

# MEDIA HANDBOOK NATO HQ BRUSSELS, BELGIUM



## Table of contents

Address and contact details .....	4
Parking .....	5
Accreditation .....	5
Wi-Fi .....	7
Security .....	7
Media Opportunities .....	8
Facilities .....	10
Catering .....	13
Maps .....	14

## Address and contact details

The NATO Headquarters is located at Boulevard Léopold III, 1110 Brussels, Belgium.

The NATO Press Office is the first point of contact for media enquiries. The Press Office / Media Operations Centre can be reached on [MOC@hq.nato.int](mailto:MOC@hq.nato.int) or +32 2 707 5041.

For questions on accreditation, please email [NatoAccreditations@hq.nato.int](mailto:NatoAccreditations@hq.nato.int).

### Key Websites and Social Media Accounts

**Official NATO website:** [www.nato.int](http://www.nato.int)

**Subscribe to press releases:** [https://www.nato.int/cps/en/natohq/e-mail\\_distribution.htm](https://www.nato.int/cps/en/natohq/e-mail_distribution.htm)

**Who is who in the NATO press office:** <https://www.nato.int/cps/en/natohq/136075.htm>

**Facebook:** <https://www.facebook.com/nato>

**Instagram:** <https://www.instagram.com/nato>  
<https://www.instagram.com/oanalungescu>

**Twitter:** <https://twitter.com/nato>

<https://twitter.com/jensstoltenberg>

[https://twitter.com/Geoana\\_Mircea](https://twitter.com/Geoana_Mircea)

<https://twitter.com/NATOpress>

<https://twitter.com/NATODepSpox>

<https://twitter.com/NATOildemT>

<https://twitter.com/NATORomeroC>

**YouTube:** <https://www.youtube.com/NATO>

**Flickr:** <https://www.flickr.com/photos/nato/>

## Parking

Visitor parking is accessible via Boulevard Leopold III next to the NATO HQ main entrance (see map). Additional space is available in the parking across the street until further notice (at the entrance to building Z of the former NATO HQ).

## Accreditation

Accreditation procedures and instructions are detailed on the [NATO website](https://www.nato.int/cps/en/natolive/news_83620.htm?mode=pressrelease). [[https://www.nato.int/cps/en/natolive/news\\_83620.htm?mode=pressrelease](https://www.nato.int/cps/en/natolive/news_83620.htm?mode=pressrelease)].

To attend events at NATO, media representatives need to be accredited in advance. Instructions and deadlines for specific events are provided in the relevant media advisories published on the NATO website under *Event Calendar*. Media representatives will receive a confirmation if their accreditation request is granted.

Media passes must be collected in person upon presentation of an ID card or passport and a valid national press pass (or assignment letter from a recognised media organisation).

The Media Accreditation Office is located at the main entrance, close to the visitors' parking lot. The opening hours vary depending on the event. For up-to-date information, please check the relevant media advisory.

## NATO annual media pass

Holders of a *NATO annual media pass* can attend events at NATO, including ministerial meetings, with their NATO credentials.

For more information on how to request annual accreditation, please consult the [NATO Accreditation procedures](#). (link above).

## Ad-hoc Accreditations

Media who do not hold a *NATO annual media pass* but wish to cover an event should request ad-hoc accreditation. Instructions and deadlines for specific events are provided in the relevant media advisories published on the NATO website under *Event Calendar*. Passes will be issued individually and upon presentation of a valid ID, a copy of the accreditation confirmation and a valid press card.

Accredited media will be provided with media passes allowing unescorted access to the Media Centre and escorted pooled access to attend restricted media events.

## Wi-Fi

Upon collection of the *NATO annual media pass*, media representatives also receive a Wi-Fi code valid for the whole year.

Other media representatives can ask for a temporary Wi-Fi account at the main entrance upon arrival. The account comes with instructions on how to connect to the network.

For large events, an open network dedicated for press is available.

## Security

### Access control

Passes must be visible at all times, and security personnel may ask to see another form of ID at any time. Security personnel will examine and may test equipment and personal effects carried onto the site. Please arrive with sufficient lead-time to clear security checks..

### Lost passes

Lost passes must be reported as soon as possible to the Accreditation Office and to the Pass Office: [NatoAccreditations@hq.nato.int](mailto:NatoAccreditations@hq.nato.int) and [nos.passrequests@hq.nato.int](mailto:nos.passrequests@hq.nato.int).

## Media Opportunities

### Agora

Most press points are held in the Agora. Access is possible only with an escort, from the pool meeting point.

### Pool Meeting Point

The pool meeting point can be found on the ground floor of the public square, between the café and the press shop. Media with pool access must be at the meeting point 30 minutes prior to the event they wish to cover.

### The Main Press Theatre

Large press conferences are held in the Main Press Theatre, located on the ground floor of the public square. It has 267 seats, sound system and microphones, TV lighting, interpretation facilities and Wi-Fi access.

