

**MEDIA HANDBOOK**

**INFORMAL MEETINGS**

**OF**

**MINISTERS OF FOREIGN AFFAIRS**

**OSLO**

**26-27 APRIL 2007**

*Welcome message from H.E. Minister Jonas Gahr Støre*

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## Welcoming address



It is a great pleasure to welcome you to this informal meeting of NATO Foreign Ministers in Oslo.

NATO is rapidly adapting to a new and complex security environment. We have made great progress in many areas, but much remains to be done. Today our Alliance is faced with three main challenges.

First, we need to be more effective in promoting peace and stability where we are operationally engaged, most notably in Afghanistan and Kosovo. To this end, our military efforts must be part of a broader strategy for stability and development that is firmly supported by the people we are sent to protect and serve.

Second, we must broaden our cooperation with partner nations and international organisations. Both political dialogue and practical cooperation should be enhanced. We must set common goals and coordinate our efforts.

Third, we must enlarge the area of stability in Europe through helping aspirant countries fulfil the criteria for membership and encouraging partner nations to make full use of the reform tools available to them.

It is my hope that we can make progress in all these areas during our meetings here in Norway's capital, building on the "Oslo spirit" of dialogue, solidarity and determination to succeed.

A handwritten signature in black ink, consisting of a stylized first name and a last name with a prominent flourish.

*H.E. Minister  
Jonas Gahr Støre*

## 1. CONFERENCE VENUE

### Radisson SAS Plaza Hotel

The Radisson SAS Plaza Hotel is the main site for the Informal Meeting of Foreign Ministers. The Media Centre, news conferences and press briefing facilities are located in the Oslo Spektrum, adjacent to the Radisson Hotel, Sonja Henies pl. 2, 0185 Oslo. Associated social and cultural events will take place at other locations in Oslo city centre.

Access to the Oslo Spektrum is restricted to individuals carrying the appropriate credentials including Media Accreditation. The Oslo media accreditation only provides access to media areas.

### Welcoming Reception for the Media

On behalf of the Government of Norway, the Norwegian Minister of Foreign Affairs invites all accredited media to the Welcoming Reception that will be held at 19:15, Thursday 26 April in the main foyer of the Media Centre.

## 2. MEDIA COVERAGE OF EVENTS

Media coverage of events will be provided by the Television Host Broadcaster, NRK. There will also be a system of pools for accredited visual media. Media are reminded that requests for information about the schedules of individual leaders outside of the official events should be directed to the press representatives of the Minister concerned or Delegation.

### Electronic and printed material provided for Media use

Live video and audio as well as printed materials and official photographs are being made available for media use by NATO and the host government. Distribution is free and will take place in a variety of ways: by live satellite transmission, by distribution at the Media Centre and by download from the official website of NATO ([www.nato.int](http://www.nato.int)) and on the official website of the Oslo Ministerials ([www.regjeringen.no/nato07en](http://www.regjeringen.no/nato07en)). Details can be found in this Media Handbook.

## 3. MEDIA ACCREDITATION CENTRE

The Media Accreditation Centre will be open as of Monday, 23 April. It is located in Hotel Opera, Christian Frederiksplass 5, within walking distance from the Media Centre and Conference Site.

Media Accreditation Centre Hours of Operation  
Contact telephone at the Accreditation Centre:  
+ 47 24 10 30 73.

Tuesday,	24 April 09:00 – 12:00 and 13:00 – 16:45
Wednesday,	25 April 08:00 – 12:00 and 13:00 – 18:00
Thursday,	26 April 08:00 – 20:00
Friday,	27 April 07:30 – 12:45

Please ensure that you wear your media accreditation card in a clearly visible position when you are at the Media Centre or the Conference Site and please keep it with you at all other times.

## 4. MEDIA CENTRE

The Media Centre is located in Oslo Spektrum and houses the Broadcasting Centre, the Working Area and a Catering Area.

### Parking and cars

Media should note that no private cars or vehicles, including taxis, will be permitted into the grounds of the Oslo Spektrum.

