



**Conference on Security and Co-operation in Europe
Budapest Summit Meeting
5-6 December 1994**

PRESS AND NGO GUIDE

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I. PRESS AND NGO ARRANGEMENTS

1. Summit Meeting Premises

The venue of the CSCE Budapest Summit Meeting is the Patria Hall in the Budapest Convention Centre, which is also the site of the ongoing Budapest Review Conference

Address CSCE Budapest Summit Meeting
c/o Budapest Convention Centre
Budapest, 12th district, Jagello út 1-3 , Hungary

Postal address H - 1444, Budapest, P O B 233

Telephone (switchboard) (36-1) 186-9588
Fax (36-1) 166-5636

Summit Executive Secretariat telephone (36-1) 201 4594
(36-1) 201 3791
Fax (36-1) 201 3657
(36-1) 212 1331

2. Accreditation and Security Arrangements

Accreditation for the CSCE Review Conference is not valid for the Summit Those attending the Summit should obtain a **new Summit badge** from the Executive Secretariat, displaying the holder's photograph

For security reasons access to the Budapest Summit Meeting premises is restricted to persons wearing a Summit badge

Press and NGO **accreditation forms** have been distributed from 1 November onwards through the diplomatic missions of the CSCE participating States, the CSCE offices and the Budapest Summit Executive Secretariat The forms, which can be freely multiplied, should be returned with two passport size photographs to the Summit Executive Secretariat as soon as possible As registration and the production of the special holomagnetic badge take quite a few minutes, those wishing to get accreditation on 5 December may run the risk of missing events

Badges should be **collected in person**, on presentation of the identification documents indicated on the accreditation form

Issuing of the Summit accreditation badges starts on **30 November** at the **Budapest Convention Centre**.

Accreditation desk opening hours

28 November - 2 December	9 00 - 18 00hrs
3 December	9 00 - 21 00hrs
4 December	9 00 - 24 00hrs
5 December	0 00 - 24 00hrs
6 December	7 00 - 13 00hrs

3. Press Centre

3.1 The **Summit Press/Information and NGO Centre** is located in the **Cultural House** of the Hungarian Optical Works (**MOM**), approximately 200 metres from the Budapest Convention Centre (see Plan of Premises)

Address Budapest 12th district, Csorsz utca 18

Telephone 212-1225

Working area opening hours

28 November - 2 December	9 00 - 18 00
3 December	9 00 - 21 00
4 December	9 00 - 24 00
5 December	7 00 - 24 00
6 December	0 00 - 16 00 hrs

The following **facilities** are available to the press information desks with official documents of the event and notices about press opportunities, a working area and technical and telecommunications equipment (typewriters, photo-copiers, card-operated telephone and fax machines, 12 radio commentator booths) In view of the large numbers of media covering the Summit, the more independently of the Press Centre you can work, the better, as there will be at times considerable pressure on the facilities

Telephone/fax cards can be purchased at the service counters of the Hungarian Post Office in the Press Centre and the foyer of the Budapest Convention Centre

Proceedings of the plenary meetings can be followed on a video screen in the **Theatre Hall** of the building (seating 800), with simultaneous interpretation in the six official CSCE languages The plenary meetings can also be covered from the gallery of Pátia

Hall in the Budapest Convention Centre The use of interpretation of speeches must remain limited to strictly non-commercial purposes of public information, meaning immediate news coverage only

These facilities are available for accredited journalists and NGO representatives only

3.2 Facilities for News Agencies

A limited number of offices are set up for News Agencies on the 2nd floor in the Budapest Convention Centre, near the entrance to the gallery of the Pátria Hall Allocation of the office space and technical facilities was handled by the Hungarian News Agency (MTI) upon requests submitted earlier

4. Press Opportunities

4.1 The plenary meetings of the Summit (see Summit Schedule) will be **open** The **gallery of the Pátria Hall** in the Budapest Convention Centre (entrance on the 2nd floor), seating approx 700, will be reserved for accredited representatives of the press and the non-governmental organizations, where they can follow proceedings with the aid of simultaneous interpretation in the six official CSCE languages **Important:** as delegations will be given priority at security between 8 00 - 9 00hrs, journalists and NGO representatives should arrive before 8 00hrs in order to guarantee places in the Press Gallery The doors of the Convention Centre will open at 6 00hrs on 5 and 6 December

