



# Media Handbook







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## Venue

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The 31st OSCE Ministerial Council will be held at the Malta Fairs and Conventions Centre (MFCC), in Ta' Qali, Malta, on 5 and 6 December 2024. A designated Media Centre will be available on-site at the MFCC.

Media members will access the venue from the South Entrance of the MFCC, where a security screening will take place.

The following are the closest drop-off/pick-up points for taxis arriving at Ministerial Council venue:

At Triq Buqana near the Aviation Museum roundabout, Ta' Qali (35°53'33"N 14°25'02"E)

At Vjal l-Istadium Nazzjonali corner with Triq San Gakbu, Ta' Qali (35°53'44"N 14°25'23"E)







## Accommodation

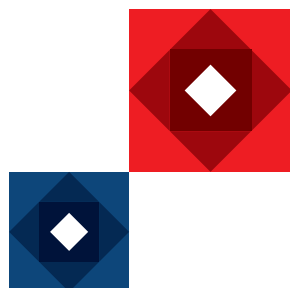
Upon registration, media representatives will have the option to reserve a room at a pre-arranged hotel. Confirmation and payment for the rooms, at preferential rates, should be handled directly with the hotel.

The recommended hotel for media representatives is:

Grand Hotel Excelsior

Great Siege Road, Floriana FRN 1810, Malta

[excelsior.com.mt](https://excelsior.com.mt)



## Registration and Accreditation

The entire venue will be a secured area, and access will require an accreditation badge. Accreditation for media representatives is mandatory, and no access will be granted without a valid badge. Accreditation badges must be worn visibly at all times and are non-transferable.

Media representatives wishing to attend the Ministerial Council must register online by **no later than Wednesday, 27 November, at 17:00**.

Delegation members who will participate in the Ministerial Council, including official photographers, **cannot** be registered as media representatives. Media travelling with Heads of Delegation must register through the online media registration system.

### Virtual participation

Journalists have the option to register for either in-person or virtual participation, with remote access to the Media Centre available via Zoom for virtual participants. In the registration system, participants will select either in-person or online attendance; it is **not possible** to apply for both.

### Registration instructions

Registration is available [[here](#)]

To register, please complete the required information and upload a passport photo and a copy of a valid Press ID. Media representatives will be notified by email once the registration process is approved in the system. All personal information provided during registration will be processed in accordance with GDPR regulations.

### Media badge collection

Media badges can be collected upon presentation of a **valid photo ID** and **media credentials** at the Information Desk **at the Grand Hotel Excelsior** (Great Siege Road, Floriana, Malta) on the following dates:

- Wednesday, 4 December: 12:00-20:00
- Thursday, 5 December: 07:00-11:00

Media that arrive after the above times can collect their badges from the **Accreditation Desk** outside the conference venue, at Triq Buqana near the Aviation Museum roundabout, Ta' Qali (35°53'33.8"N 14°24'59.4"E)

**No access will be granted without a valid badge.**





## Accreditation for media pools

All media must register and apply for positions in media pools for the Ministerial Council. Due to limited space, media participating in a pool must agree to share any footage or photography with other media present at the Media Centre, if requested. Admission to a pool is contingent upon this agreement.

A separate “pool card” is required for participation in a media pool. Pool participants should meet at the Media Information Desk **at least 15 minutes before** the scheduled departure time from the Media Centre to collect the pool cards. Journalists must wear the pool card visibly during the pool opportunities. Pool cards are non-transferable.

Journalists attending a specific media pool 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 pool opportunity. Late arrivals at the meeting point will forfeit their access to the pool.

Requests for pool access can be sent to [pressoscemcmalta.mfet@gov.mt](mailto:pressoscemcmalta.mfet@gov.mt)

## Schedule for media pools

Any changes to the media pool schedule will be announced at the Media Centre, and the latest updates can be obtained from the Media Centre Information Desk.

### Thursday, 5 December 2024

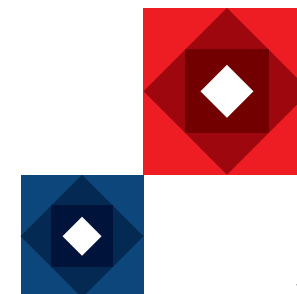
- **08.20–09.50:** Arrival of Heads of Delegations and doorstep opportunity<sup>1</sup>
- **10.00–10.20 (Photo/Video only):** Opening Plenary Session.
- **12.00–13.00:** Side Event on Gender and Security.
- **17.00–18.00:** Side Event on Media Freedom.”

### Friday, 6 December 2024

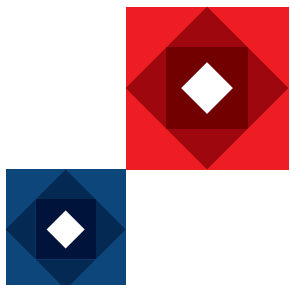
- **12.45–13.15 TBC (Photo/Video only):** Closing Plenary Session. Exact timing will be announced at the Media Centre on the day.
- **13.30** Final Press Conference by OSCE Chair-in-Office, Deputy Prime Minister Ian Borg and the OSCE Secretary General<sup>2</sup> (open attendance – no pool).

<sup>1</sup> To ensure timely access to the VIP arrivals area on 5 December, media representatives are advised to arrive at the venue by not later than 07:30. This allows sufficient time to proceed through security screening and reach the location where VIP arrivals will take place.

<sup>2</sup> To be confirmed, pending appointment of the OSCE Secretary General.



***Please note that if you are participating in the arrivals pool you cannot participate in the opening session pool.***



## Media centre

A designated Media Centre will be available on-site at the MFCC. Media members will access the venue from the South Entrance of the MFCC, where a security screening will take place.

### Opening hours of the media centre

- Thursday, 5 December: 07:00-20:00
- Friday, 6 December: 07:00-17:00

Media representatives will have free access throughout the Media Centre but must be escorted to all other parts of the Ministerial Council premises.

### Media facilities

The Media Centre will provide:

- Workspaces
- Printers, copiers
- Wi-Fi connection
- Connections for power supply
- Plenary sessions broadcast live on closed-circuit television (CCTV) monitors with interpretation
- Media Information Desk
- IT Support Desk
- Catering and lounge area

### Media information desk

At the **Media Information Desk**, located at the entrance to the Media Centre, journalists will receive information regarding access to events or bilateral meetings, where pool or other arrangements will apply due to space, security, and protocol restrictions, as well as assistance in obtaining official photos and videos of the events.

### Virtual media centre

Media representatives will have the opportunity to cover the Ministerial Council remotely, through virtual access to the Media Centre. The virtual Media Centre will be a one-way transmission for viewing purposes only, with no interactive participation.

It is important for media representatives remotely covering the Ministerial Council to log in at least 10 minutes in advance to ensure timely access to the virtual media room.

## Interview requests

Requests for press briefings and interviews should be addressed to the OSCE COMMS (Communication and Media Section) at [press@osce.org](mailto:press@osce.org).



## Wifi & social media

### WI-FI

Wireless internet access is available throughout the Ministerial Council premises. The Network (SSID) and Password will be available at the premises.

### SOCIAL MEDIA

Follow the Ministerial Council digitally and on social media:

- MC webpage: [https://www.osce.org/event/mc\\_2024](https://www.osce.org/event/mc_2024)
- Livestream: <https://www.osce.org/live>
- Hashtags: #OSCEMC24

### OSCE

- Website: [osce.org](https://www.osce.org)
- X Handle: @OSCE
- Instagram: @osceorg
- Facebook: [facebook.com/osce.org](https://www.facebook.com/osce.org)
- LinkedIn: [linkedin.com/company/osce](https://www.linkedin.com/company/osce)

### Maltese OSCE Chairpersonship and the Ministry for Foreign and European Affairs and Trade of Malta

- Websites: [osce.org/chairpersonship](https://www.osce.org/chairpersonship) & [foreign.gov.mt](https://www.foreign.gov.mt)
- X Handles: @DeputyPMIanBorg; @OSCE24MT & @MFETMalta
- Facebook: [facebook.com/OSCE24MT/](https://www.facebook.com/OSCE24MT/) & [facebook.com/AffarijietBarraningovmt/](https://www.facebook.com/AffarijietBarraningovmt/)
- LinkedIn: [linkedin.com/company/maltaosce24](https://www.linkedin.com/company/maltaosce24)

## Photos

The Ministerial Council meeting has a team of official photographers provided by the OSCE and Malta's Department of Information.

Photos taken by the official photographers will be available in high-resolution format on the OSCE's website:

[www.osce.org/resources/multimedia](https://www.osce.org/resources/multimedia)

In due time, they will also be available on

[www.flickr.com/photos/osceorg](https://www.flickr.com/photos/osceorg)

Please make sure to credit photos accurately with the name of the photographer/organisation.

## Livestream

The arrivals of Heads of Delegations, the opening and closing plenary sessions, and the final press conference will be livestreamed on the OSCE website: [www.osce.org/live](https://www.osce.org/live)

Video recordings of the open sessions will be made available on the OSCE's YouTube channel. Download links to videos of individual statements in broadcast quality can be requested from [comms@osce.org](mailto:comms@osce.org), shortly after they take place.

More information and additional resources will be provided on the Ministerial Council event page:

[www.osce.org/event/mc\\_2024](https://www.osce.org/event/mc_2024).

## Broadcast services

The host broadcaster, Public Broadcasting Services Ltd, will provide a live broadcast of parts of the Ministerial Council, including Arrival of Host Delegations, open plenary sessions and the Final Press Conference, which will be pooled globally through the Eurovision Services network.

For more information and assistance, contact Public Broadcasting Services Ltd on [hostbroadcast@pbs.com.mt](mailto:hostbroadcast@pbs.com.mt).

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Accredited journalists who are unable to attend in person and require broader access to the proceedings must **register** to receive a link for remote participation. Only registered journalists who have completed the media accreditation process will be granted access to the Virtual Media Centre.





## General information

### Visa Requirements

Media representatives who require a visa to travel to Malta are required to apply for their visa in a timely manner. Prior to their departure, travellers must ensure that they have a valid passport which expires at least six months after their date of departure.

Visa requirements can be found here:

[consularplus.gov.mt/visa-advice](https://consularplus.gov.mt/visa-advice)

Visa application forms can be found here:

[foreign.gov.mt/schengen-visa-applications](https://foreign.gov.mt/schengen-visa-applications)

Please refer any visa-related queries to [visa.mfet@gov.mt](mailto:visa.mfet@gov.mt).

### Business hours shops

Shops are generally open from 09:00 to 13:00 and 16:00 to 19:00, Monday through Saturday. In tourist areas, many shops are open throughout the day.

### Electricity voltage

The electricity supply in Malta is 230V. The square-fitting standard three-pin, **13 Amp British plugs and sockets** are used. A step-down transformer is needed to convert the current to 110-120V. Participants are advised to bring their own electrical adaptors if required.

### Weather in Malta

The climate in Malta is subtropical Mediterranean, with long, hot, dry and very sunny summers and short, mild and slightly rainy winters. In December, the average temperature in Malta ranges from 15°C (59°F) to 19°C (66°F).

### Banking services and currency

Malta's official currency is the euro. Banking hours are generally Monday to Friday from 09:00 to 17:00. Some banks are open on Saturday mornings. Most internationally recognised currencies and traveller's cheques can be exchanged at commercial banks and at Malta International Airport. Cash dispensing machines or ATMs are located throughout the country, and major credit and debit cards are widely accepted. ATMs are also located at some hotels.

### International dialling codes

The international dialling code for Malta is +356. International calls made from Malta should be preceded by 00, followed by the national country code.

### Time zone

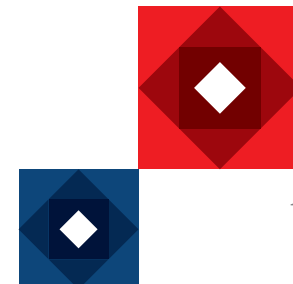
Malta is on Central European Time (CET), which is one hour ahead of Greenwich Mean Time (GMT) in December.

### Medical help

A medical team will be on standby at the conference venue. The number 112 can be used for all emergencies.

Local 24-hour pharmacies can be found here:

[www.pharmacy.mt/roster](https://www.pharmacy.mt/roster)



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## Contact details

Your first point of contact should be the Media Information Desk at the Media Centre.