Space is available for satellite TV trucks, OB Vans, SNG vehicles and any other production vehicles. Broadcasting companies that plan to bring SNG vehicles to the media centre at Oslo Spektrum are asked to contact Mr Arne Peder Skjønsberg at the NRK for further information. Mobile + 47 90 66 58 17, e-mail: arne.peder.skjonsberg@nrk.no .

### *Media Centre Opening Hours*

The Media Centre is fully operational on the following days:

Tuesday,	24 April 16:00 – 19:00
Wednesday	25 April 09:00 – 18:00
Thursday	26 April 09:00 – 24:00
Friday	27 April 07:00 – 19:00

### Information, Distribution and Help Desk

The Information, Distribution and Help Desk in the Media Centre is the central point of contact for media assistance during the Media Centre working hours. It will also provide official communications and press releases. Telephone: +47 22 05 01 10.

### General Working Area

The general working area for the media includes 160 work stations. These work stations are allocated on a first-come, first-served basis. One hundred and twenty of them are equipped with a free-of-charge direct telephone line (local and international), outlets for power supply, and an RJ45 plug for laptop transmission. Voltage is 220V; power plugs in Norway have two round pins. Media need to provide their own adapters if they use different voltage and plugs.

### Closed Circuit Television (CCTV)

Television screens throughout the Media Centre will display Host Broadcaster telecasts of live events, playbacks of taped events, information about the programme and scheduled news conferences and press briefings.

### ISDN availability

ISDN is available in two ways in the Media Centre: There are shared lines at the Information, Distribution and Help Desk and there are ISDN lines in the Radio Broadcasting Booths.

Please note that all ISDN lines in the Media Centre are in conformity with Euro-ISDN standard.

### ISDN lines at the Radio Broadcasting Booths

ISDN line for data transmission is installed in each Radio Broadcasting Booth. Use of these lines is free of charge on the Oslo end of the connection, at the Media Centre.

### Shared ISDN lines at the Information Desk

Shared ISDN lines for transmission of data (e.g., for photo or radio) are located at the Information, Distribution and Help Desk. The lines are available for use in order of arrival. Information desk personnel will assist you with booking the lines. Use of these ISDN lines is free-of-charge on the Oslo end of the connection, at the Media Centre.

### Fax machines

Two fax machines are located at the Information, Distribution and Help Desk in the Media Centre. The fax machines can directly dial internationally and are provided free-of-charge.

### Photocopiers

Media can make their own photocopies using three high-capacity photocopiers that are available at the Media Centre free of charge.

### Technical Support in the General Media Area

Technical personnel will be available during all hours of operation of the Media Centre to help with questions or technical problems regarding photocopiers, computers or telephones. Please go to the Information, Distribution and Help Desk to ask for assistance.

## **5. BROADCASTING FACILITIES**

A complete international broadcasting centre, broadcasting facilities for TV and radio and Master Control are located in the Media Centre. Eurovision will provide comprehensive broadcasting facilities with teleport capability for satellite transmissions. Reserving individual workspace in the TV or radio area and/or reserving individual transmission times or stand-up times should be done through NRK:

Contact Name: Gaute Ljøstad  
Telephone: +47 41 55 20 49  
e-mail: gaute.ljostad@nrk.no

## **6. TELEVISION - Host Broadcaster (NRK)**

The Host TV Broadcaster, NRK will provide live coverage of events and occasional tape playbacks.

Events planned for live coverage include: Delegation arrivals, beginning on Thursday, 26 April and the public parts of the afternoon and evening events on the same day. NRK will also provide coverage of public part of events on Friday, 27 April including the official group photograph of Ministers. The main news conferences by the Secretary General and ministers taking place in the main Press Theatre will be telecast live.

The schedule for telecast events will be displayed on the Closed Circuit TV screens throughout the Media Centre.

### TV Interview Studio

A TV interview studio for media use is located in the Media Centre.

The studio is for shared use for reasonable periods of time and it is free of charge. Reservations with NRK are necessary and can be subject to change.

The Studio has a sit-down interview set and is capable of either live-to-tape or live transmission. If recorded, individual media need to provide their own tape for a recorded interview. If live, individual media need to secure their own live transmission times separately through NRK/Eurovision co-ordinating process.

### Video by Recording at the Media Centre

Media can record Host TV video live on site at the Media Centre. Individual media are responsible to provide all of their own recording equipment, connections and recording material (e.g., videotapes, etc.)