Due to the limited capacity of the gallery, the plenary meetings can also be seen on a video screen located in the **Theatre Hall** (capacity 800 persons) of the **Press/Information and NGO Centre**, with simultaneous interpretation in the six official CSCE languages

4.2 A final **press conference** will be held by the CSCE Troika after the Closing Ceremony on 6 December, in the Theatre Hall of the Press/Information and NGO Centre

4.3 All other **press briefings and conferences** are organized upon request from the delegations with the assistance of the Press Service of the Executive Secretariat Bookings should be made in writing to the Press Service Rooms available for this purpose on a first-come first-served basis are the Bartók Hall (300 persons) in the Budapest Convention Centre, the Theatre Hall (800 persons) at the Press/Information and NGO Centre, and a press room (80 persons) in the nearby Fotex Plaza building, at 47 Csorsz utca

Announcements of press briefings and conferences will be displayed at the Press/Information and NGO Centre and the Budapest Convention Centre.

4.4 Requests for **interviews** should be made directly to the offices of the delegations and organizations located in the Hotel Novotel (see Useful Numbers) The Press Service cannot handle individual interview requests

4.5 Photo opportunities

VIP arrivals and departures **at the airport** can only be covered by Hungarian Television (MTV) and the Hungarian News Agency (MTI) No other media will be present at the airport. There will be no statements to the press there Also, only MTV and MTI will be admitted to cover the beginning of the working luncheon at the Hilton Hotel and of the gala dinner in the parliament on the 5th.

In view of the expected media interest and the limited space, all other photo opportunities, except the final press conference, are **pooled** The Press Service cannot guarantee admittance to all opportunities requested. Information about **pool positions** is available on separate sheets.

Pool cards can be collected from 3 December onwards at the desk near the security checkpoint off the main entrance to the Budapest Convention Centre. Pool positions, especially arrivals, should be taken up **1 hour before** the event

All main events and all pool positions will be covered by MTV Hungarian Television and MTI Hungarian News Agency (stills). Plenary sessions will be covered by Hungarian Television camera crews only. For technical services offered, see No 5 on page 6.

Photo opportunities:

5 December (for times, see Summit Schedule)

- arrivals, Budapest Convention Centre (BCC), Theatre Entrance - outside
- arrivals, BCC Theatre Entrance - inside, Aula
- arrivals, BCC Theatre Entrance - inside, Aula corridor
- arrivals, BCC Main Entrance - outside
- arrivals, BCC Main Entrance - inside, foot of stairs
- arrivals, BCC Main Entrance - inside, end of corridor
- beginning of First Plenary, VIPs greeted by President Goncz,
BCC Pátria Hall, stage
- US President Clinton' arrival, BCC Main Entrance - outside
- US President Clinton's arrival, BCC Main Entrance - inside, foot of stairs
- US President Clinton's arrival, BCC Main Entrance - inside, end of corridor
- 'Family Photo', BCC Pátria Hall

- NPT Signing Ceremony, BCC Bartók Room
- departures, BCC Main Entrance - outside
- arrivals for Working Luncheon, Hilton Hotel - outside
- arrivals, BCC Theatre Entrance - outside
- arrivals, BCC Main Entrance - outside
- departures, BCC Main Entrance - outside
- arrivals for Gala Dinner, Parliament, main entrance - outside
- welcome drink, Parliament Cupola Hall - inside
- foreign ministers' arrival, Museum of Ethnography - outside
- ladies' gala dinner, Parliament (on request)

6 December

- arrivals, BCC Theatre Entrance - outside
- arrivals, BCC Theatre Entrance - inside, Aula
- arrivals, BCC Theatre Entrance - inside, Aula corridor
- arrivals, BCC Main Entrance - outside
- arrivals, BCC Main Entrance - inside, end of corridor
- departures, BCC Main Entrance - outside

The final document signing ceremony (to be confirmed) and the closing press conference by the CSCE Troika will be open for the press.

4.6 Bilateral meetings held in the Budapest Convention Centre will be in the Janus Pannonius Room, the Corvina Room, the Mátyás Room (16 seats each), the Anonymus Room, the Szász Room (20 seats each) or the Fortuna Room (40 seats) Media/photo access to bilateral meetings is at the discretion of the delegations involved and can be arranged by written request through the Press Service of the Executive Secretariat.

5. Radio, Television and News Agency Technical Services

5.1 Assistance with television, radio or news agency technical services are provided by the following institutions (as stated in Information Circular No 4, requests had to be made by 15 November):

Hungarian Television (MTV)

International Technical Services

H-1810 Budapest, Szabadság tér 17.