Any questions related to the logistical modalities of the 31<sup>st</sup> Ministerial Council can be addressed to the OSCE Chairpersonship Events Taskforce at [pressoscemcmalta.mfet@gov.mt](mailto:pressoscemcmalta.mfet@gov.mt).

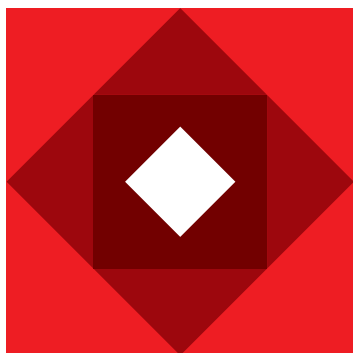
### OSCE Communication and Media Relations Section

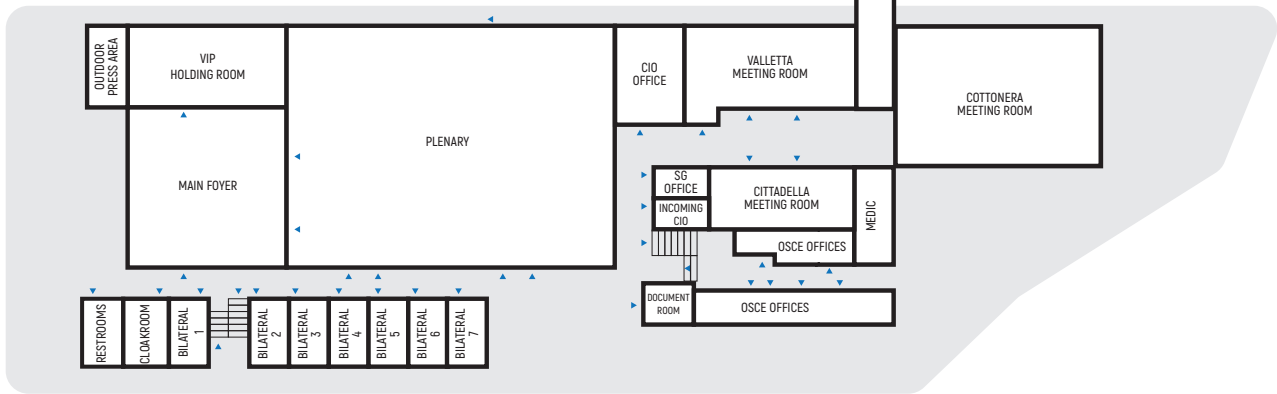
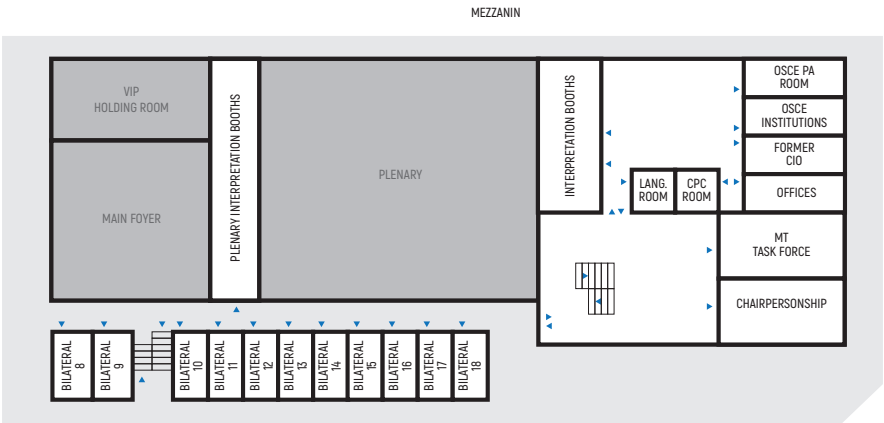
Mobile: +43 676 717 4592 (only active during the Ministerial Council)  
Email: [press@osce.org](mailto:press@osce.org)

### Malta 2024 Chairpersonship Media Contact

Phone: + 43 660 1202877  
Email: [pressoscemcmalta.mfet@gov.mt](mailto:pressoscemcmalta.mfet@gov.mt)

# Floor Plans







## Notes



