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## ASEM Foreign Ministers Meeting Hamburg, 28-29 May 2007

### **ORGANIZATIONAL AND TECHNICAL INFORMATION**

Last updated on 24 May 2007

#### **ARRIVAL:**

##### *By air:*

Hamburg Airport is close to the city with public transport connections to the City Hall (Rathaus). From there, take bus number 26 to the stop "U-Bahnhof Alsterdorf" and then take underground train number U1 (destination "Großhansdorf") to the stop "Jungfernstieg". The venue is around 5 minutes' walk from there.

##### *By rail:*

Hamburg is easy to get to, with ICE, EC and IC trains arriving every hour. To get from the main station ("Hauptbahnhof") to the City Hall ("Rathaus") take underground train number U3 (destination "Barnbek") and get off at the second stop. The journey takes only two minutes. Alternatively, it takes about 10 minutes to walk the 1.2 kilometres from the main station to the City Hall.

##### *By car:*

You can access a route planner at the Presidency website [www.eu2007.de](http://www.eu2007.de).

#### **ACCREDITATION:**

Journalists (both independent media representatives and accompanying press) may access the event only if they are in possession of a special event accreditation pass. This will be issued at the Accreditation Office on site.

The Accreditation Office is located in:  
Hotel Sofitel, 1st floor  
Alter Wall 40  
20457 Hamburg  
(2 minutes' walk from the venue/Press Centre)

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The Accreditation Office will be open at the following times:

28 May 2007: from 9.00 a.m. to 12 midnight

29 May 2007: from 6.30 a.m. to 2.30 p.m.

You can obtain an event accreditation pass as follows:

1. Media representatives already in possession of a six-month accreditation from the Press and Information Office of the Federal Government (BPA) (obtainable online at [www.eu2007.de](http://www.eu2007.de)) will receive an event accreditation pass on presentation of this six-month accreditation together with valid ID. No further formalities are involved.
2. Media representatives NOT in possession of this six-month accreditation must obtain accreditation on site and will then receive a pass to the event. The following will be required:
  - valid ID (identity card, passport)
  - a valid press pass or original letter of accreditation from the responsible media company

Please note that accreditation on site can be a time-consuming process. Note also that the Federal Foreign Office reserves the right to refuse you accreditation for administrative or security reasons. You are therefore advised to make use of the six-month accreditation option (for the ASEM Foreign Ministers Meeting, you must have registered by **22 May 2007**).

Accreditation enquiries may be addressed to:

Kerstin Steffen [Kerstin.Steffen@diplo.de](mailto:Kerstin.Steffen@diplo.de)

Tel.: +49 – (0)30 – 5000 2053

Susanna Kuhn [Susanna.Kuhn@diplo.de](mailto:Susanna.Kuhn@diplo.de)

Tel.: +49 – (0)30 – 5000 2220

## **HOTEL BOOKINGS:**

Hotel rooms can be booked at the following internet address:

<http://www.hamburg.de>.

Single rooms cost between €65 and €100, double rooms between €85 and €125 in a three-star hotel.

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## **PARKING SPACES FOR BROADCASTING VEHICLES (SNGs) AND STAND-UP POSITIONS:**

These will be allocated by the host broadcaster.

### **HOST BROADCASTER:**

The host broadcaster will be ARD/NDR, represented by TV21.

Contact details:

NDR / TV21

Doreen Rietentiet, e-mail [doreen.rietentiet@tv21online.de](mailto:doreen.rietentiet@tv21online.de)

Tel.: +49 30 590035690 or

Michael Heiks, e-mail: [michael.heiks@tv21online.de](mailto:michael.heiks@tv21online.de)

Tel.: +49 30 590035515

### **PRESS CENTRE:**

#### **Press Centre opening times:**

The Press Centre is located in the entrance area on the ground floor of the Chamber of Commerce ("Handelskammer"), which is adjacent to the City Hall. To access the Press Centre, go through the main entrance of the Chamber of Commerce ("Handelskammer"), Adolphplatz 1, 20457 Hamburg.

The Press Centre will be open at the following times:

28 May 2007: from 12 noon to 12 midnight

29 May 2007: from 7.00 a.m. to 9.00 p.m.

#### **Facilities:**

The Press Centre will contain a sufficient number of press workstations.

These will be equipped with the following:

- 1 telephone (to be shared between two workstations)
- 1 LAN connection point with internet access
- 1 ISDN/analogue connection (to be shared between two workstations)
- 1 electric socket (220 V)

There will also be a limited number of workstations with internet-ready PCs as well as a limited number of TV and radio booths. The Press Centre will also provide wireless LAN coverage.

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## **Radio and TV booths:**

Radio booths:

- 1 basic ISDN connection
- 1 LAN connection point with internet access
- 1 analogue connection with telephone
- 1 electric socket (220 V)
- 1 worktop with 2-3 chairs

TV booths (in addition to the radio booth equipment):

- 1 TV monitor (14"/37 cm)

The host broadcaster will organize the radio and TV booths for the ASEM Meeting (See → "Host Broadcaster").

## **Press Information Office of the Federal Foreign Office:**

The Information Office will be located directly at the Press Centre. You can contact the Information Office as of 28 May 2007. The telephone number will be published shortly.

## **In-house TV:**

The Press Centre will contain several monitors providing up-to-date information (e.g. press conferences, announcements of press briefings).

## **Hospitality:**

Full hospitality will be provided during the opening hours of the Press Centre.

## **HOST PHOTOGRAPHER:**

Images of the event will be accessible in the picture archive on the Presidency website ([www.eu2007.de](http://www.eu2007.de)), where they may also be downloaded in print quality (300 dpi). Images will be made available approximately 2 hours after the respective meeting.

## **GENERAL CONTACT ADDRESS:**

Federal Foreign Office  
Press Division  
Werderscher Markt 1  
10117 Berlin

Telephone: 030 5000 2056  
Fax: 030 5000 3030  
[pressereferat@diplo.de](mailto:pressereferat@diplo.de)