

Circular Note No. 4

Logistical modalities for media participation

The Swedish Ministry for Foreign Affairs and the Swedish OSCE Chairpersonship would like to provide the following information on logistical modalities for media participation in the 28th Meeting of the OSCE Ministerial Council taking place in Stockholm on 2–3 December 2021.

1. THE VENUE

The 28th Meeting of the OSCE Ministerial Council will be held at Scandinavian XPO, located right by Arlanda airport. Scandinavian XPO is Sweden's newest meeting destination with over 40 000 square metres of combined meeting space. It includes three exhibition halls, comfortable lounge environments, event areas, press conference rooms and a Media Centre. With its proximity to both Stockholm and Uppsala, Scandinavian XPO is easily accessible.

2. MEDIA FACILITIES

The Media Centre will be located on the premises.

Media Centre opening hours

Wednesday, 1 December: 12.00–22.00

Thursday, 2 December: 07.00–22.00

Friday, 3 December: 07.00– approx. 18.00

The media centre offers services and facilities including:

- Work spaces
- Printers, copiers
- Wi-Fi connection
- Press conference rooms
- Connections for power supply
- Plenary sessions broadcast live on closed- circuit televisions monitors
- Host broadcaster and host photographer
- Catering and lounge area
- Media Information Desk
- Essential IT support

At the Media Information Desk journalists will receive information concerning access to events or bilateral meetings for which pool or other arrangements will apply due to space, security and protocol restrictions.

The entire venue will be a secure area, and access will require an accreditation badge.

3. MEDIA ACCREDITATION

Accreditation for media representatives is mandatory. Please note that there will be no access to the venue or media facilities without a valid badge. Once media accreditation has been granted, badges can be collected at the Media Registration Desk. Accreditation badges are non-transferable.

Media representatives wishing to attend the Ministerial Council are required to register online by **26 November 2021**.

Late accreditation will be subject to internal approval process.

Online media registration is available on:

<https://www.badgeonline.se/Form?accessKey=ewAiAHAAcgBvAGoAZQBjAHQASQBEACIAOgAyADgANgB9AA2&id=427&accID=0>

Password: reg-wrgZwb

For registration, please fill in the requested information and upload a passport photo and a copy of your media credentials.

3.1. Accreditation for media pool

All photographers and camera operators will need to register/apply for a position in media pools for the Ministerial Council.

A separate 'pool card' will be required for participation in a media pool and should be picked up at least 20 minutes before scheduled departure time. Journalists must wear the pool card visibly during the pooled photo opportunity.

All journalists attending a specific pool arrangement must gather on time at the meeting point next to the media information desk, from where the group will be escorted to and from the photo opportunity. Journalists arriving late at the meeting point will forfeit their access to the pool.

Schedule for media pools

Journalists participating in pools are requested to gather at the appointed meeting point no later than 20 minutes before the pool starts.

The schedule for the photo-op pool is as follows:

Thursday, 2 December:

Pool 1

08.20–09.30: *Meet and Greet* – Arrival of Heads of Delegation at Scandinavian XPO and welcome by Chairperson-in-Office Ann Linde

Pool 2

10.00–10.45: *Opening session* before the first plenary session

Pool 3

13.15–13.30: *Family Photo* – group photo

Friday, 3 December:

Pool 4

13.45–14.00 (tentative): *Closing* Plenary Session. The exact time of the Closing Plenary Session will be announced in the Media Centre a few hours before it takes place.

4. ACCOMMODATION

When registering, media representatives will be able to reserve pre-booked rooms at the Quality Hotel Arlanda XPO. Confirmation and payment details for these rooms will be communicated directly with Quality Hotel Arlanda XPO.

Please direct all inquiries regarding your reservation to g.arlanda@choice.se

5. MEDIA COVERAGE OF BILATERAL MEETINGS

Media attendance at bilateral meetings is possible only at a delegation's request.

Delegations are responsible for contacting the corresponding media representatives. Media representatives need to be at the Media Information Desk at least 20 minutes before the bilateral meeting is due to begin to be escorted to the meeting.

6. LIVE STREAM

The open plenary sessions at the Ministerial Council will be available via live stream on the OSCE website at: www.osce.org/live

7. PHOTOS

Official photos will be available at:

<https://www.osce.org/resources/multimedia>

<https://www.flickr.com/photos/osceorg/>

Credits: name of the photographer/organisation

8. VISA REQUIREMENTS

Visa requirements must be met before arrival in Sweden. Delegates requiring an entry visa must submit their request to the relevant authorities at least two weeks before their expected travel date. In general, the relevant authority is the Swedish Embassy or Consulate in their country of residence.

The Swedish Chairpersonship recommends that all participants closely follow updates and information regarding the ongoing pandemic. Entry rules to Sweden may vary over time, which may affect and extend visa processing times.

[Travel to and from Sweden | The Swedish Police Authority](#). The Swedish Chairpersonship therefore kindly asks participants to submit their visa applications in good time.

9. GENERAL INFORMATION

Transport

Public transport options from Stockholm city centre to Arlanda Airport can be found at:

<https://www.arlandaexpress.com/>

<https://www.flygbussarna.se/en/>

For requests of shuttle bus transfer between Arlanda Airport and Scandinavian XPO please contact the Quality Hotel Arlanda XPO via q.arlanda@choice.se

Further information regarding public transportation options within Stockholm can be found at: www.sl.se/en

Taxis in Stockholm

Information about taxi services in Stockholm as well as airport service companies can be found at: www.visitstockholm.com/travel-info/getting-around-stockholm/

Taxi Stockholm	+46 8 15 00 00
Taxi Kurir Stockholm	+46 8 30 00 00
Sverigetaxi	+46 8 85 04 00

Currency

Sweden's official currency is the Swedish krona (SEK). The exchange rate can be found at: https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/eurofxref-graph-sek.en.html. There are automated teller machines (ATM/Bankomat) in the airport arrivals hall and at the meeting venue. They accept many, but not all foreign debit or credit cards.

Opening hours for shops

Shops are generally open between 10.00 and 19.00, but hours may vary. On Sundays most shops are open between 12.00 and 16.00 but, again, hours vary.

Banks and credit cards

Most banks are open from Monday to Friday from 9:00 to 16:00. Almost all banks have ATMs that accept foreign bank cards and are accessible from outside (look for the Bankomat sign). It is best to contact the issuing bank before departure to check whether a bank card is valid in Sweden. Credit cards, such as American Express, MasterCard and Visa are widely accepted in Sweden.

Electricity

In Sweden, power plugs and sockets are of type F. The standard voltage is 230 V and the standard frequency is 50 Hz. Sockets are compatible with most other continental European plugs.

Climate

In December, the daytime temperature in Stockholm is usually around 5°C. It is often overcast and rain and snow are not unusual.

Time

GMT +1

10. CONTACT INFORMATION

Your first point of contact regarding all logistical questions should be the Media Information Desk at the media centre.

OSCE Communication and Media Relations Section

For any questions concerning media opportunities at the Ministerial Council, email:

Press@osce.org

OSCE COMMS Duty Mobile (for urgent and out of office hours requests): Mobile: + 43 676 717 4592

Alexandra TAYLOR, OSCE Chief Media Relations (Acting Head of Communications): Mobile: +43 676 9100 525, Email: Press@osce.org cc: alexandra.taylor@osce.org

Chairpersonship Media Contacts

Tove WENNERGREN, Spokesperson of the Swedish Chairpersonship, Phone +46 73 09 45 801, Email: tove.wennergren@gov.se

Boel LINDBERGH, Press Liaison Officer, Head of the MFA International Press Centre, Swedish MFA, Phone +46 72 735 50 08, Email: boel.lindbergh@gov.se

The emergency and after hours number is: +46 8 405 50 10 (Swedish MFA Press Service – on-call duty) or email ud.pressjour@gov.se

Questions concerning accreditation and logistics should be emailed to the:

Swedish OSCE Chairpersonship Task Force via email: OSCEMC21@gov.se