



NATO SUMMIT BRUSSELS 2021

MEDIA HANDBOOK

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ADDRESSES AND CONTACT DETAILS

The NATO Summit will take place at the NATO Headquarters. (Boulevard Leopold III, 1110 Brussels, Belgium)

The media Accreditation office for the NATO Summit is situated at the [Belgian Military Queen Elisabeth Headquarters / Quartier Reine Élisabeth / Koningin Elisabethkwartier](#), Rue d'Evere 1, 1140 Evere, Belgium; **GPS coordinates: 50.871157, 4.425542**

A Media Centre will open on site on 13 and 14 June 2021.

The NATO Press Office is the first point of contact for media inquiries. The Press Office/ Media Operations Centre can be reached by email **MOC@hq.nato.int** or phone +32 2 707 5041.

For questions on accreditation, please email: **NatoAccreditations@hq.nato.int**

Key Websites and Social Media Accounts

Official NATO website: www.nato.int

Twitter: <https://www.twitter.com/NATO>

Facebook: <https://www.facebook.com/NATO>

Instagram: <https://www.instagram.com/NATO>

LinkedIn: <https://www.linkedin.com/company/nato/>

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

Secretary General (Twitter): <https://www.twitter.com/jensstoltenberg>

Secretary General (Facebook): <https://www.facebook.com/jensstoltenberg>

Secretary General (Instagram): <https://www.instagram.com/jensstoltenberg>

Deputy Secretary General (Twitter): https://twitter.com/Mircea_Geoana

Assistant Secretary General PDD (Twitter): <https://twitter.com/NATObrazeb>

Deputy Assistant Secretary General PDD (Twitter): <https://www.twitter.com/NATORomeroC>

NATO Spokesperson (Twitter): <https://www.twitter.com/NATOPress>

NATO Spokesperson (Instagram): <https://www.instagram.com/oanalungescu>

NATO Deputy Spokesperson (Twitter): <https://www.twitter.com/NATODepSpox>

COVID-19 MEASURES

For the safety and health of all taking part in the Summit, please take note of the following COVID-19-related measures:

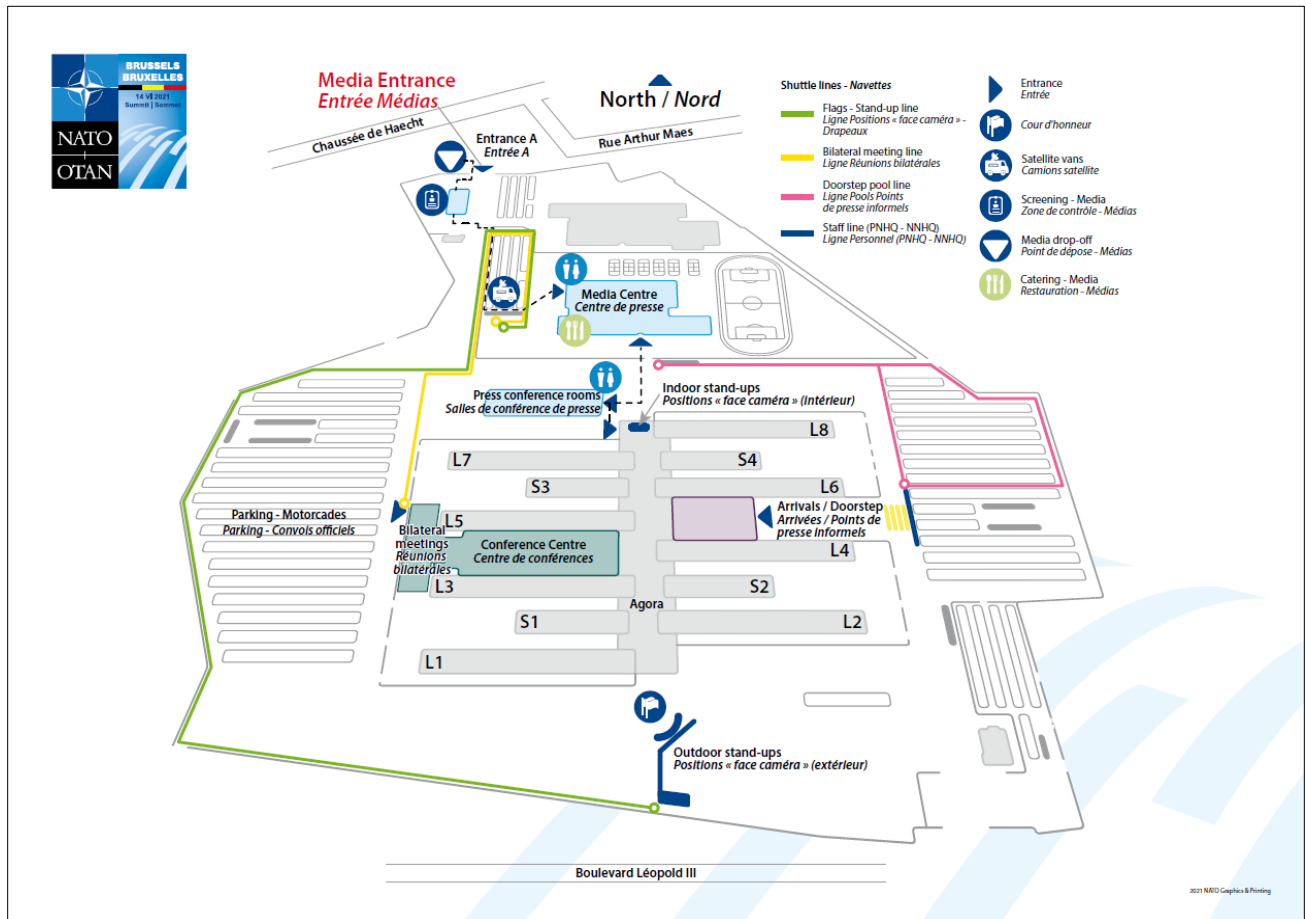
- A cap on the number of journalists accredited, in accordance with the physical space available;
- Media pools and participation in press conferences are strictly limited, to provide for physical distancing;
- Mandatory PCR Test prior to final accreditation required;
- Temperature screening before boarding the shuttle bus to the Media Centre;
- Limited capacity on all buses (only window seat can be occupied) and hand sanitizer stationed for use at each bus stop and throughout the media centre;
- NATO will provide FFP2 masks to all media (on Sunday and Monday) when they first board the bus from the accreditation Office to the Media Centre. It will be mandatory for media to wear the masks at all time;
- There will be specific signage, a reminder of COVID-related restrictions on HQ premises;
- There will be hand sanitizer and disinfection stations in the Media Centre, Bilateral Meeting Area, and Press Briefing Area;
- Increased ventilation of high density areas;
- Increased cleaning frequency of all areas;
- All seated positions (indoor and outdoor) will be a minimum of 1.5 meters apart;
- Maximum capacity for each room is clearly indicated and it has to be observed;
- Stickers on the floor to indicate positions in stand-up locations and risers;
- Stickers on the ground to ensure one direction flow;
- NATO staff will oversee and remind of the necessary measures accordingly.

TRANSPORTATION & PARKING

ACCESS

The access to the Media Centre is possible only via the Accreditation office. The Accreditation Office can be accessed by train, tram, and bus routes from the centre of Brussels and from Brussels International Airport.

A parking lot next to the Accreditation Office (to be used on a first-come first-served), secured 24/7 during the opening hours of the Media Centre will also be available for the media representatives.



SECURITY

Security will be heavy during this event. Please allocate enough time to account for security checks and random sweeps, and comply with the instructions of NATO security staff as they occur.

MEDIA ACCREDITATION

Registrations for media accreditation are closed. Due to COVID-19 safety measures, the number of media accredited is strictly limited.

