

CIRCULAR NOTE No. 3 - Media

This is a logistical modalities note for media with regard to the 25th Ministerial Council in Milan from 6 to 7 December 2018.

1. VENUE

The 25th Meeting of the OSCE Ministerial Council will be held in the MiCo (Milano Congressi) Center in Milan (Via Gattamelata), on 6 and 7 December, 2018.

Further Information about the Mi. Co. Center is available online: <http://www.micomilano.it>

2. MEDIA FACILITIES

2.1. Location

The Media Centre will be located on the MiCo. premises.

Entrance: Gate 15

2.1.1. Map



The Media Centre includes the following services and activities for the press:

2.2. Opening Hours of the Media Centre

Wednesday, 5 December 2018: 12:00 until 20:00

Thursday, 6 December 2018: 07:00 until necessary

Friday, 7 December 2018: 07:00 until necessary

- Work spaces
- Printers, copiers
- Wi-Fi connection and some LAN connections
- Press conference rooms
- Connections for power supply
- CCTV screens broadcasting the plenary sessions and announcements for journalists
- Host broadcaster and host photographer
- Rooms for bilateral interviews
- Catering and lounge area
- Media Information Desk at the “MICO -1 Level”

At the Media Information Desk journalists will receive information concerning access to events or bilateral meetings for which pool 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. REGISTRATION AND ACCREDITATION

3.1. Accreditation Policy

Accreditation for media representatives is mandatory.

Important: **Please note that there will be no access to the media facilities without a valid badge.** Badges must be worn visibly at all times. Please note that badges are not transferable.

3.1.1. Media Registration

Online media registration with the Italian MFA Press Service is available on:

<https://osce-2018.org/mi/mediahome.aspx>

Media online registration is available until **Tuesday, 4 December 2018.**

Badges can be picked up at the accreditation desk of the Italian MFA Press Service,
Enterprise Hotel, Corso Sempione 91:

Wednesday, 5 December 2018: 10:00 – 20:00

Thursday, 6 December 2018: 07:00 – 20:00

The accreditation desk is located 850 meters away from the Mi. Co. A shuttle service to transfer journalist from the Enterprise Hotel to the Mi. Co. will be available during the opening times of the Accreditation Center.

Badge pick up will be available at:

MiCo Center only on

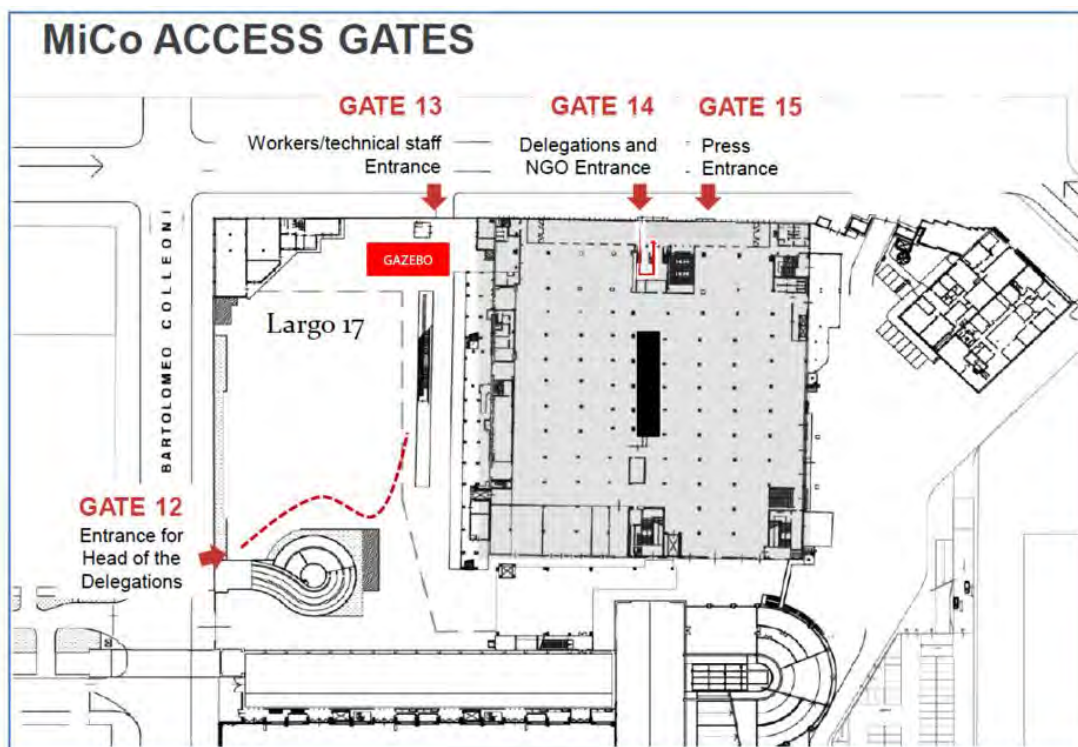
Friday, 7 December 2018 07:00 – until the beginning of the final press conference