Tel : (36-1) 132-1316

Fax : (36-1) 153-4568

Telex : 22-5568

Hungarian Radio (MR)

Department of International Relations
H-1800 Budapest, Brody Sandor u 5-7
Tel (36-1) 138-8108, 138-8417
Fax (36-1) 117-7888
Telex 22-4371

Hungarian News Agency (MTI)

Mr Henrk Frohlich, Deputy Technical Manager
H-1426 Budapest, P O B 3
Naphegy ter 8
Tel (36-1) 266-7194
Fax (36-1) 117-7888
Telex 22-4371

5.2 Television Services

The **European Broadcasting Union (EBU)**, set upon Floor 7 of Hotel Novotel, can provide BETA Replay for transmission onto the Eurovision network. The **EBU coordinator is Anna Eriksson**, Novotel room No 712 Hotel Novotel switchboard no 186-9588

EBU can also provide dubs of MTV Hungarian Television pool material by request

BETA SP editing facilities are available with EBU and at MTV headquarters on a booking basis

MTV/EBU can provide studio and stand-up positions on a booking basis

Plenary sessions will be covered by MTV camera crews only. The pool signal is available by request from MTV or EBU

5.3 Radio Services

12 commentator booths for live reports and transmission of recordings will be available at the Press Centre

6. Transport and Parking Facilities

6.1 On 5-6 December, **shuttle bus services** will operate between the Budapest Convention Centre and the following major hotels designated for the Summit: Forum, Gellert, Hilton, Hyatt, Kempinski, Marriott and Penta. Summit badge holders accommodated in these hotels are entitled to take the shuttle buses. Timetable of their operation is available on the spot.

6.2 The parking area of the Budapest Convention Centre is reserved for the VIP motorcades. For the press and the NGOs, a **parking area** is provided around the Press and NGO Centre where a limited number of cars can be accommodated (see Plan of Premises). **Press car passes** will be available in the Budapest Convention Centre from 2 December onwards.

7. Information for Those in the VIP Escort

7.1 In case of **arrival by special or scheduled flight** at Budapest Ferihegy Airport, the motorcades designated for the delegations and other cars provided by the diplomatic missions to transport the delegation members will proceed directly to the plane. Following the official welcome the Head of State or Government and members of the official delegation will proceed to the motorcade. All other persons in the escort, including experts and journalists, will be transported to their place of accommodation by vehicles provided by their respective missions. These vehicles will directly follow the official motorcade.

7.2 Luggage, Passport and Transport Arrangements

Representatives of the Protocol Department of the Hungarian Foreign Ministry and the Government Guard, in close co-operation with the airport authorities, will be responsible for the luggage of the delegations. Luggage vans will be provided by the host country. A member of the delegation or a representative of the Mission concerned is requested to accompany the luggage.

For purposes of luggage identification members of the delegation and the escort are kindly requested to use the stickers issued by the host country.

The passports of the Heads of State or Government and members of the delegations will not be examined. Members of the delegations and other persons arriving for the Summit by scheduled flights are advised to disembark from the plane with the Head of State or Government.

7.3 Those **arriving for the Summit separately** from the official delegations are advised to use the corridor marked with the "CSCE" logo where they will be given special speedy treatment by the Passport and Customs Authorities.

7.4 Departure from Budapest

The Heads of State or Government and their immediate escort should be ready to leave for the airport **half an hour (30 minutes) prior to the flight's scheduled departure**. Their motorcade will proceed directly to the plane.

Members of the delegation and others (including experts and journalists) **not** travelling in the official motorcade will be transported to the airport prior to the departure of the Head of State or Government from the latter's place of accommodation, in vehicles provided by their respective mission. They should be at the airport **one (1) hour before** the scheduled time of departure. The time of departure from the place of accommodation will be communicated by the permanent liaison officer

The luggage and air tickets of those leaving in the escort of the Head of State or Government will be collected by a representative of the host country at the place of residence of the Head of State or Government **at least three hours before** the flight's scheduled time of departure. The luggage and air tickets will be delivered to the airport by the representative of the host country

For security reasons **all packages will be examined by an X-ray system**

Members of the delegation, except for those travelling in the motorcade, have to undergo the usual airport security check.

8. Other Services

8.1 Several services are available for accredited representatives of the press and NGOs in the **foyer** of the Budapest Convention Centre. For telephone numbers, see Useful Numbers.