A specific media pass for the Summit will be given only to accredited media who have received email confirmation from NATO with further instructions. The 2021 NATO annual pass does NOT authorise access to the Summit.

Media are required to pick up their accreditation badge in person at the Accreditation Office.

Accredited media must provide a negative PCR test for COVID-19 before they can pick up their accreditation badge.

Opening Hours of the Accreditation Office and Media Centre

	Accreditation Hours	Media Centre Hours
Friday 11 June	16:00 – 19:00	Closed
Saturday 12 June	12:00 – 18:00	Closed
Sunday 13 June	11:00 – 21:00	11:30 – 22:00
Monday 14 June	06:30 – 16:00	06:30 – 00:00
Tuesday 15 June	Closed	On appointment only, for broadcasters picking up equipment

MEDIA CENTRE

The Media Centre will include:

- General working area for press;
- TV and radio working area
- 10 briefing rooms of different sizes, and spaces for informal media engagements
- Outdoor and indoor stand up positions
- TV studio

ACCESS

When first arriving to the Media Centre, media representatives need to report at the Information Desk in order to be allocated a seat.

While space in the general working area does not need to be pre-booked, COVID protocols will be carefully implemented and observed.

Spaces in the editing area was booked in advance. Eurovision is managing the booking on NATO's behalf and signals and feeds distribution in the media centre (see more details in the media advisory).

MEDIA COVERAGE

MEDIA ACCESS TO SUMMIT EVENTS / POOLS

Direct media coverage of summit events will be pooled, and access to pools will be by invitation only. Media can pick up their Pool Card at the Media Centre Pool Desk. Please refer to the [Media Advisory](#) (paragraphs 38 and 39) for more information on sharing of information and materials collected with accredited media while in the pool.

There will be limited access to press conferences, due to physical distancing stemming from COVID-19 protocols, and will be based on specific overlays.

In-person access to the NATO Secretary General’s press conference will be managed by NATO and will be granted only to specific pool card holders. Pool cards for this press conference will be distributed on a first come, first served basis in the Media Centre. Further details of distribution will be announced on the day.

Some Heads of State and/or Government may choose to hold their own press conferences. Time and location will be announced on the CCTV.

National delegations will distribute overlays for access to press conferences held by national leaders. For further information, please contact the national delegations directly (contact listings available at the Information Desk in the Media Centre).

Access to bilateral meetings should be addressed with national delegation press officers.

MEDIA MOVEMENTS

All pools will leave from the “Pool Meeting Point”, situated in the media centre.

Transfer to and from pool positions will be organized by NATO staff. Media will depart from the Media Centre through a bus system, or escorted on foot.

ACCESS

Media invited by delegations attending Bilateral Meetings will leave the Media Centre via dedicated shuttle buses from the Media Centre Carpark. (yellow line)

Media invited by delegations to attend National Press Conferences will be escorted from the Media Centre on foot.

For more detailed information regarding the Media Pools see [Annex 1](#).

BROADCAST

NATO's Host Broadcaster operations will deliver a single high quality HD/SDI signal (1080i50 audio embedded) live to the media centre for all Summit media events, free of charge. NATO is working to provide multiple live signals of key moments, such as arrivals, official portrait, multiple doorstep remarks or press conferences.

All media events will be transmitted live to the media centre, online on the [NATO website](#) and via satellite. Technical details regarding the transmission and downlink are available [here](#).

Broadcast-quality B-roll will be available for free download from the [NATO Multimedia Portal](#). **Journalists must register to the NATO Multimedia portal if they want to be able to download videos:** <https://www.natomultimedia.tv/portal/Register.html>

Transcripts of the Secretary General's remarks, as well as pictures taken by NATO photographers will be available on the [NATO website](#).

A fully equipped TV studio wired for live transmission is also available. Booking requests can be sent at broadcastoperations@hq.nato.int.

