

CIRCULAR NOTE No. 4

The Federal Department of Foreign Affairs of the Swiss Confederation has the honor to provide information on the logistical modalities for MEDIA representatives in relation to the 21st Meeting of the OSCE Ministerial Council in Basel on 4 and 5 December 2014.

1. Venue

The 21st Meeting of the OSCE Ministerial Council will be held in Basel on 4 and 5 December 2014 at the Basel Exhibition Center, located at Messeplatz 1, 4005 Basel, Switzerland. The official website of the Basel Exhibition Center is www.messe.ch/basel.

2. Media Facilities

The media will be provided with a fully equipped media center at the Basel Exhibition Center. The media center will have a separate entrance. The entire venue will be a secured area, with access only possible with an accreditation badge.

The media center will be run as follows:

- Wednesday, 3 December (the day prior to the arrival of the Heads of Delegation): 10:00 – 18:00 hrs
- Thursday, 4 December: 06:00 – 22:00 hrs
- Friday, 5 December: 06:00 – 22:00 hrs

Accreditation badges can be picked up at the media accreditation desk at the entrance of the conference venue starting from Wednesday, 3 December 2014.

On Thursday, 4 December media representatives need to be inside the media center before 07:15 hrs if they wish to be present for the arrival of the Heads of Delegation and the Opening Session. As security check will take some time, media representatives are advised to arrive early.

The media center will offer the following facilities:

- 150 workplaces with 70 PCs (a number of which with Cyrillic keyboards)
- Wireless internet connection
- Audio splitters for audio feed
- TV and radio booths
- CCTV screens broadcasting the plenary sessions and announcements for journalists
- Rooms for interviews
- Press conference area

There will be a Media Information Desk and a Pool Desk where journalists can apply for pool cards to cover events to which a limited number of media are allowed.

TV and radio broadcasters can take advantage of **EBU EUROVISION services** on site. ENG crews, editing, radio/TV studio facilities and standup or playout timing slots can be booked in advance via EBU EUROVISION. For more information and rate cards, media representatives are kindly requested to check the EBU EUROVISION platform at www.eurovision.net/news-op/news-op_eventxml.php?no=33336 and/or send queries to newsoperations@eurovision.net.

Access to the **pool signal** will be available on site in SD and HD and will be free of charge. Workspaces with access to the Host Broadcaster's signal can be reserved at www.eurovision.net/ops/events.php or by sending an email to newsoperations@eurovision.net. Media representatives are kindly requested to specify whether they want HD or SD signals, with or without a workspace. Workspaces will be limited and distributed on a first come first served basis. All pool signals will be in SDI and 16:9. An analog converter should be brought if a 4:3 signal is needed.

A **WorldFeed**, free of charge, will be offered on December 4 for the opening remarks of the OSCE Ministerial Council. A WorldFeed chargeable will be made available for the rest of the satellite feed of the conference. A program with the list of speakers will be published closer to the event date. For details and prices, media representatives are kindly requested to visit www.eurovision.net/wf/worldfeeds.php or write to worldfeed@eurovision.net.

Parking space for **own SNG trucks** will be scarce and positions will not be ideal, thus planning for extensive cabling, fiber will be needed. Broadcasters wishing to bring their own SNG trucks are kindly requested to arrange in advance for an arrival slot on 3 December and go through security checks. No SNG trucks will be permitted to arrive on 4 and 5 December. Media representatives should contact Linda Shepard, communications officer at the Swiss Federal Department of Foreign Affairs (+41 79 544 48 16; linda.shepard@eda.admin.ch) for queries.

3. Accreditation of the Media

Accreditation on a self-registration basis will take place via a dedicated **online registration platform** which will be available from **6 October 2014** at www.osceministerial2014.ch.

Advance registration of all media representatives for the Ministerial Council is mandatory. The **deadline for registration** is Friday **14 November 2014**.

When visiting the platform for the first time, media representatives are kindly asked to create a personal profile. After having entered the details, a link will be sent to the media representative's email address in order to verify the account.

To complete the accreditation process with ease, media representatives are kindly requested to have their **passport details** ready in order to provide all the necessary information. Furthermore, they will be asked to upload a **colour photograph** which will be used for the badge onsite. Also, a copy of the **press ID** or a **letter of the editor** needs to be uploaded.

When starting the accreditation process, media representatives will need to select the category "MEDIA" to submit details. Only English language should be used to fill in the required fields.

All personal data sent to the organizer of the event will be treated in accordance with the highest security and national and international data protection standards.

After all the required fields have been filled in properly, the media representative will be notified via email that the accreditation application has been received.

Once the accreditation application has been processed and approved, a confirmation will be sent to the media representative's email address.

Any queries in relation to the online registration platform that are not answered on www.osceministerial2014.ch may be addressed to the following email address: osce.accreditation@congrex-switzerland.com.

4. Accommodation

Arrangements have been made with a hotel agency (Congrex Switzerland Ltd) that will provide a choice of hotels for media representatives in the city of Basel and close surroundings. The bookings should be made through the hotel agency via the hotel booking platform on www.osceministerial2014.ch.

The Swiss Chairmanship strongly recommends that media representatives make their bookings through the official hotel agency. Hotel rooms will be allocated on a first come and first served basis. For planning and capacity reasons an early booking is much appreciated.

Media representatives will be able to choose from different hotel price categories. The hotel allocation will then be done by the hotel agency. To secure the booking, the first night has to be paid in advance. Information regarding booking, payment, refund and modifications is available on the booking platform.

For questions not being answered on www.osceministerial2014.ch the hotel agency can also be contacted through osce.hotel@congrex-switzerland.com.

5. Transport

5.1. Flight booking

There are daily regular flights to Basel from a large number of European capitals. Media representatives are advised to arrange their arrivals at EuroAirport Basel (www.euroairport.com/en/) and Zurich Airport (www.zurich-airport.com/) on regular commercial flights.

- Arrival at EuroAirport Basel: free public shuttle services will be available between EuroAirport Basel and Central Basel.
- Arrival at Zurich Airport: direct train connections to Basel main train station (Basel SBB) are available every hour (1 hour journey time only). Train tickets can be bought at the station or on the Swiss Federal Railways website (www.sbb.ch/en). A valid ticket is required before boarding a train.

There will be OSCE information desks at the EuroAirport Basel (Baggage Claim Area), Zurich Airport (Arrival 1) and in front of Basel main train station.

5.4. Transport within the city of Basel

The conference venue and the hotels in Basel are very well connected by public transportation. All media representatives will have free access to public transport within the city of Basel for the entire duration of their stay. Staff will be ready to assist media representatives with inquiries regarding public transport.

6. Visa

Visa requirements must be met before arrival in Switzerland.

Please refer to the annex for a detailed list of states, whose citizens require a visa for Switzerland. The annex contains information on the responsible embassy/consulate issuing the visa.

Media representatives requiring an entry visa must submit their request to the competent authorities **at least 20 days before their expected travel date**. In general, the competent authority is the Swiss embassy or consulate in their country of residence. In addition, Switzerland has agreements with certain Schengen states that allow them to issue visas on its behalf where Switzerland is not represented. Media representatives are advised to check with the competent representation if such agreements apply for their case.

The visa fee will be waived for all media representatives attending the 21st OSCE Ministerial Council.

Please note that Switzerland applies the European Schengen regulations concerning the issuance of visas. It is therefore necessary for the visa applicant to make an appointment with the Swiss embassy/consulate in their country of residence and present themselves in person to submit and register their biometric data.

The following documents must be submitted when applying for a visa:

- A completed application form for short stays (download at <https://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html>)
- A valid travel document (must be valid for at least three months after the date on which the delegation plan to leave Switzerland and must have been issued within the last ten years) including a copy
- One 35-40 mm color photograph, not older than six months
- Proof of health insurance (for holders of an ordinary passport only)
- E-Mail which confirms the accreditation to the OSCE Ministerial Council 2014

More general information about visas:

www.bfm.admin.ch/content/bfm/en/home/themen/einreise.html

Overview of ID and visa provisions according to nationality:

<https://www.bfm.admin.ch/dam/data/bfm/rechtsgrundlagen/weisungen/visa/bfm/bfm-anh01-liste1-e.pdf>

Further information on the nearest embassy or consulate issuing Swiss visas:

<http://www.eda.admin.ch/eda/en/home/rebs.html>

In case of visa problems, please contact the responsible embassy/consulate according to the list in the annex.

7. General Information

7.1. Currency

Switzerland's official currency is the Swiss Franc (CHF, sFr, Fr.). One franc = 100 Rappen [German] / centimes [French], the smallest coin in use is 5 Rp/cts. It is recommended to have a small amount of cash (CHF 50) on hand upon arrival in Switzerland or to change at the airport / railway station for immediate expenses.

7.2. Business hours

Shops are open from Monday to Friday from 8:30 am to 7:00 pm, on Saturdays 8:30 am to 6:00 pm. On Sundays most shops are closed.

7.3. Banks and credit cards

Banks are open from Monday to Friday 8:30 am to 5:00 pm. Almost all banks have automated teller machines (ATMs) that accept overseas bank cards and are accessible from outside (look for "Bancomat"). Please check with your local bank before departure whether your bank card is valid in Switzerland.

Credit cards, such as American Express, Master Card and Visa are generally accepted in Switzerland.