### Doorsteps

Some doorsteps will be held at the Official Entrance (see map). The access is unescorted via the outside of the building.

### Video and Photo Pools

Media pools will be organised for events where it is not possible to accommodate all media. Registration is mandatory; information on the procedure will be included in the media advisory. Pool passes should be worn visibly at all times. Tripods are not allowed in meeting rooms used for NATO official meetings.

### Media Briefings

Media briefings and press conferences will be announced in advance via CCTV.

For briefings by delegations, journalists should contact the delegation(s) of the nation(s) concerned. A contact list is available upon request from the Press Office at [MOC@hq.nato.int](mailto:MOC@hq.nato.int).

### CCTV

TV monitors are situated throughout the Media Centre with up to date programme information, scheduled news conferences and press briefings, and live/taped television feeds.

## Facilities

### Media Centre

The Media Centre is located on the first floor above the public entrance. Facilities include:

- Permanent working area for print media with Wi-Fi, phone connections and standard European electrical outlets;
- Information Desk and media office support;
- Screens displaying the latest host broadcast feed from the event;
- Briefing rooms;
- NATO Press Officers will be available to answer questions on content and speak on background.

For large-scale events, a temporary working area with six television editing spaces will be set up. Reservations are mandatory via the NATO TV & Radio Unit.

For bookings: Serge Bosmans, tel. +32 (0)2 707 50 03, [bosmans.serge@hq.nato.int](mailto:bosmans.serge@hq.nato.int) or Eric Morel, tel.: +32 (0)2 707 1287, [morel.eric@hq.nato.int](mailto:morel.eric@hq.nato.int).

### Briefing rooms

Five briefing rooms are located on the first floor of the Public Square. They contain between 24 and 267 seats with a sound system and microphones, TV lighting, furniture, backdrops, and Wi-Fi access (see map for the location)

	Press Theatre	Transatlantic/ Washington Treaty	Green	White	Red	Blue
Capacity	267	58 + 132 (back seats)	24	20 + 4	20 + 4	24
Interpretation booths	4	4	2	0	0	2

### TV and radio studios

A fully equipped TV Studio with five cameras for one-on-one interviews is located on level 1. Live transmission is available.

A fully equipped radio studio for six people is located on level 1 and is also available for live transmission.

Bookings are mandatory via the NATO TV & Radio Unit.

For bookings: Serge Bosmans, tel. +32 (0)2 707 50 03, [bosmans.serge@hq.nato.int](mailto:bosmans.serge@hq.nato.int) or Eric Morel, tel.: +32 (0)2 707 1287, [morel.eric@hq.nato.int](mailto:morel.eric@hq.nato.int).

### Satellite vans

Satellite vans may park in a special section of the east car park of the NATO compound upon request to the NATO TV & Radio Unit. You can contact Serge Bosmans, tel. +32 (0)2 707 50 03, [bosmans.serge@hq.nato.int](mailto:bosmans.serge@hq.nato.int) or Eric Morel, tel.: +32 (0)2 707 1287, [morel.eric@hq.nato.int](mailto:morel.eric@hq.nato.int).

Power can be made available upon request. Connectivity with both the stand-up positions and the editing spaces is available.

### Live stand-up positions

Television stand-up positions are available outdoors (with a view to the NATO flags and the NATO HQ façade) and indoors (Public Square, 1<sup>st</sup> Floor - backdrop with NATO branding).

### Broadcasting Facilities

Ten radio editing spaces with ISDN connection are available during large-scale events. They will be allocated on a first-come, first-served basis, upon request by email to the NATO TV & Radio Unit. For bookings, Serge Bosmans, tel. +32 (0)2 707 50 03, [bosmans.serge@hq.nato.int](mailto:bosmans.serge@hq.nato.int), and Eric Morel, tel. +32 (0)2 707 12 87, [morel.eric@hq.nato.int](mailto:morel.eric@hq.nato.int).