STAND-UPS

A number of outdoor stand-up positions (near the NATO Flag Circle) and indoor positions (in the "Agora" of NATO HQ) are available. Access is possible only for crews who booked them in advance with Eurovision, and only for essential members of each TV crew.

Dedicated overlays for access to stand up positions will be distributed by Eurovision staff present on-site. Please report at Eurovision's master control in the media centre.

ACCESS

Outdoor stand up positions will be accessible via a dedicated shuttle bus, throughout the opening hours of the media centre (green route).

Indoor / "Agora" stand up positions will be accessible on foot. Please note that, at times, access and/or activities at the Agora positions will be subject to limitations. On Sunday 13 June, access to the Agora these positions is possible between 15.00 and 18.00, for set up only.

Broadcasters who expect to require shorter time slots for live or recorded pieces to camera can book fully equipped live positions via Eurovision (newsevents@eurovision.net)

Broadcasting – access to live content, equipment, satellite trucks, TV studio

Mr. Bart Vandendorpe – broadcastoperations@hq.nato.int

Broadcasting – TV/radio edit suites, stand ups

Ms. Dounia Wolteche - newsevents@eurovision.net

WIFI / INTERNET

Wi-Fi and wired internet, video and audio distribution points and standard European electrical outlets will be available at the media centre and media facilities. Pool positions will have cell phone connectivity and, in many cases, Wi-Fi as well.

Two Wi-Fi networks will be open during the Summit (in all zones except the Symposium), with no password requirements for login:

- SUMMIT2021_FAST
- SUMMIT2021

CATERING

General

All food provisions need to be paid by the journalists and will consist of the following choices (in grab & go format):

- a. Breakfast: croissants, pain au chocolat, muffins, cookies, madeleines (sold throughout the day)
- b. Lunch and Dinner: Panini's, Hot wraps, All types of classic baguettes, Salads, Pasta boxes

Soft drinks and coffee will be available throughout the day

In addition, there will be two snacking vending machines and two soft drinks vending machines and a number of water fountains.

Payment will only be cashless. All credit cards will be accepted.

Opening hours

Sunday 13 June: 12:00 – 20:00

Monday 14 June: 7:00 – 22:00

ANNEX 1 – MEDIA POOLS

Pool Card 1 - NATO SG Doorstep

Visual and Print Media

9h15 – 9h30

- Depart Media Centre via Shuttle: 8:30
- In Place on Doorstep Platform: 8:45
- Return to Media Centre via Shuttle: 9:45

Location & Description: The NATO Secretary General's Doorstep will kick off the NATO Summit 2021. It takes place at the doorstep platform at the entrance to the Public Square. The backdrop

is of the NATO Summit logo. It will be covered by video cameras and broadcast live at the Media Centre. The backdrop is of the NATO Summit Logo.

Pool Movement: Visual and print media will board a shuttle bus at the Media Centre leaving at 8h30.

Pool Card 2A & 2B – Leaders’ Arrivals Walk

Visual Media Only

9h45 – 12h45

Location & Description: The Arrivals of Allied leaders are covered from two platforms identical in size, along the northern side of the blue carpet walkway, before the doorstep area. The positions provide an opportunity to record the arrival of leaders at the Summit site. Both still and video imagery can be captured. This position is not opened to journalists, and leaders will not stop at these positions.

- Depart Media Centre via Shuttle
945; 1000; 1015; 1030; 1045; 1100; 1115; 1130; 1145; 1200
- In Place on Arrival Platforms A & B
1000; 1015; 1030; 1045; 1100; 1115; 1130; 1145; 1200; 1215
- Return to Media Centre via Shuttle
1045; 1100; 1115; 1130; 1145; 1200; 1215; 1230; 1245; 1300

Pool Movement: Visual media will board a shuttle bus at the Media Centre leaving every 15 minutes (9h45 – 12h15). Arrivals are accessible to **Pool 1, Pool 2A, and Pool 2B** card holders only.