Right of the Main Entrance:

The **Hungarian Foreign Trade Bank Ltd** offers money exchange, cash advances for Eurocard, Mastercard and Visa cards, cashing of Eurocheques, immediate cashing of personal cheques up to the equivalent of USD 500, and cashing of travellers cheques.

MALEV Hungarian Airlines grants a 35% reduction on Business and Economy Class for press and NGO representatives attending the CSCE Budapest Summit. For more details contact the MALEV desk.

The Hungarian Tourist Board's information agency **Tourinform** offers tourist information, guide books, maps, posters and English-language theatre and concert programmes. They are ready to organise individual excursions and provide theatre or concert tickets.

Left of the Main Entrance:

WESTEL 900 GSM offers rental of mobile phone sets on favourable terms. Westel 900 GSM takes only internationally accepted credit cards as payment and guarantee

ARAL Hungaria Oil Company have issued ARAL-Fill-up-Card and ARAL-Credit-Card facilitating refuelling and rapid payment at ARAL petrol stations in Hungary for the Diplomatic Missions/Delegations in Budapest For more details contact the ARAL Hungaria desk The largest ARAL petrol station is located in the immediate vicinity of the CSCE premises and these cards are accepted by all ARAL petrol stations in Hungary, including those located along the Budapest-Vienna highway

The **Hungarian Post Office** offers the usual postal services at its counter, including sale of telephone/fax cards

8.2 Hot meals are available at **Hotel Novotel's Carolina restaurant** (8 00-24 00hrs), **pizzeria** and **'bowling' pub** (8.00-22 00hrs) There are three **cafeterias** (8.30-18 00hrs) in the **Budapest Convention Centre**, two on the ground floor and one on the gallery. There is a **snack bar** in the **Press Centre**.

8.3 The **Hungarian International Press Association** is ready to offer its own services by way of local information. Office hours: 9.00 - 13.00hrs. Telephone. 342-0536 or Duncan Shiels on 175-5181.

IL CSCE BUDAPEST SUMMIT MEETING SCHEDULE

(as of 25 November, speaking order subject to change Updated schedules will be issued as necessary)

Important: As delegations will be given priority at security between 8.00 - 9.00hrs, journalists and NGO representatives should arrive before 8.00hrs in order to guarantee places in the Press Gallery.

Monday, 5 December 1994

- 9 00hrs **First Plenary meeting - Formal Opening**
Chair Host Country
- address by the Host Country
- address by the outgoing Chairman-in-Office
- address by the Secretary General of the United Nations
- statement by the President of the CSCE Parliamentary Assembly
- 9 45hrs **Second Plenary meeting**
Chair Germany
- statements by Albania, Russian Federation, Bulgaria, Canada, Sweden, Uzbekistan, Belgium, Lithuania, Cyprus, Bosnia-Herzegovina, Finland, Ukraine, Norway, Poland, Hungary, United States⁺ (+order depending on the US President's arrival)
- 12 45 - 13 00hrs **'Family Photo'**
Venue Stage of the Patria Hall
- 13 30hrs **Working Luncheon** for Heads of State or Government hosted by the Prime Minister of the Republic of Hungary
Venue Hilton Hotel (Castle District, Hess András tér 1-3)
- 16 00hrs **Third Plenary meeting**
Chair Turkey
- statements by Austria, Turkmenistan, San Marino, Denmark, Germany-European Union, Monaco, Malta, Slovenia
- 17 30hrs **Fourth Plenary meeting**
Chair Lithuania
- statements by Belarus, Romania, France, Netherlands, United Kingdom, Estonia, Armenia