7.4. Electricity supply

The electric current used throughout Switzerland is 230 Volts AC, 50 cycles (continental European standard). Wall outlets are unique to Switzerland, however. Compatibility with other continental European plugs is limited: the standard continental type hexagonal plug with two round pins (Euroconnectors, pin distance 19 mm [3/4 inch], pin diameter 4.0 mm [1/6 inch]), used for many electric travel products, may be used without problem. Adaptors for other plugs are available in most hotels and in supermarkets. Please note that German / French / Austrian plugs with thick pins (diameter 4.8 mm [1/5 inch]) and Italian plugs with three thin pins in a row are not compatible with Swiss wall outlets, despite the equal distance of their two main pins.

7.5. Climate

In December, the average minimum temperature in Basel is -1°C and the average maximum temperature is 4°C.

7.6. Time

UTC/GMT +1 hour



Visa requirement for Media representatives for the 21st Ministerial Council

OSCE Participating State

Country	Ordinary Passports	Embassy responsible
Albania	No visa required ¹	Swiss Regional Consular Center Western Balkans in Pristina or Embassy of Austria in Tirana
Andorra	No visa required	
Armenia	Visa required ²	Embassy of Switzerland in Tbilisi or Embassy of Poland in Yerevan
Austria	No visa required	
Azerbaijan	Visa required ²	Embassy of Switzerland in Baku
Belarus	Visa required ²	Embassy of Switzerland in Moscow or Embassy of Hungary in Minsk
Belgium	No visa required	
Bosnia and Herzegovina	No visa required ¹	Swiss Regional Consular Center Vienna or Embassy of Slovenia in Sarajevo
Bulgaria	No visa required	
Canada	No visa required	
Croatia	No visa required	
Cyprus	No visa required	
Czech Republic	No visa required	
Denmark	No visa required	
Estonia	No visa required	
Finland	No visa required	
France	No visa required	
Georgia	Visa required ²	Embassy of Switzerland in Tbilisi

¹ The visa requirement exemption applies only to holders of biometric passports.

² Third state members in possession of both a valid residence permit issued by a Schengen member state or a valid type D visa in conjunction with a recognized travel document are exempt from visa requirements.



Country	Ordinary Passports	Embassy responsible
Germany	No visa required	
Greece	No visa required	
Holy See	No visa required	
Hungary	No visa required	
Iceland	No visa required	
Ireland	No visa required	
Italy	No visa required	
Kazakhstan	Visa required ²	Embassy of Switzerland in Astana or Embassy of France in Almaty
Kyrgyzstan	Visa required ²	Embassy of Switzerland in Bishkek
Latvia	No visa required	
Liechtenstein	No visa required	
Lithuania	No visa required	
Luxembourg	No visa required	
Malta	No visa required	
Moldova	No visa required ¹	Embassy of Switzerland in Kiev or Common Application Center of the Republic of Hungary in Chisinau
Monaco	No visa required	
Mongolia	Visa required ²	Embassy of Switzerland in Beijing
Montenegro	No visa required ¹	Embassy of Switzerland in Belgrade
Netherlands	No visa required	
Norway	No visa required	
Poland	No visa required	
Portugal	No visa required	



Country	Ordinary Passports	Embassy responsible
Romania	No visa required	
Russian Federation	Visa required ²	Swiss Embassy in Moscow
San Marino	No visa required	
Serbia	No visa required ¹	Embassy of Switzerland in Belgrade
Slovakia	No visa required	
Slovenia	No visa required	
Spain	No visa required	
Sweden	No visa required	
Tajikistan	Visa required ²	Embassy of Switzerland in Kazakhstan
the former Yugoslav Republic of Macedonia	No visa required ¹	Swiss Regional Consular Center Western Balkans in Pristina or Embassy of Austria in Skopje
Turkey	Visa required ²	Swiss Consulate General in Istanbul
Turkmenistan	Visa required ²	Embassy of Switzerland in Baku or Embassy of France in Ashgabat
Ukraine	Visa required ²	Embassy of Switzerland in Kiev
United Kingdom	No visa required	
USA	No visa required	
Uzbekistan	Visa required ²	Embassy of Switzerland in Tashkent



OSCE Partners for Co-operation

Country	Ordinary Passports	Embassy responsible
Afghanistan	Visa required ²	Embassy of Switzerland in Islamabad
Algeria	Visa required ²	Embassy of Switzerland in Algiers
Australia	No visa required	
Egypt	Visa required ²	Embassy of Switzerland in Cairo
Israel	No visa required	
Japan	No visa required	
Jordan	Visa required ²	Embassy of Switzerland in Amman
Morocco	Visa required ²	Embassy of Switzerland in Rabat
Republic of Korea	No visa required	
Thailand	Visa required ²	Regional Consular Center Bangkok
Tunisia	Visa required ²	Embassy of Switzerland in Tunisia