Pool Card 3 - Allied Nations’ Doorsteps

Visual and Print Media

9h45 – 12h45

Location & Description: The Doorstep location covers the position where the leaders arriving to the NATO Summit 2021 at the Public Entrance of the NATO Headquarters can speak to the press. This location is open for visual and print or digital reporting media. Leaders can choose to stop at this position for their doorstep. There will be two possible speaking positions, marked by a carpet path 90 degree from the main walking carpet. All positions are covered by video cameras and are broadcasted live at the Media Centre. The backdrop is of the NATO Summit Logo.

Movement schedule: Pool 3 will meet at the Pool Meeting Point 15 minutes before departure time below.

- Depart Media Centre via Shuttle

945; 1000; 1015; 1030; 1045; 1100; 1115; 1130; 1145; 1200

- In Place on Arrival Platforms A & B
1000; 1015; 1030; 1045; 1100; 1115; 1130; 1145; 1200; 1215
- Return to Media Centre via Shuttle
1045; 1100; 1115; 1130; 1145; 1200; 1215; 1230; 1245; 1300

The doorstep pool will close at 12h45 on 14 June. Departing print and visual media will board a shuttle bus back to the Media Centre.

Pool Movement: Visual and print media will board a shuttle bus at the Media Centre leaving every 15 minutes (9h45 – 12h15). National Doorsteps are accessible to **Pool 1 and Pool 3** card holders only.

Pool Card 4 - Allied Formal Greeting by NATO SG

Visual Media Only

13h00 – 13h25

- Depart Media Centre via Shuttle: 12:30
- In Place on Doorstep Platform: 12:45
- Return to Media Centre via Shuttle: 13:30

Location & Description: The Greeting takes place after the Doorsteps at the same location and covers the handshake between the Secretary General and all allied Heads of State and/or Government. The leaders will be greeted (no handshake, due to COVID) one at a time by the Secretary General, before the visual media. The backdrop is of the NATO Summit logo. This is the formal welcoming of the head of Delegation by the NATO Secretary General.

Pool Movement: Visual media will board a shuttle bus at the Media Centre at 12:30. Formal Greetings are accessible to **Pool 1 and Pool 4** card holders only.

Pool Card 5A & 5B - Official Portrait of Allied Leaders with the NATO Secretary General

Visual Media Only

13h25 – 13h30

- Depart Media Centre on foot: 12:30
- In Place on Agora Platform: 12:40
- Return to Media Centre on foot: 13:30

Location & Description: The official portrait will take place in the Agora at 13h25 on 14 June. Pool 5A will include a small number of agency photographers and videographers as well as official delegation photographers on a raised platform. A very limited pool 5B will capture photos of Leaders from the Agora ground floor (eye level), they will be positioned behind the leaders and will capture pictures when leaders turn around after the family photo.

Pool Movement: Visual media will escorted on foot from the Pool Meeting Point at the Media Centre at 12:30 to the North Agora Entrance. The Official Portrait is accessible to **Pool 5A and 5B** card holders only.

Pool Card 6 & 7 - Opening Remarks by the NATO SG at the Meeting of the North Atlantic Council

Visual Media Only
13h30 – 13h45

- Depart Media Centre on foot: 12:30
- In Place in NAC Meeting Room 1: 12:40
- Return to Media Centre on foot: 14:00

Location & Description: This pool covers the opening of the Council meeting. It is located inside the meeting room 1. The pool is pre-positioned and covers the arrival of leaders inside the room. Once the meeting is called to order, the media positioned inside of the table joins the wall positions. Both pools then remain in position as the Chairman of the meeting, the NATO SG, followed by the Belgian Prime Minister, delivers opening remarks. Pool 6 will capture photos of national leaders A-L from a wall position, Pool 7 will capture photos of national leaders M-U from the opposite wall position. The pools depart the room immediately after the opening remarks.

Pool Movement: Visual media will be escorted on foot from the Pool Meeting Point at the Media Centre at 12:30 to the North Agora Entrance. Opening Remarks is accessible to **Pool 6 and 7** cardholders only.