### Audio by Recording at the Media Centre

Media will be able to record audio of events from the Host Broadcaster in the Media Centre at the Audio Distribution Point, at the Information, Distribution and Help Desk and in the Radio Booths.

## **7. RADIO - Host Broadcaster (NRK)**

The Host Radio Broadcaster is NRK. NRK will provide signals, specific language feeds and technical assistance based on media requests. For services, please contact:

Contact Name:

Gaute Ljøstad,  
telephone: +47 41 55 20 49,  
e-mail: [gaute.ljostad@nrk.no](mailto:gaute.ljostad@nrk.no)

### Radio Interview Studios

Two radio interview studios are available free-of-charge and for reasonable lengths of time for use by individual media. Reservations are strongly recommended and can be requested through NRK (contact person as above)

### Photographic Services and Free Download via Internet

Officially released photographs of various photo opportunities from events will be posted in high-resolution format for free download off the official NATO website at [www.nato.int](http://www.nato.int). Photo processing (film or other) is not available in the Media Centre.

## **8. NATO AND NORWEGIAN PRESS OFFICES**

The Press Offices of NATO and Norway are located close to the Working area.

NATO Media Coordinator:

Mr. Damien Arnaud,  
telephone: +47 22 05 01 11  
GSM: +47 90 16 39 45,  
press-at-oslo@hq.nato.int

Norwegian Media Coordinator:

Mr. Bjørn Jahnsen,  
telephone: +47 22 05 01 24,  
GSM: +47 97 16 48 43,  
bj@mfa.no

## **9. NEWS CONFERENCES AND PRESS BRIEFINGS**

News conferences and press briefings will take place in the Media Centre. The schedule of news conferences will be displayed on CCTV screens throughout the Media Centre.

### Main Press Theatre

The Main Press Theatre is the largest of the press conference sites.

### Briefing rooms

Five rooms for national and international news conferences and briefings are also located in the Media Centre.

## **10. MEDIA POOLS FOR PHOTO AND VIDEO OPPORTUNITIES**

In addition to audio and video coverage provided by the Host Broadcaster, NRK, visual media pools will be organised for events where there is not enough physical space to accommodate large groups of media. Coverage of these events is designated with the word, "POOL" in the Media Programme.

Pools are being planned by the NATO and Norwegian Media co-ordinators who are in direct contact with official delegations.

Each person in the pool must have their pool card clearly displayed at all times, from their arrival at the "Pool Meeting Point" until their pool has completed its job. If a pool card is lost at any time before the pool has completed its coverage, please notify NATO or Norwegian Media co-ordinators immediately.

### Pool Meeting Point

Pools should assemble at the Pool Meeting Point which is located in the Media Centre, close to the Media Working area. Due to security considerations, each pool must assemble absolutely no later than the time stated in the Media Programme.

## 11. OFFICIAL GROUP PHOTOGRAPH OF MINISTERS

The official group photograph of Ministers and the NATO Secretary General, will occur on Friday, 27 April. Coverage will be by Host Broadcaster (live) and by a Pool of visual media. An official photo will be released and posted as quickly as possible on the NATO website [www.nato.int](http://www.nato.int) in high-resolution format for free download.

## 12. SECURITY

### Official Media Passes and Media Access

Entry into the Media Centre is restricted to holders of the official Informal meeting of ministers media accreditation card issued through the NATO Press and Media Section to media representatives who have applied before the deadline.

### Security on entering the Media Centre

All media are reminded that anyone entering the Oslo Spektrum is subject to full inspection by security personnel.

Media must have their credentials to enter the Oslo Spektrum. Media must also have with them an additional proof of legitimate photo identification.

**Any item** brought to the Media Centre, whether computer, camera equipment or handcarried bag, is subject to full inspection.

### Allow enough time

Media are reminded that there are particular times in the schedule when everyone needs to be inside the venue simultaneously. It is recommended that media allow themselves extra time to enter the Oslo Spektrum through a security checkpoint at these predictably busy times.

### If you lose your pass, report it immediately

Lost media credentials, whether a media pass or a pool card must be reported immediately to the Media co-ordinators.