Please note that in order to proceed with the online accreditation the following documents are mandatory: **press card or the original letter of confirmation of your media organization, photo and together with an official photo-ID (identity card, passport).**

Media-related questions concerning the OSCE Ministerial Council may be directed to the Press Department of the Italian Foreign Ministry (stampa-oscemilano@esteri.it).

In order to pick up your badge you must present the same valid official photo-ID (identity card, passport) that you have upload on the online registration system.

3.1.2. Location



3.1.3. Accreditation for media pool

Photographers and cameramen are requested to register for participation in any media pool event ahead of the conference.

Pool participation is for photographers and cameramen only! As space is limited, registration may be closed once the space is filled up.

Please note: On-site pool accreditation will not be possible.

Registration for participation in photo-ops is possible until 17:00 on Tuesday, 5 December 2018. Send the following information to: stampa-oscemilano18@esteri.it

- Name
- Media outlet

Photo-op pool 6 December 2018 (“Doorstep” or “Handshake/Opening” or “Family photo” and “Opening”) **or 7 December 2018**

- Profession
- Phone
- Email

Photo-op pools Thursday, 6 December 2018

There will be three different pools

08:40 – 09:50 Photo-op pool **“Doorstep”**

Arrival of Heads of Delegations at the MiCo center

Journalists are requested to gather at the Meeting Point in the Media center at 08:25

09:00 – 10:00 Photo-op pool **“Handshake/Opening”**

Welcome by the Chairperson-in-Office and Plenary Session – Opening – Keynote address

Journalists are requested to gather at the Meeting Point in the Media center at 08:40

12:15 – 13:30 Photo-op pool **“Family photo”**

Group photo

Journalists are requested to gather at the Meeting Point in the Media center at 11:45

Photo-op pools Friday, 7 December 2018

08:45 – 10:00 Photo-op pool “**Doorstep**”

Arrival of Heads of Delegations at the MiCo center

Journalists are requested to gather at the Meeting Point in the Media center at 08:30

Please note that in order to participate in a media pool a separate **Floater Badge** will be necessary; it must be picked up at the Media Information Desk at the “MiCo.” at least 15 minutes before the pool departs. Without the floater badge, participation will not be possible.

Photographers and cameramen accredited for a pool will gather at the “**Meeting Point**” at the coffee point area next to the Media Information Desk and will be guided to the location of the photo-op.

3.1.4. Bilateral MEETINGS with Media attendance

Media attendance at bilateral meetings is possible only on the basis of a delegation’s request.

Delegations are responsible for contacting the corresponding media representatives and also need to make sure they are at the Media Information Desk at the Media Center at least 15 minutes before the bilateral meeting, to be escorted to the meeting.

3.1.5. Parking for SNG trucks

Parking for SNG trucks at the MiCo Center is through Gate 16 (Via Gattamelata) is very limited. Therefore we kindly ask you to register for parking of SNG trucks or in advance.

As space is limited, registration will be closed once the space is filled up.

In order to be able to drive into the MiCo Center a car badge will be needed, which will be handed out for registered trucks at the desk of the Italian MFA Press Service together with the media badge at Hotel Enterprise, Corso Sempione 91, Milano, on:

Wednesday, 5 December 2018: 10:00 – 20:00

Thursday, 6 December 2018: 07:00 – 20:00

Please register your SNG truck or car by sending the following information to stampa-oscemilano18@esteri.it:

- Media outlet

- Name of driver (needs to be registered with the Italian MFA Press Service for the conference)
- Type and colour of the truck
- License plate
- Phone
- Email

The Italian Ministry for Foreign Affairs and International Cooperation does not cover additional equipment, resulting costs or licenses.

3.1.6. Livestream

Livestream of the conference will be available on the OSCE website at: www.osce.org/live.