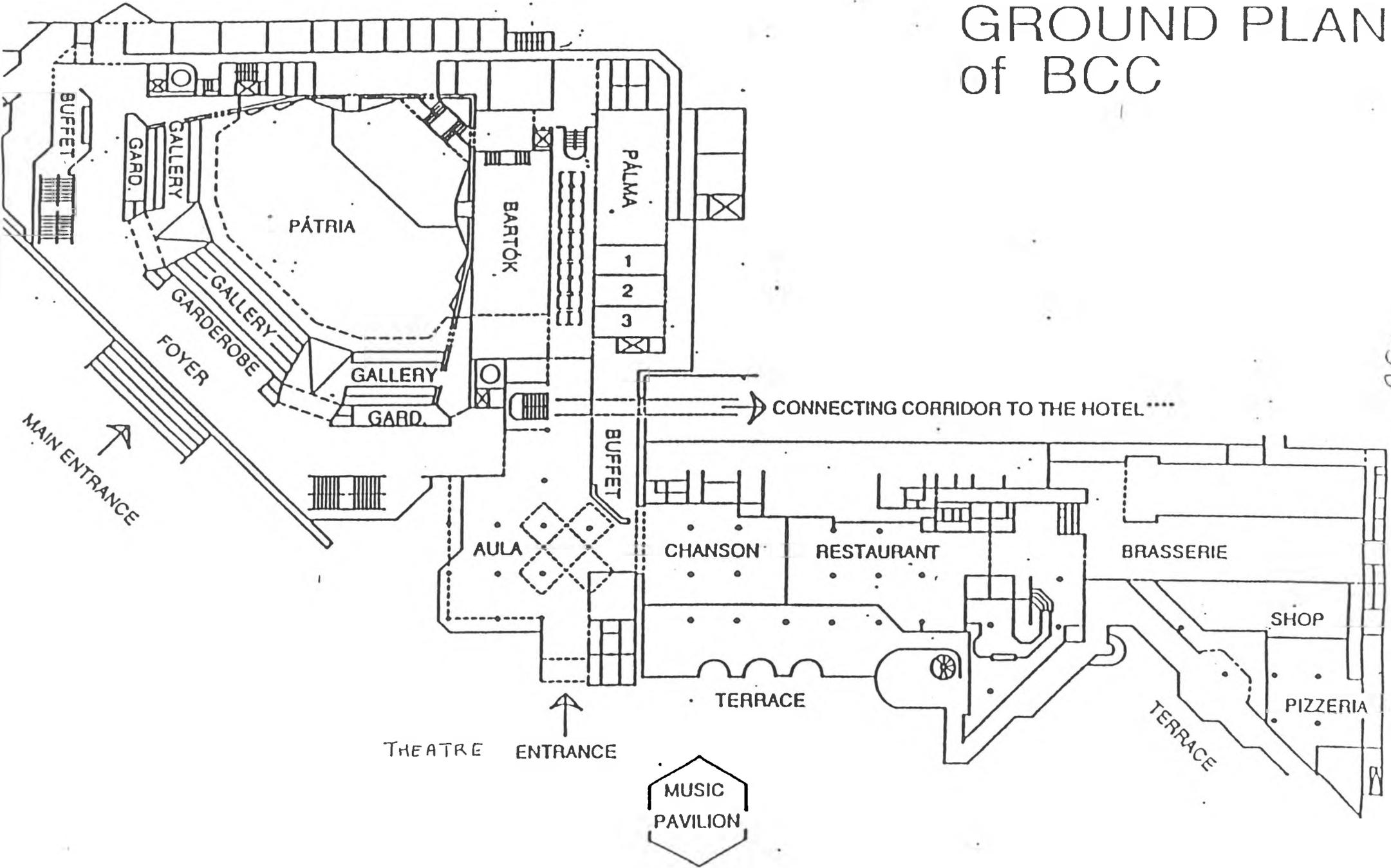
- 19.30 - 22.30hrs **Dinner** for the Heads of State or Government hosted by the President of the Republic of Hungary
Venue: Parliament (5th district, Kossuth Lajos tér)
- 20.30 - 22.30hrs **Buffet-dinner** for the Foreign Ministers of the participating States hosted by the Foreign Minister of the Republic of Hungary
Venue: Museum of Ethnography (5th district, Kossuth Lajos tér 12)
- 20.45 - 22.45hrs **Reception** for the members of the Delegations hosted by the Government of the Republic of Hungary
Venue: Museum of Ethnography (address as above)

December 6, Tuesday

- 9.00hrs **Fifth Plenary meeting**
Chair: Cyprus
- statements by Moldova, Slovak Republic, Turkey, Luxembourg, Azerbaijan, Tajikistan, Liechtenstein, Czech Republic, Greece, Ireland, Portugal
- 11.05hrs **Sixth Plenary meeting**
Chair: Estonia
- statements by the Holy See, Italy, Spain, Switzerland, Georgia, Croatia, Kazakhstan, Latvia, Kyrgyzstan, Iceland, Former Yugoslav Republic of Macedonia
- 13.15hrs **Seventh Plenary meeting - Closure**
Chair: Host Country
- after Closure **Press Conference** in the Theatre Hall,
Press/Information and NGO Centre

IV. PLANS OF PREMISES

GROUND PLAN of BCC



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