



COUNCIL OF
THE EUROPEAN UNION
GENERAL SECRETARIAT

Brussels, 5 June 2009

European Council
Brussels, Thursday 18 and Friday 19 June 2009

LAST-MINUTE ACCREDITATION

Please read the accreditation instructions carefully and remember to bring all the necessary documents for collection of your accreditation badge.

Journalists who have not applied for accreditation by the deadline (**12.00 on Friday 5 June**) may apply on-line for last-minute accreditation via the website: http://www.consilium.europa.eu/eucouncil-cz-late_accreditation

For security reasons, last-minute accreditation requests will be subject to comprehensive verification by the Belgian authorities; the Security Office of the General Secretariat may also check the bona fide character of applicants with their editors-in-chief/producers. These checks may cause long delays. If you follow the late accreditation procedure, you are advised to arrive at the accreditation office well in advance.

➤ **Collection of badges**

Accreditation badges must be collected in person from the
LEX building, rue de la Loi 145, B-1048 Brussels
Tel. +32 (0)2 281 38 09 / +32 (0)2 281 38 10, Fax +32 (0)2 281 44 99

- **Tuesday 16 June** from 9.30 - 13.00 and 14.00 - 17.00
- **Wednesday 17 June** from 9.30 - 13.00 and 14.00 - 19.00
- **Thursday 18 June** from 9.00 - 20.00
- **Friday 19 June** from 8.30 to the end of the final press conference

➤ **To collect your identification badge, you will be asked to present the following documents:**

A. Journalists and technicians already accredited with the European Institutions:

- (1) interinstitutional press card delivered by the Commission (= yellow card with red letter "P" for journalists, pink card with the words "Presse technique" for technicians) **and**
- (2) your valid passport (or if you are a national of a Member State of the European Union, an EFTA country or an EEA country, your valid national identity card) **and**
- (3) **for media representatives of Belgian nationality or registered as resident in Belgium if applying for the first time in 2009: the original copy of your application for security clearance signed by yourself.** (see our internet page: http://www.consilium.europa.eu/eucouncil-cz-late_accreditation).

B. Other cases

- your valid passport (or if you are a national of a Member State of the European Union, an EFTA country or an EEA country, your valid national identity card) **and**
- your valid press card (or if you are a media representative from a country which does not issue press cards, the **ORIGINAL** of a letter (faxes will not be accepted), signed by the editor-in-chief of your media organisation, specifying your professional status.

This letter must be dated no more than 7 days before the start of the meeting and must include the following:

1. Date
2. Name of the media organisation and its contact details
3. Name of the editor-in-chief and his/her contact details
4. Name of the media representative in question
5. Reference to the identity document (passport, identity card, etc.) that will be presented for accreditation, its number and its period of validity.

Assignment letters which do not contain all the above details and which are not originals will be refused (see specimen letter attached). The Secretariat reserves the right to verify the professional status of the person applying for accreditation **and**

- **for media representatives of Belgian nationality or registered as resident in Belgium if applying for the first time in 2009: the original copy of your application for security clearance signed by yourself** (see our internet page: http://www.consilium.europa.eu/eucouncil-cz-late_accreditation).

If you require further information or assistance with accreditation, please contact the Council's Press Office at: press.office@consilium.europa.eu

Tel. +32 (0)2 281 63 19
+32 (0)2 281 61 51
+32 (0)2 281 89 69

Fax +32 (0)2 281 80 26 / +32 (0)2 281 85 41

SPECIMEN LETTER

Media organisation:

Address:

Post Code:

Town:

Country:

Tel.:

Fax:

E-mail:

Place, day, month, year

(NB: dated **no more than 7 days** before the start of the meeting)

Subject: Last-minute accreditation for the European Council on 18-19 June 2009 in Brussels

I the undersigned, *Full name*, editor-in-chief / producer of *Name of Media Organisation (direct tel., direct fax & personal e-mail)*, hereby confirm that *Full Name of Media Representative* works for our organisation as and has been assigned to cover the above mentioned event.

Type of Identity Document of Media Representative:

Number of Identity Document:

Validity of Identity Document:

Signature:
