

ASEM 8 SUMMIT

BRUSSELS, BELGIUM, OCTOBER 4TH AND 5TH 2010

MEDIA CENTRE (SQUARE)

Venue of the Media Centre:

Square – Brussels meeting centre
Glass entrance
Rue Mont des Arts
1000 Brussels

More information can be found on the website:

www.square-brussels.com

Opening hours of the Media Centre:

Sunday, October 3th : 12:00 – 24:00
Monday, October 4th : 7:00 – 24:00
Tuesday, October 5th : 7:00 – 24:00

THE MEDIA CENTRE (floorplan)

LEVEL -2

A. Registration Hall

- Security control
- Cloakroom
- Lockers (+/- 500)

B. Grand Hall 1

- Bar (cold drinks, coffee and light meals)
- Master Control Room EBU & host broadcaster
- Audiovisual booths for radio and TV (+/-60)

The audiovisual booths for radio and TV (9m²) will be equipped with:

Tables, chairs, telephone, internet connection, screen (TV channels + host broadcaster feeds) and electricity.

More information about reservations for audiovisual booths will be announced later.

C. Grand Hall 2

- ICT helpdesk
- Media info desk
- Offices (10) for the press agencies (each 15m²)
- Working spaces (for written press)

The equipment of the **offices for the press agencies** is similar to the audiovisual booths: Tables, chairs, telephone, internet connection, screen and electricity.

Printing pools will be installed nearby the offices.

We will provide a **working space** for +/- 600 journalists.

The working spaces will be equipped with:
Tables, chairs, telephone, internet connection, screen and electricity.

Printing pools will be installed nearby the working spaces.

Important information for the press will be announced on 5 huge screens in Grand Hall 2.

D. Copper foyer (mezzanine)

Office for the spokespersons

The office for the spokespersons will be equipped with:
Tables, chairs, telephone, internet connection, 2 screens, electricity, all-in-one printer, armchairs.

No fixed computers will be installed in the office for the spokespersons. They need to bring their own laptop.

More information about reservations for spokespersons offices will be announced later.

LEVEL -1

A. Gold Hall (auditorium)

The Gold hall will be used for the final press conference of the ASEM 8 Summit.

B. Copper Hall (auditorium) – 500 seats

The Copper hall is a (national) briefing room which can seat 500 people. Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

C. Silver Hall (auditorium) – 300 seats

The Silver hall is a (national) briefing room which can seat 300 people. Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

D. Magritte Foyer

- Relaxation / lounge room

E. Organisers’ office 1 Gold Hall

The organisers’ office 1 Gold Hall will be used as an interview room. Armchairs and ASEM 8 roll ups will be provided in these interview rooms.

LEVEL +1

A. Hall 100

Hall 100 is a (national) briefing room which can seat 135 people. Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

B. Circle 1 (110)

Circle 1 (110) is a (national) briefing room which can seat 40 people.
Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

C. 111

Room 111 will be used as an interview room.
Armchairs and ASEM 8 roll ups will be provided in these interview rooms.

LEVEL +2

A. 201A + 201B

Rooms 201A and 201B are (national) briefing rooms which can seat 49 people.
Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

B. 202

Room 202 is a (national) briefing room which can seat 35 people.
Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

C. 203

Room 203 is a (national) briefing room which can seat 35 people.
Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

D. 204

Room 204 is a (national) briefing room which can seat 40 people.

Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

E. 205 (foyer)

Room 205 (foyer) will be used as an interview room.

Armchairs and ASEM 8 roll ups will be provided in these interview rooms.

F. 206

Room 206 is a (national) briefing room which can seat 35 people.

Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

G. 207

Room 207 will be used as an interview room.

Armchairs and ASEM 8 roll ups will be provided in these interview rooms.

H. 210 (Circle 2)

Circle 2 (210) is a (national) briefing room which can seat 42 people.

Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

I. 211 + 212

Rooms 211 + 212 are (national) briefing rooms which can seat 85 people.

Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

J. 213 + 215

Rooms 213 + 215 are (national) briefing rooms which can seat 75 people.

Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

K. 214 + 216

Rooms 214 + 216 are (national) briefing rooms which can seat 75 people.
Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

LEVEL +3

A. The arc (auditorium) – 150 people

The Arc is a (national) briefing room (auditorium) which can seat 150 people.
Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

B. Arc Foyer

The Arc foyer will be used as an interview room.
Armchairs and ASEM 8 roll ups will be provided in these interview rooms.

C. Hall 300

The hall 300 is a (national) briefing room which can seat 99 people.
Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

D. 310 (Circle 3)

The Circle 3 (310) is a (national) briefing room which can seat 42 people.
Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

E. 311 + 312

Rooms 311 + 312 are (national) briefing rooms which can seat 85 people.
Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

F. 313

Room 313 is a (national) briefing room which can seat 35 people.
Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

G. 314+ 316

Rooms 314 + 316 are (national) briefing rooms which can seat 75 people.
Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

H. 315

Room 315 is a (national) briefing room which can seat 35 people.
Reservations for the briefing rooms can be made on a “first come, first served” basis.

More information about reservations for briefing rooms will be announced later.

LEVEL +4

Hall 400

- Restaurant (hot meals – buffet)

LEVEL +5

Panoramic Hall

- Restaurant (hot meals – buffet)
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Stand-up positions

Inside

- Stand-up positions (2m x 3m) will be foreseen in de media centre
- For each stand-up position we will provide a podium of 30 cm (H)

Outside

- +/- 9 stand-up positions (3m x 3m) will be foreseen on the terrace (before restaurant KWINT) with view on Brussels. These outside stand-up positions will be covered.
- For each stand-up position we will provide a podium of 30 cm (H)

More information about reservations for these stand-up positions will be announced later.

More information about reservations of briefing rooms, audiovisual booths and stand-up positions will be available in September on the ASEM 8 - website (www.asem8.be) and on the website of the Belgian Presidency of the Council of the European Union (www.eutrio.be).