4. GENERAL INFORMATION

4.1. Transport

I. How to reach MiCo

From the airport

- Linate

Take bus no. 73 in the "national arrivals exit" area all the way to the last stop in piazza San Babila where you can take the red metro line 1 (towards Rho Fiera Milano). For the via Gattamelata entrance: get off at the "Cadorna" stop, exit the metro and go to the railroad station above: take the first train of ferrovie nord departing and get off at the "Domodossola" stop. Leave the station and take Via Poliziano, turn left and continue for 200 metres until the intersection with Via Duilio. Turn right on Via Duilio and continue until the intersection with Via Gattamelata. Take Via Gattamelata until gate 15 of the congress centre.

- Malpensa

The "Malpensa express" train service will take you directly from the airport to the centre of Milan in 40 minutes, arriving at the ferrovie nord "Cadorna" station. Take the first train of ferrovie nord departing and get off at the "Domodossola" stop. Leave the station and take Via Poliziano, turn left and continue for 200 metres until the intersection with Via Duilio. Turn right on Via Duilio and continue until the intersection with via Gattamelata. Take via Gattamelata until gate 15 of the congress centre.

- Orio al Serio

The “autostradale” or “air pullman” bus service will take you directly from the airport to Milan central station in 60 minutes: then take the metro green line 2 (Abbiategrasso direction) and get off at “Cadorna”.

Here take the red line 1 (Rho Fiera Milano direction).

For the "Viale Eginardo / Viale Scarampo" entrance: get off at the “Amendola” stop – 700 m from the congress centre, or at “Lotto” approx. 800 m.

For the "Piazzale Carlo Magno / Via Gattamelata" entrance: get off at the “Cadorna” stop, exit the subway and go to the railroad station above : take the first train departing and get off at the “Domodossola” stop – just 600 m from the congress centre.

By train

- Central station – Garibaldi station

Take the green metro line 2 (towards Abbiategrasso) and get off at “Cadorna”. For the Via Gattamelata entrance: take the first train of ferrovie nord departing and get off at the “Domodossola” stop. Leave the station and take Via Poliziano, turn left and continue for 200 metres until the intersection with Via Duilio. Turn right on Via Duilio and continue until the intersection with Via Gattamelata. Take Via Gattamelata until gate 15 of the congress centre.

- Cadorna station

For the Via Gattamelata entrance: take the first train of ferrovie nord departing and get off at the “Domodossola”. Leave the station and take Via Poliziano, turn left and continue for 200 metres until the intersection with Via Duilio. Turn right on Via Duilio and continue until the intersection with Via Gattamelata. Take Via Gattamelata until gate 15 of the congress centre.

By car

From any of the beltways circling Milan follow the signs to Fieramilanocity,

You can leave your car in any of the large parking lots located close to these metro stops:

- Cascina gobba (1800 cars). Green line
- San Donato (1800 cars). Yellow line
- Famagosta (3000 cars). Green line
- Bisceglie (1900 cars). Red line
- Lampugnano (2000 cars). Red line

By bus, tram

- bus no. 78 – get off at “Colleoni/Gattamelata” stop. Take Via Gattamelata until gate 15 of the congress centre.
- tram no. 27 - get off at “Piazza 6 Febbraio” stop. Take Viale Boezio. After the intersection with Via Domodossola, continue in Via Duillio. Continue until the intersection with Via Gattamelata, then proceed in this road until gate 15 of the congress centre.

By metro

- red metro line 1: for the Via Gattamelata entrance: get off at the “Cadorna” stop, exit the subway and go to the railroad station above: take the first train of Ferrovie nord departing and get off at the “Domodossola” stop. Leave the station and take Via Poliziano, turn left and continue for 200 metres until the intersection with Via Duilio. Turn right on Via Duilio and continue until the intersection with Via Gattamelata. Take Via Gattamelata until gate 15 of the congress centre.
- green metro line 2: get off at "Cadorna". For the Via Gattamelata entrance: exit the subway and go to the railroad station above: take the first train of Ferrovie nord departing and get off at the “Domodossola” stop. Leave the station and take Via Poliziano, turn left and continue for 200 metres until the intersection with Via Duilio. Turn right on Via Duilio and continue until the intersection with Via Gattamelata. Take Via Gattamelata until gate 15 of the congress centre.
- yellow metro line 3: get off at “Duomo”, switch to the red line 1 (towards rho Fiera Milano). For the via Gattamelata entrance: get off at the “Cadorna” stop, exit the subway and go to the railroad station above: take the first train of Ferrovie nord departing and get off at the “Domodossola” stop. Leave the station and take Via Poliziano, turn left and continue for 200 metres until the intersection with Via Duilio. Turn right on Via Duilio and continue until the intersection with Via Gattamelata. Take Via Gattamelata until gate 15 of the congress centre.
- lilac line 5:

For the "Viale Eginardo / Viale Scarampo" entrance: get off at the “Portello” stop – 80 m from the congress centre.

