



MC.INF/7/12
25 October 2012

ENGLISH only

CIRCULAR NOTE No. 5

This is a logistical modalities note for PRESS AND MEDIA in relation to the 19th Ministerial Council in Dublin from 6 to 7 December 2012.

1. VENUE

The 19th Meeting of the OSCE Ministerial Council will be held in Dublin on 6 and 7 December 2012. The venue will be the Royal Dublin Society (RDS) Simmonscourt Complex, located at Simmonscourt Road, Dublin 4. The official website of the RDS is www.rds.ie

2. MEDIA FACILITIES

The media will be provided with a fully equipped media centre at the RDS. The entire venue will be a secure area, with access only possible with an accreditation badge.

The media centre will be open as follows:

Wednesday 5 December (the day prior to the arrival of the Heads of Delegations)	10.00hrs-18.00hrs
Thursday 6 December	7.00hrs to 22.00hrs
Friday 7 December	8.00hrs to 20.00hrs

There will be the following facilities in the media centre:

- 150 workplaces and 50 desktops
- Strong wireless connection
- Audio splitters for audio feed
- TV and radio booths cabled for receiving a TV feed
- CCTV screens broadcasting the plenary sessions and announcements for journalists
- Rooms for bilateral interviews
- Press Conference areas

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.

3. ACCREDITATION OF THE MEDIA

Accreditation on a self-registration basis will take place via a dedicated online registration system which will be **available from 25 October 2012** at <https://media.osceministerial2012.ie/php/login.php>. The deadline for registration is cob Friday 16 November.

When you visit the weblink for the first time, please follow the directions below:

- On your first visit, please click “create an account” to register your email address.
- You will then receive an email containing a password.
- When logging onto the registration site, please insert your email address into the “Username” field. For “Password”, please use the password enclosed in the email received.
- Please click on “Start Accreditation” to input your “Personal Information” details.
- To specifically register for the OSCE Ministerial, please click on “Meeting Selection” and click on “Subscribe” beside the OSCE Ministerial.
- You will receive an email within 24 hours confirming your application for media registration.
- If you have any technical enquiries, please email OSCEadmin@dfa.ie or click on “help” on the top right-hand side of the registration site.

A colour photograph of each media representative will be required to be submitted in .jpg format as part of the online registration process. All personal data sent to the Department of Foreign Affairs and Trade will be treated in accordance with the highest security and national and international data protection standards.

4. HOTEL RESERVATION

Arrangements have been made with a hotel reservations bureau which has secured accommodation for the media in the Burlington Hotel. Reservations must be made via the following links:

<https://events.conferencepartners.ie/ei/getdemo.ei?id=102&s= 4OK0RTTLD>

The hotel reservations bureau can be contacted by email at the following address: osceministerial2012@conferencepartners.ie.

The Irish Chairmanship strongly recommends that the media make their hotel booking through Conference Partners as the Burlington Hotel is in the security and transport zone for the OSCE Ministerial.

Hotel charges must be paid directly to the hotel by the media upon departure.

5. TRANSPORT

A shuttle service will be available from the Burlington Hotel and the RDS on all days that the media centre is open.

6. VISAS

Nationals of the following countries require a visa for entry to Ireland:

Afghanistan, Albania, Algeria, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Egypt, the former Yugoslav Republic of Macedonia, Georgia, Jordan, Kazakhstan, Kyrgyzstan, Moldova, Mongolia, Montenegro, Morocco, Russian Federation, Serbia, Tajikistan, Thailand, Turkey, Tunisia, Turkmenistan, Ukraine and Uzbekistan.

Visa-required delegates should note that Ireland is **not** in the Schengen zone so a Schengen visa is not sufficient to enter Ireland.

Visa applicants are encouraged to submit their applications in order to ensure the timely processing of all visas – **an application can take up to four weeks to process**. The visa fee will be waived, however, applicants will be responsible for courier charges where applicable.

Submitting a Visa Application

Visa applications should first be made on-line at:

<https://www.visas.inis.gov.ie/avats/OnlineHome.aspx>

When processing the registration for the visa application:

- a) select the link “Short Stay”
- b) and after that, when replying to “What is the reason for travel”, select: conference.

Applicants are reminded that completing the on-line application form is only the first step in the visa application process. An application can only be processed when the on-line form is completed AND the required backing documentation and passport photograph are received by the relevant office as indicated by the on-line system. This will usually be the Irish Embassy or Consulate in, or accredited to, the country in which you normally reside.