### Online / Broadcast

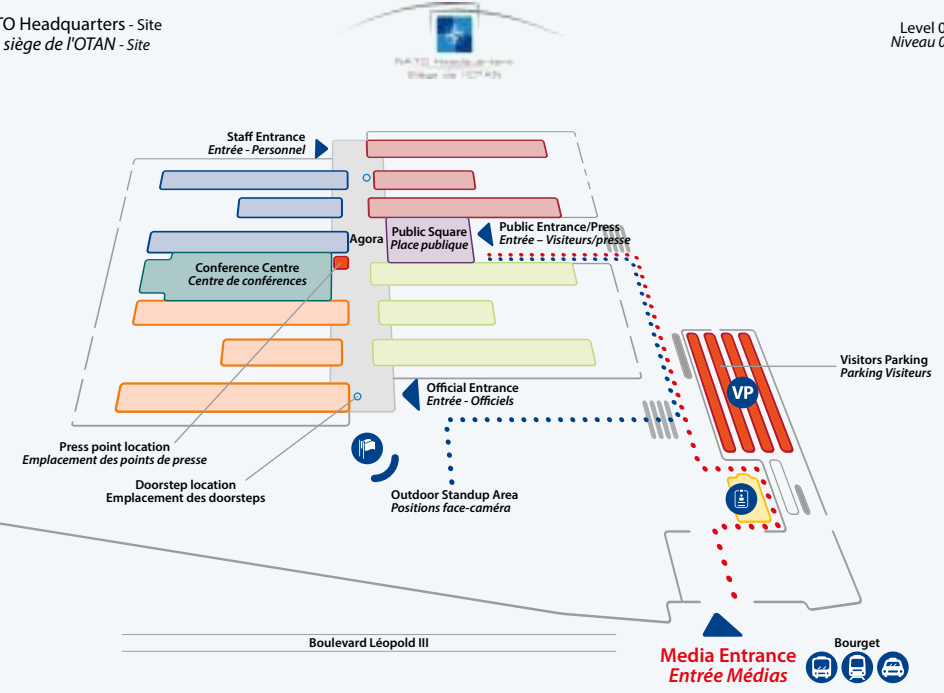
During Ministerial meetings and other events, the opening remarks as well as the Secretary General's press conferences will be broadcast live on the internal closed-circuit television system and can be viewed in the press working area as well as on NATO's website.

Professional quality videos and b-roll are available for download from the NATO Multimedia Portal <https://www.natomultimedia.tv/> (registration required). They include the original sound, together with the available interpretation channels.

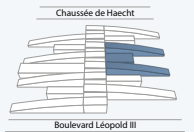
A selection of photos, as well as the audio files in MP3 format, can be found on the NATO website soon after the event. Video on demand is available on tel. +32 (0)2 707 12 27 and [content@natomultimedia.tv](mailto:content@natomultimedia.tv).

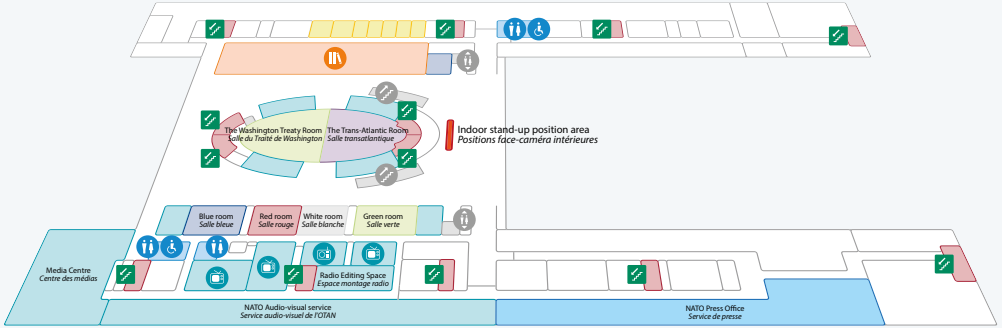
### Catering

Two cafeterias serve light meals and sandwiches from 07:00 to 18:00; a canteen serves hot meals from 11:30 to 14:30; and a grocery store is open from 07:00 to 18:30. All are located in the Public Square.



- |  |  |                                     |  |  |
|--|--|-------------------------------------|--|--|
| Emergency exit<br>Sortie de secours                        | Commercial Medical Centre<br>Centre médical commercial | Quiet room<br>Salle de repos        | Catering Hospitality Desk<br>Bureau d'accueil - Restauration                     | Restaurant<br>Restaurant                   |
| NATO badge Access control<br>Contrôle d'accès - Badge OTAN | Bank<br>Banque   | Lockers<br>Casiers                  | Fire Unit<br>Unité incendie  | The Coffee Shop<br>Coin café               |
| Memorial<br>Mémorial                                       | Press and gift shop<br>Boutique/presse/cadeaux         | Health Insurance<br>Assurance santé | Lift<br>Ascenseur  | The Sandwich Shop<br>Comptoir à sandwiches |
| Smoking area<br>Espace fumeurs                             | Minimarket<br>Supérette                                | Pharmacy<br>Pharmacie               | Staircases<br>Escalier   | Accessible toilets<br>Toilettes PMR        |
|  |  |                                     | AED: automated external defibrillator<br>DAE: défibrillateur automatique externe | Toilets<br>Toilettes                       |





- Emergency staircases  
Escalier de secours
- Library  
Bibliothèque
- Meeting room  
Salle de réunion
- Interpreters' booths  
Cabines d'interprètes
- Radio Studio  
Studio de radio
- TV Studio  
Studio de télévision
- Accessible toilets  
Toilettes PARR
- Toilets  
Toilettes
- Lift  
Ascenseur
- Staircases  
Escalier

