53.94
+32-2-285.62.31
+32-2-285.89.69

Fax : +32-2-285.80.26
+32-2-285.85.41

Complete the on-line accreditation form and submit it by
20.00 on Tuesday 14 June - APPLICATION DEADLINE
(faxes will not be accepted).

DISTRIBUTION OF ACCREDITATION BADGES

Accreditation badges may be collected:

- ♦ **from Monday 20 to Wednesday 22 June 2005** by the person concerned from:
Residence Palace, International Press Center, rue de la Loi, 155, 1040 Brussels
 - *Monday 20 June 2005 (13.00-18.00)*
 - *Tuesday 21 June 2005 (09.30-13.00 and 14.00-20.00)*
 - *Wednesday 22 June 2005 (07.30-final press conference)*

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

- your identity document, and
- your press card or an **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 of these documents, issue of the accreditation badge will be refused.

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

Deadline for applying by fax (+32-2-285.78.76) to collect groups of badges: **14 June 2005, 20.00**. When collecting groups of badges for a media organisation, 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).

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.

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.

Regarding arrivals at the VIP entrance, the photo/TV coverage **outdoors and indoors** will be free, based on the "first come, first served" principle. The press attachés of the Member States/acceding countries and the members of the "Steering Group" will be responsible for attributing group cards in limited number for the "tour de table". 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 quickly published on the Council website (http://ue.eu.int/photographic_library) and the Commission website (http://europa.eu.int/comm/mediatheque/index_en.html). The photographs, in high definition, will be available free of charge.

UNLOADING OF TECHNICAL EQUIPMENT

Access to the Council building to unload and remove technical equipment is by the Etterbeek entrance, 70 chaussée d'Etterbeek or rue Froissart 112. However, the latter, new entrance, which is much closer to the loading area for booths, may be used only for vehicles up to a maximum height of 2,30 m. **A day badge, issued on the same day, or the badge ‘International Conference on Iraq’** will be required at the entrance on your arrival.

Unloading and installation of technical equipment must be carried out **between 08.00 and 18.00 on Tuesday 21 June for booths located on levels 01 and 02, and between 14.00 and 18.00 for booths located on level 35**. Please note that **the radio/TV cabins on level 35 will close at 19.00** for security reasons.

Please note that **unloading may only take place on 21 June**.

After the equipment has been unloaded, a member of the Security Office will accompany you to the Press Centre if you have used the Etterbeek entrance. A few trolleys will be available. Delivery vehicles must leave the area of the Justus Lipsius building immediately after unloading.

The equipment must be **collected from level 35 on Wednesday 22 June (after the Conference and after the security perimeter has been removed)**. However, **material** may be collected from **levels 01 and 02 on Thursday 23 June between 7.00 and 17.00**.

Please contact **Mr Badacsonyi (by 19 June)** to let him know either in English or French the time you intend to arrive on Tuesday 21 **and** on Thursday 23 June:

- 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;
- the time you intend to arrive;
- the entrance that you wish to use depending on the size of the vehicle (see above)

by e-mail: presse.dechargement@consilium.eu.int- GSM: 0475-75.46.61.

This information is essential in order that the individual badges can be made available at the Etterbeek or Froissart entrance on your arrival (if you do not hold a badge 'International Conference on Iraq') and in order to prevent long waits .

Please note that media organisations covering both the European Council and the International Conference on Iraq may leave material locked in the radio/TV booths from 18 to 21 June **under their own responsibility** (see our Information note of 1.6.05).

STANDARD LETTER

REQUEST FOR COLLECTION OF A GROUP OF BADGES

Application deadline: 20.00 on Tuesday 14 June 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: International Conference on Iraq (22 June 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 20 June 2005:

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

Signature

Editor-in-chief