For attendance at OSCE events in Ireland, special arrangements have been put in place to process visa applications. If you are directed by the online system to forward your application to Dublin, please disregard this request and send your documentation to your nearest Irish Embassy or Consulate, or the Irish Embassy in Vienna, which is authorised to process your application in a timely manner.

The following information should be sent to the Embassy listed below by visa-required applicants:

- Passport, valid for six months after your scheduled departure date
- Printed and signed copy of the summary of the online visa registration;
- A printout of this media circular;
- Two passport photos;
- One letter from the applicant’s employer which confirms the following:
 - Attendance at the conference;
 - Evidence of who will be responsible for all costs including travel, accommodation and expenses;
 - Evidence of the applicant’s date of expected return.

For further information on visa requirements and visa applications:

<http://www.dfa.ie/home/index.aspx?id=8605>

For further information on applying for your visa:

<http://www.dfa.ie/home/index.aspx?id=37633>

For further information on your nearest Irish Embassy or Consulate:

<http://www.dfa.ie/home/index.aspx?id=285#T>

Annex – Visa Procedures

Participating States

Country	Passports	Accredited Embassy
Albania	Visa required	Embassy of Ireland to Greece www.embassyofireland.gr
Andorra	No visa required	
Armenia	Visa required	Embassy of Ireland to Bulgaria www.embassyofireland.bg
Austria	No visa required	
Azerbaijan	Visa required	Embassy of Ireland to Turkey www.embassyofireland.org.tr
Belarus	Visa required	Embassy of Ireland to Russia www.embassyofireland.ru
Belgium	No visa required	
Bosnia and Herzegovina	Visa required	Embassy of Ireland in Slovenia www.embassyofireland.si
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	Embassy of Ireland to Bulgaria www.embassyofireland.bg

Germany	No visa required	
Greece	No visa required	
Holy See	No visa required	
Hungary	No visa required	
Iceland	No visa required	
Italy	No visa required	
Kazakhstan	Visa required	Embassy of Ireland to Russia www.embassyofireland.ru
Kyrgyzstan	Visa required	Embassy of Ireland to Russia www.embassyofireland.ru
Latvia	No visa required	
Liechtenstein	No visa required	
Lithuania	No visa required	
Luxembourg	No visa required	
Malta	No visa required	
Moldova	Visa required	Embassy of Ireland to Romania www.embassyofireland.ro
Monaco	No visa required	
Montenegro	Visa required	Embassy of Ireland to Hungary www.embassyofireland.hu
Netherlands	No visa required	
Norway	No visa required	
Poland	No visa required	
Portugal	No visa required	
Romania	No visa required	
Russian Federation	Visa required	Embassy of Ireland to Russia www.embassyofireland.ru

San Marino	No visa required	
Serbia	Visa required	Embassy of Ireland to Greece www.embassyofireland.gr
Slovakia	No visa required	
Slovenia	No visa required	
Spain	No visa required	
Sweden	No visa required	
Switzerland	No visa required	
Tajikistan	Visa required	Embassy of Ireland to Russia www.embassyofireland.ru
the former Yugoslav Republic of Macedonia	Visa required	Embassy of Ireland to Romania www.embassyofireland.ro
Turkey	Visa required	Embassy of Ireland to Turkey www.embassyofireland.org.tr
Turkmenistan	Visa required	Embassy of Ireland to Russia www.embassyofireland.ru
Ukraine	Visa required	Honorary Consulate of Ireland to Ukraine www.irishconsulate.kiev.ua
United Kingdom	No visa required	
United States of America	No visa required	
Uzbekistan	Visa required	Embassy of Ireland to Russia www.embassyofireland.ru

Partners for Cooperation

Country	Passports	Accredited Embassy
Algeria	Visa required	Embassy of Ireland to the United Arab Emirates http://www.embassyofireland.ae
Afghanistan	Visa required	Embassy of Ireland to the United Arab Emirates

		http://www.embassyofireland.ae
Australia	No visa required	
Egypt	Visa required	Embassy of Ireland to Egypt www.embassyofireland.org.eg
Israel	No visa required	
Japan	No visa required	
Jordan	Visa required	Embassy of Ireland to the United Arab Emirates http://www.embassyofireland.ae
Mongolia	Visa required	Embassy of Ireland to China www.embassyofireland.cn
Morocco	Visa required	Embassy of Ireland to Portugal www.embassyofireland.pt
Republic of Korea	No visa required	
Thailand	Visa required	Consulate of Ireland in Thailand http://www.irelandinthailand.com
Tunisia	Visa required	Embassy of Ireland to Spain www.embassyofireland.es