

## Circular Note No. 3

### **Logistical modalities for Media participation**

The Ministry of Foreign Affairs of North Macedonia and the OSCE 2023 Chairpersonship of North Macedonia would like to provide the following information on logistical modalities for Media participation in the 30th Meeting of the OSCE Ministerial Council taking place in Skopje from 30 November to 1 December 2023.

#### I. THE VENUE

The 30<sup>th</sup> Meeting of the OSCE Ministerial Council will be held at the “Sports Centre Boris Trajkovski”, Boulevard 8-mi Septemvri 13, Skopje 1000, in Skopje on 30 November and 1 December 2023. The Ministerial Council venue can be reached from Skopje city centre within 10 minutes by car and within 30 minutes from Skopje International Airport. Media representatives can access the site of the Ministerial Council through “Entrance for Media and NGO’s” on the west wing of the venue only.

For more information on “Sports Center Boris Trajkovski”, please see <https://www.salaboristrajkovski.gov.mk/>

#### II. MEDIA FACILITIES

The Media Centre will be located on the premises of the Sport Center “Boris Trajkovski”.

#### **Media Centre opening hours**

Wednesday, 29 November: 11.00 - 20.00

Thursday, 30 November: 07.00 - 20.00

Friday, 1 December: 07.00 - 20:00

The Media Centre offers Media representatives services and facilities, including:

- work spaces
- printers, copiers
- Wi-Fi connection
- connections for power supply
- plenary sessions broadcast live on closed - circuit televisions monitors
- Host Broadcaster and host photographer
- Media Information Desk
- essential IT support
- catering and lounge area
- chill-out zone

At the **Media Information Desk** journalists will receive information concerning access to events or bilateral meetings for which pool or other arrangements will apply due to space, security and protocol restrictions.

The entire venue will be a secured area, and access will require an accreditation badge.

### III. MEDIA ACCREDITATION

Accreditation for Media representatives is mandatory. Please note that there will be no access to the venue or Media facilities 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 are required to register online by **26 November 2023**. Members of the delegations who will participate at the Ministerial Council, including official photographers, **cannot** be registered as media representatives.

Media travelling with Heads of Delegations must register through the online media registration system.

Online media registration is available at: <https://events.osce.org/2023-30th-ministerial-council-skopje-media/registration>

Or QR code



For registration, please fill in the requested information and upload a photo of your passport. Media representatives will be informed once the process is completed through the registration system. Please be advised to regularly check your personal registration page. All personal information provided during registration will be processed in accordance with the GDPR.

Once Media accreditation has been granted, badges can be collected upon presentation of a valid photo ID and Media credentials at the Media Information Desk on the following dates:

**Wednesday, 29 November: 11.00 - 20.00**

**Thursday, 30 November: 07.00 - 20.00**

**Friday, 1 December: 07.00 - 20:00**

Registered journalists who cannot participate in person in Skopje will be provided with a remote access via Zoom.

For questions related to the accreditation please contact: [media.OSCEMC@mfa.gov.mk](mailto:media.OSCEMC@mfa.gov.mk)

#### **3.1. Accreditation for media pool**

All photographers and camera operators will need to register/apply for a position in media pools for the Ministerial Council.

Due to limited space in some pools, all media participating in a pool must adhere to the principle of sharing any footage or photography with any other media present at the Media Centre should they be requested to do so and will only be admitted to a pool based on agreement to this.

A separate “pool card” will be required for participation in a Media pool and should be picked up at least 20 minutes before the scheduled departure time from Media centre. Journalists must wear the pool card visibly during the pooled photo opportunity.

All journalists attending a specific pool arrangement 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 photo opportunity. Journalists arriving late at the meeting point will forfeit their access to the pool.

Journalists participating in pools are requested to gather at the appointed meeting point no later than 20 minutes before the pool starts.

The schedule all pool opportunities will be provided at a later date.

#### IV. ACCOMMODATION

Upon registration, Media representatives will be able to reserve hotel rooms in the pre-arranged hotels. Confirmation and payment details for the rooms should be settled directly with the hotels.