### Lost and Found at the Media Centre

The Information, Distribution and Help Desk at the Media Centre on the ground floor will also operate as a lost and found desk, which can be reached on tel: + 47 22 05 01 10

## 13. MEDICAL CENTRE

The Medical support centre is located at the Plaza Hotel, close to the Media Centre.

### **In case of medical emergency, please dial 113.**

### Hospitals on duty (0 – 24 hours):

Ullevål University Hospital,  
Tel: + 47 22 11 80 80



## 14. MEDIA TRANSPORTATION

Recommended hotels are within an easy five to ten minutes walk from Oslo Spektrum. Please check with hotels for maps and directions.

### Parking

Private car parking is not available adjacent to the Media Centre

### Shuttle Bus Service

A free shuttle bus service is provided from designated locations for media representatives. This service will operate from 24 April and details of destinations, routes and intervals will be provided at the media hotels, the Accreditation Centre and at the Media Centre Information Desk.

Media representatives are advised to use their own means of transportation to and from the airport.

### Transport Coordination Centre

The Transport Coordinator (tel: + 47 91 15 34 59) has overall responsibility for media transport and the routes used during the ministerial meetings.

## 15. GENERAL INFORMATION

### Electricity and Electrical Connections

Voltage in Norway is 220V, and power plugs have two round pins. An adapter is needed for different voltages and plugs. Media should plan to bring their own adapters.

### Catering at the Media Centre

The catering area for media representatives is located in the Media Centre, close to the media Working area.

### Smoking

Norwegian law prohibits smoking in public places. Smoking indoors is not permitted in the Media Centre.

### Currency & Banking services

The official currency of Norway is Norwegian Kroner (NOK).

Most establishments and businesses (including hotels and restaurants) in Oslo accept all major credit cards; please check with the individual establishment.

There are also numerous cash points throughout Oslo that accept all major credit cards as well as bank cards that are authorized for international transaction.

### Telecom

To dial international calls (outside of Norway), whether dialling from a fixed line or from a mobile phone:

00 (for international access) + country code + local number

To dial a number inside Norway, whether dialling from a fixed line or from your mobile phone, or when calling a fixed line in Norway or calling a Norwegian mobile phone, please dial the local number without preceding it with any digits.

### Stores, Shops and Shopping hours

Most stores and shops in Oslo are open between 10.00 and 18.00 hours, Monday – Saturday, some shopping centres are open until 21.00-22.00 Monday – Friday. Most shops are closed on Sunday. There are kiosks that are open 24/7. Please check with your hotel concierge regarding the shop you need and its working hours.

## **16. KEY WEBSITES**

### Official site

[www.nato.int](http://www.nato.int) – Official NATO website  
[www.regjeringen.no/nato07en](http://www.regjeringen.no/nato07en) - Oslo Ministerials website

### Other useful websites with further links

[www.norway-nato.org](http://www.norway-nato.org) - Norwegian NATO-delegation website  
[www.norway.no](http://www.norway.no) – Information about Norway  
[www.visitoslo.com](http://www.visitoslo.com) - Information about Oslo  
[www.osl.no](http://www.osl.no) – Oslo Airport  
[www.aftenposten.no](http://www.aftenposten.no) – News in English

## **17. DELEGATION OFFICES**

Delegation Offices are located in Radisson SAS Hotel. Media do not have unescorted access to the Delegation area and media needing to reach a delegation should use the following phone number: +47 22 05 80 88.

## **18. LIST OF HOTELS FOR MEDIA**

(Phone number, address and website)

### **Hotel Opera \*\*\*\*:**

Christian Frederiksplass 5, 0154 Oslo  
<http://www.thonhotels.no/opera>

### **Hotel Spectrum\*\*\*:**

Brugata 70186 Oslo.  
<http://www.thonhotels.no/spectrum>

### **Hotel Terminus\*\*\*:**

Stenersgaten 10, 0184 Oslo.  
[www.thonhotels.no/terminus](http://www.thonhotels.no/terminus)

### **Rica Hotel Oslo \*\*\*\*:**

Europarådets Plass 1 Sentrum 0105 Oslo  
<http://www.rica.no/index.cfm?oa=hotel.display&con=504>

## **19. MAPS**

