



DRAFT, 19/05/2015

Eastern Partnership Summit

PRACTICAL INFORMATION FOR MEDIA

Venue: National Library of Latvia, 3 Mūkusalas iela, Riga

Date: 21-22 May 2015

1. Media accreditation. Only accredited journalists and media technical staff may attend the Eastern Partnership Summit. **Deadline for media accreditation for the Eastern Partnership Summit is 20 May.**

Last-minute accreditation will be available, however it is a time-consuming procedure. The accreditation process might last several days, for that reason we strongly advise against last-minute accreditation. Consequently, we cannot guarantee that journalists who fill in the accreditation form after 20 May will be granted access to the meeting venue on time.

In order to obtain the accreditation you should follow these steps:

- When accessing the online [accreditation platform](#), you will be asked to provide your e-mail address in order to receive your personal access code.
- You will then need to access the platform again and start your registration from the login page. On the Accreditation page you will be asked to enter your personal data, passport/ID card and press card numbers and upload a passport photograph (Type: jpg, png, gif or bmp. Maximum file size: 3MB. Recommended size: 480x640 pixels.)
- The final step involves selecting the meetings you would like to attend. A separate application is required for each meeting.
- The confirmation of your accreditation for the event will be sent to you by e-mail. 10 days before the event you will also receive an e-mail reminding you to confirm your attendance or to cancel your participation if you are unable to attend.
- You can collect your badge at the venue of the event by presenting a valid identification document (passport or ID card) with a photo. Badges must be collected in person.





2. Summit venues

The main Summit venue is the National Library of Latvia situated in the centre of Riga on 3 Mūkusalas iela. Informal working dinner for the Heads of State and Government on 21 May will take place at the House of the Blackheads on 7 Rātslaukums.

More information on the events in the margins of the Eastern Partnership Summit
https://eu2015.lv/images/Kalendars/MFA/Infograph_EaP.pdf

3. Media Centre. Media centre is located at the National Library of Latvia, 3 Mūkusalas iela.

Media centre working hours:

| | |
|--------|---------------------|
| 20.05. | from 09:00 to 18:00 |
| 21.05. | from 09:00 to 00:00 |
| 22.05. | from 06:00 to 21:00 |

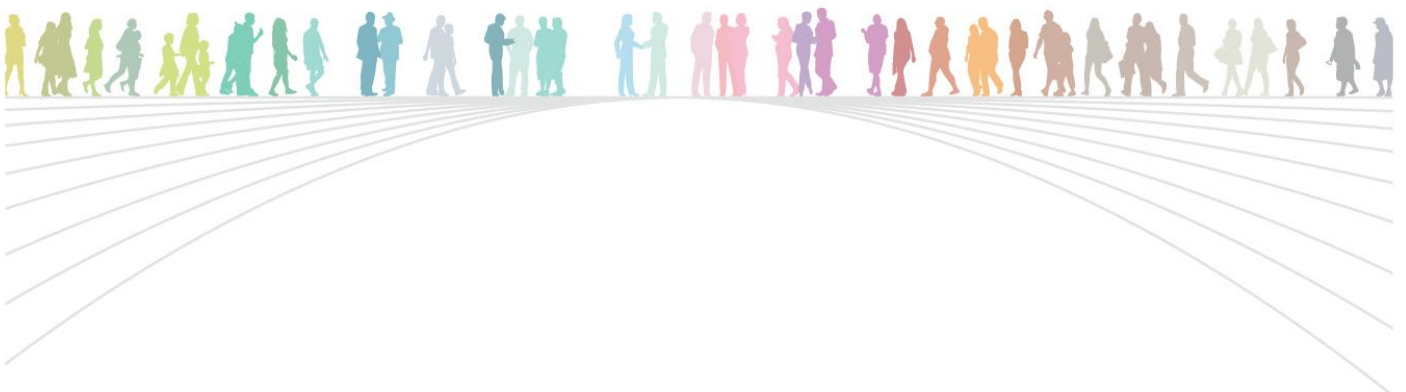
Facilities at the Media Centre include:

- Badge Collection Point
- Media Information Desk to assist with any queries
- 560 work stations
- 17 TV and 6 Radio booths
- Several shared open-space TV and radio working that can be used for certain period of time during the event
- WiFi and LAN internet connection, multifunction printers
- Press conference halls
- 5 national briefing rooms
- IT assistance centre
- Lounge area
- Coffee break and dining area
- Cloakroom, restrooms
- Security check

4. Host Broadcaster

Host broadcaster provides free of charge audio-visual materials from the Eastern Partnership Summit and manages facilities for visiting broadcasters at the Media Centre. The media booths have:

- LAN access points



- CCTV monitor and UPS 230V protected mains power outlets
- The booths are wired to receive live video and audio feeds (floor language and translations) from the meetings covered by the host broadcaster
- 6 booths are also equipped with ISDN lines.

In order to book a **media booth, stand-up position** or **SNG parking place**, please refer to the host broadcaster of the Latvian Presidency – harijs.lavkinaitis@ltv.lv. Booths and stand-up positions are allocated at first-come, first-serve basis.

There are 5 host broadcaster **live stand-up positions** available for programme inserts at the venue for live TV productions and transmissions. The stand-up positions are fully equipped with camera, lighting and telephone lines. Services are charged according to the [rate card](#).