The list of recommended hotels:

**Osten Art Hotel**

Vasil Glavinov No.7b, floor 2, Skopje City-Centre, Skopje, 1000, North Macedonia

**Hotel Macedonia Square**

11th October Street 5, Skopje City-Centre, Skopje, 1000, North Macedonia

**Hotel Alexander II**

str.Vasil Glavinov 3, Skopje City-Centre, Skopje, 1000, North Macedonia

**Best Western Hotel Turist**

11 Guro Strugar Str, Skopje City-Centre, Skopje, 1000, North Macedonia

**Ibis Skopje City Center**

Orce Nikolov Br 55, Skopje City-Centre, Skopje, 1000, North Macedonia

**Hotel Story**

40 Boulevard 8-mi Septemvri, Skopje, 1000, North Macedonia

**Hotel Pine**

Mile Pop Jordanov 1b, Skopje, 1000, North Macedonia

## **Hotel De KOKA**

5 Gotse Deltchev Str., Skopje City-Centre, Skopje, 1000, North Macedonia

### **V. MEDIA COVERAGE OF BILATERAL MEETINGS**

Media attendance at bilateral meetings is possible only at a Delegation's request. Delegations are responsible for contacting the corresponding Media representatives. Media representatives need to be at the Media Information Desk at least 20 minutes before the bilateral meeting is due to begin to be escorted to the meeting.

Media representatives need to be registered as such prior to the Ministerial Council through the registration platform until the deadline on 26 November 2023. Members of the delegations who will participate at the Ministerial Council, cannot be registered as media representatives.

### **VI. LIVE STREAM**

The open plenary sessions at the Ministerial Council will be available via live stream on the OSCE website at: [www.osce.org/live](http://www.osce.org/live)

The opening and closing session as well as the press conference will have EBU broadcasting coverage.

The live stream is only available in the floor language without interpretation.

Video recordings of the open sessions will be made available on the OSCE's YouTube channel. Download links to videos of single 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 at the Ministerial Council event page: [https://www.osce.org/event/mc\\_2023](https://www.osce.org/event/mc_2023)

### **VII. PHOTOS**

Official photos will be available at:  
<https://www.osce.org/resources/multimedia>  
<https://www.flickr.com/photos/osceorg/>

Credits: name of the photographer/organisation.

### **VIII. VISA REQUIREMENTS**

Visa requirements must be met before arrival in North Macedonia. Participants are responsible for making their own visa arrangements and for submitting complete applications together with the required supporting documents. Media requiring an entry visa are advised to submit their request to the competent authorities well in advance. Please bear in mind that visa applicants may be required to obtain an appointment in order to lodge an application. It may then take up to 15 days for a decision on the application to be taken, and in certain cases, this period can be extended.

For further information, please see: <https://mfa.gov.mk/en/page/12/foreign-citizens>

## IX. GENERAL INFORMATION

### 9.1. Transport to Skopje

Skopje has one Airport, one main Train station and one main Bus station.

If you arrive at Skopje International Airport please see the time table of the bus transfer that operates only to Skopje's main Train/Bus Station. Airport taxi is also available from Skopje International Airport.

#### TAXI IN SKOPJE

Global Taxi	Tel. +389 70515180
Cammeo Taxi	Tel. +389 2 2776800
Nashe Taxi	Tel. +389 215152
Plava Laguna	Tel. +389 215192

### 9.2. Currency

The official currency in North Macedonia is Denar. For more information about foreign exchange reference rates, see: [https://www.nbrm.mk/kursna\\_lista-en.nspix](https://www.nbrm.mk/kursna_lista-en.nspix)

### 9.3 Banks and credit cards

Most banks are open from Monday to Friday from 9:00 to 17:00.

Almost all banks have ATMs that accept overseas bank cards and are accessible from outside. It is recommended to check with the issuing bank before departure whether a bank card is valid in North Macedonia.

Credit cards, such as American Express, MasterCard and Visa are widely accepted in North Macedonia.

### 9.4 Business hours

Shops are generally open from Monday to Saturday from 08:00 to 21:00. Shopping malls are open until 22:00. On Sundays, only shopping malls are open.

### 9.5 Electricity

The electric current used is 220/230 volts, 50 Hz. Plugs and sockets are compatible with most other continental European plugs.

## X. CONTACT INFORMATION

Your first point of contact regarding all logistical questions should be the Media Information Desk at the Media Centre.

### OSCE Communication and Media Relations Section

For any questions concerning media opportunities at the Ministerial Council please contact:

**David Dadge, Spokesperson / Head of Communication and Media Relations Section**

Office: +43 1 51436 6573

Mobile: +43 676 3012 737

Email: [press@osce.org](mailto:press@osce.org)

**Chairpersonship Media Contacts**

Press and Communication OSCE 2023 Chairpersonship of North Macedonia

**Boni Cvetanovska**

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Phone: +436766372643

Email: [comms\\_team@mfa.gov.mk](mailto:comms_team@mfa.gov.mk)

Questions concerning accreditation and logistics should be emailed to the:

[media.OSCEMC@mfa.gov.mk](mailto:media.OSCEMC@mfa.gov.mk)