INFORMAL MEETING OF NATO MINISTERS OF FOREIGN AFFAIRS

IN PRAGUE, CZECHIA

30-31 MAY 2024

**GENERAL**

1. An informal meeting of the North Atlantic Council (NAC) at the level of Ministers of Foreign Affairs will be held in Prague, Czechia, on 30-31 May 2024. The meeting will be chaired by the NATO Secretary General, Jens Stoltenberg.
2. This media advisory marks the opening of online registration for accreditation.

**VENUE**

The ministerial meeting will take place at the Czernin Palace, Loretánské náměstí 5, Prague 1, 118 00. The media centre will be located nearby, in a temporary construction. This is also where the media accreditation office will be located. Press conferences will take place at the Hrzan Palace (located within walking distance), Loretánská 9, Prague 1, 118 00.

1. These locations are reachable by public transport. Please note no parking facilities will be availble to the media.

**MEDIA ACCREDITATION**

1. Media representatives who wish to cover this meeting need to seek accreditation. To do that, please register via NATO’s media accreditation platform: <https://my.hq.nato.int>.

An annual NATO accreditation badge or other accreditation documents will not give access to the event.

1. The deadline for accreditation is **Friday 17 May 2024** **at midnight**.
2. Please apply for accreditation as soon as possible, to allow sufficient time to process your request.
3. Due to space restrictions, there may be limitations on the number of media representatives allowed to cover the event.
4. Media representatives whose accreditation request is successful will receive confirmation by email. Please bring a printout of the confirmation email when collecting your badge in Prague.
5. Accreditation requests submitted after the deadline may be unsuccessful. In accordance with NATO media accreditation [procedures](https://www.nato.int/cps/en/natolive/news_83620.htm?mode=pressrelease), NATO reserves the right to deny or withdraw accreditation of media representatives who put the accreditation to improper use.
6. Media passes must be collected in person from the Accreditation Office, upon presentation of the confirmation email, as well as the ID documents used to apply for accreditation
7. The Accreditation Office will be located in the vicinity of the Czernin Palace. Opening hours will be communicated to accredited media at a later stage.
8. Media passes must be visible at all times. Please arrive early to clear security checks. Security personnel will examine and may test equipment and personal effects on site.

**PROGRAMME**

1. The full schedule of the events will be available at a later stage.
2. Information about individual ministers’ media programmes should be sought directly from their national delegation(s). Please contact the NATO Press Office to obtain the list of national press officers.

**BROADCAST**

1. Czech National TV will serve as Host TV and will cover all public components of the event.
2. Those will be broadcast in the Media Centre, and on the NATO website.
3. A live satellite world-feed of the main media events, such as the doorsteps and press conference of the NATO Secretary General, will be provided by NATO free of charge without encryption or downlink charges. The video and audio may be used only for appropriate news and public affairs purposes.
4. After each event, the videos are available for free download from [NATO Multimedia](http://www.natomultimedia.tv).

**POOLS**

1. Access to certain events during the ministerial meeting will be open only for small media pools, by invitation only.
2. When a media representative accepts a NATO pool position they must share immediately all information and material collected while in the pool with any accredited media that request it. The media representative in the pool will share the material at no charge and with no restriction on the use of the material for news purposes. Media representatives can only accept the pool accreditation if they have the agreement of their employer to all of the conditions on providing pool material listed above.
3. Media organisations that want pooled images should first contact the wire service / photo agency of which they are a member / client. Media representatives and news organisations must identify that it is pooled material every time it is used. Pooled material can only be used for legitimate news purposes and it cannot be sold.
4. Photos of all the media events, taken by host and NATO photographers, will be posted on [the NATO website](http://www.nato.int).

## MEDIA FACILITIES

1. The Media Centre will include:
2. A filing centre (including TV/radio editing area), with electricity (230V), access to video and audio feeds, cabled and Wi-Fi internet. Working spaces cannot be booked in advance;
3. Information Desk;
4. An area for indoor and outdoor stand-ups, for rotational use;
5. Internal Television Circuit for live and recorded broadcasts, information about the programme, press conferences schedules and other information;
6. Catering.
7. Press conferences will take place at the Hrzan Palace where several briefing rooms and spaces for media huddles will be set up. Due to space limitations, in the main press conference room priority will be given to journalists.

**TENTATIVE SCHEDULE – MEDIA ACCREDITATION OFFICE AND MEDIA CENTRE**

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| --- | --- | --- |
| **Day** | **Media Centre**  | **Accreditation Office**  |
| **29 May** | Closed | Open |
| **30 May** | Open | Open |
| **31 May**  | Open  | Open |

**ACCOMMODATION, TRANSPORT, TRAVEL**

1. Media should make their own arrangements.
2. All foreign citizens who wish to travel to the Czech Republic must be in possession of a valid travel document, accepted by the Czech Republic. If you are required to hold a visa, this must be granted and affixed to the travel document prior to arrival. To know if you are required to hold a valid visa when travelling to the Czech Republic, please visit:
* For countries whose citizens enjoy visa free regime to the Schengen area, please see <https://mzv.gov.cz/jnp/en/information_for_aliens/short_stay_visa/list_of_states_whose_citizens_are_exempt/index.html>
* For countries whose citizens need visas to the Schengen area, please see <https://mzv.gov.cz/jnp/en/information_for_aliens/short_stay_visa/list_of_states_whose_citizens_are/index.html>

**CONTACT POINTS**

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| **Overall Coordination**  | Ms Alina Coca – NATO Media Coordinator, NATO Ms Aneta Kovarova - Media Coordinator, Czech Ministry of Foreign Affairs  | natomediaoperations[at]hq.nato.intAneta.Kovarova[at]mzv.gov.cz |
| **Accreditation** | Ms Virginie Wembey | NatoAccreditations[at]hq.nato.int  |
| **Broadcast arrangements**  | Mr Bart Vandendorpe Host broadcaster  | Email: Vandendorpe.Bart[at]hq.nato.int Email: Iva.Keharova[at]ceskatelevize.cz |
| **NATO Video on demand** | [www.natomultimedia.tv](http://www.natomultimedia.tv) | content[at]natomultimedia.tv  |