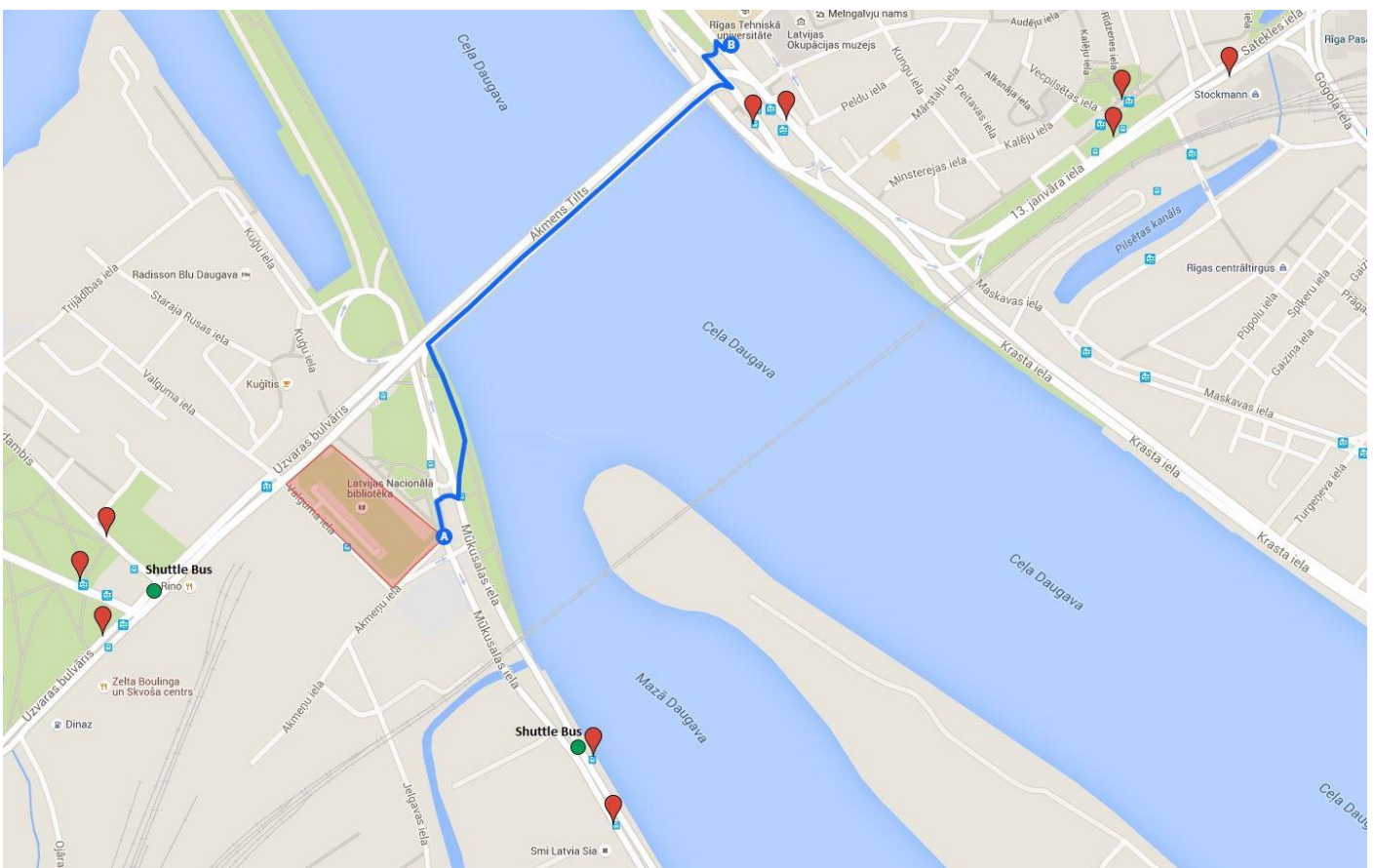
More information <https://eu2015.lv/media-eu/host-broadcaster-and-host-photographer>

5. **Audio-visual database.** The [Latvian Presidency's audio-visual database](#) (adb.eu2015.lv) includes a photo gallery containing print-quality digital pictures and a video gallery where all video files are available in High and Standard definition resolutions.

All pictures and video files can be downloaded and used free of charge provided that the source is duly credited. The source of the material should be indicated as EU2015.

6. **Getting to Media Centre.** Due to security reasons, there will be traffic limitations around the National Library on 21-22 May. Walking from the City Centre to the venue is always welcome (blue line). Here you can see the closest places that can be reached by public transportation or taxi (green points). Both places are within 550 m distance to the Media Centre (A). For TV crews with heavy equipment, *Media shuttle buses* run from the green points to the venue and back. The *Media shuttle bus* will arrive/leave in 10 minute interval from 09:00-17:00 on 21 May, from 06:00-08:00 on 22 May, from 18:00-21:00 on 22 May.

More details: <https://www.google.com/maps/d/viewer?mid=zUPVzwG5LcZw.k4af38u400IY>





Latvian Presidency
of the Council of the
European Union

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MINISTRY OF FOREIGN AFFAIRS
REPUBLIC OF LATVIA



EASTERN PARTNERSHIP

7. Information on **accommodation** is available in the EU2015 **Media Guide**
https://eu2015.lv/images/media/MediaGuide_ENG_Final.pdf
8. Should you have any questions concerning the media services, please contact press@es2015.lv.

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