For the "Piazzale Carlo Magno / Via Gattamelata" entrance: get off at the “Portello” stop, walk along Via Colleoni and, on the right, Via Gattamelata for approx. 450 m, otherwise get off at the "Domodossola fm" stop, and walk about 600 m towards the congress centre.

4.1.1. Arrival by Plane

There are regular daily flights to Milan from a large number of European and world cities. There will be a Ministerial Council welcome desk in the arrival hall of the international terminals of both Linate and Malpensa airports as of Monday, 3 December 2017.

4.1.2. Arrival by Train

There are regular daily trains to Milan from numerous European cities and all Italian cities. Milan's main train station (<https://www.milanocentrale.it/en/>) is located in the city centre and is well connected to the public transportation system.

4.2. Visa Requirements

Visa requirements must be met before arrival in Italy. We invite accredited journalists to make their own visa arrangements as soon as possible.

4.3. Accommodation

Media representatives are kindly asked to make accommodation arrangements on their own. If desired, accommodations can be found through the dedicated email osce@bcdme.it handled by a private agency.

4.4. Currency

The official currency in Italy is the Euro.

The Euro Exchange Rate may be found at:

<https://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>

It is recommended to have a small amount of cash (around 50 Euros) on hand upon arrival or to change money at the airport or railway station for immediate expenses. Automated teller machines ("Bancomat") are available at the airport arrivals hall as well as on the OSCE conference premises; they accept many, but not all foreign cash or credit cards.

4.5. Business Hours

Shops are generally open from Monday to Saturday from 9:30 to 19:30, though times may vary. On Sundays and public holidays many shops are closed. Saturday, 8 December is a public holiday.

4.6. Banks and Credit Cards

Most banks are open from Monday to Friday from 9:00 to 16:15. Almost all banks have automated teller machines that accept overseas bank cards and are accessible from outside (look for the "Bancomat" sign). It is recommended to check with the issuing bank before departure whether a bank card is valid in Italy. Credit cards, such as American Express, MasterCard and Visa are widely accepted in Italy.

4.7. Electricity Supply

The electric current used throughout Italy is 230 volts AC, 50 Hz (continental European standard). Wall outlets are compatible with most other continental European plugs.

4.8. Climate

In December, the temperatures in Milan are usually around 8°C with low overcast skies prevailing and a likelihood of rain.

4.9. Time

UTC/GMT +1 hour

5. CONTACT INFORMATION

5.1. Media Team Contacts

OSCE Communication and Media Relations Section

OSCE Secretariat

Phone: + 43 676 71 74 592

Email: press@osce.org

Webpage: <http://www.osce.org/press/contacts>

Registration for media pool photo-op and SNG truck parking spots:

stampa-oscemilano18@esteri.it

For inquiries concerning accreditation and organizational matters:

Press Accreditation Office

Ministry for Foreign Affairs and International Cooperation - Rome

Office: +39 0636913432/8573

stampa-oscemilano18@esteri.it

For inquiries concerning the topics of the meeting:

Giovanni Davoli

Spokesperson of the Italian OSCE Chairmanship

Phone: +39 06 36912118

giovanni.davoli@esteri.it

During off-hours and for emergencies only please call the following number: +39 06 3691 2070 (Italian Foreign Ministry Press Service)

6. Useful Links

- Website OSCE www.osce.org
- Twitter OSCE <https://twitter.com/OSCE>
- Facebook OSCE <https://www.facebook.com/osce.org/>
- Webpage Italian OSCE Chairmanship
https://www.esteri.it/mae/en/politica_estera/osce/la-presidenza-italiana-dell-osce.html
<http://delegazioneosce.esteri.it>
- Twitter Italian OSCE Chairmanship [@ItalyatOSCE](https://twitter.com/ItalyatOSCE)
- Webpage MFA Italy www.esteri.it
- Twitter MFA Italy [@ItalyMFA](https://twitter.com/ItalyMFA)
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