



Welcome.

Media handbook

Informal meeting of the General Affairs Council
21-22 June 2023

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21-22 June: Informal meeting of the General Affairs Council

This handbook contains important information about accreditation, the media centre, media contacts, the host broadcaster and other practical information for the Informal meeting of the General Affairs Council on 21-22 June.

Media accreditation

Accreditation to cover the Informal meeting of the General Affairs Council 21-22 June can only be obtained via the [official accreditation system](#).

- The process may take several weeks, so please submit your application as early as possible. **Last day to send in your accreditation application for the Informal meeting of the General Affairs Council is 14 June.**
- The application counts for the whole duration of the Swedish Presidency.
- Create an account with your first name, surname and email address.
- You will then receive an activation email from the accreditation system.
- Choose a password. This allows you to log in to the accreditation system at any time and you may supplement or change your personal details.
- You need to register for every individual informal ministerial meeting that you wish to attend. In general, registration for meetings opens 30 days ahead of the meeting and closes 7 days ahead of the meeting.

It is mandatory that you upload the following documents:

- A copy of your press card valid for 2023. Expired cards will not be accepted.
- If you do not have a press card, you will need to submit a letter of assignment issued on the media organisation's official stationery and signed by its publisher or editor-in-chief. The certificate must include the journalist's name and the length of the assignment.

- A portrait photo for your accreditation badge.

More information on how to apply for accreditation is available under sweden2023.eu.

Collection of accreditation badge

Your **accreditation badge is valid for the entire Swedish Presidency**, thus, remember to keep your badge safe and bring it if you attend more than one meeting.

Badges are collected at the hotel Scandic Arlandastad, Pionjärvägen 81, next to Scandinavian XPO where the meetings are held.

Media accreditation opening hours*

21 June 12.00-19.00 at latest

22 June 08.00-09.00 and 14.00-15.00

*Times are subject to change close to the meeting.

If the desk is vacant, please **call the Media Logistics Team** at: (+46) 76 144 47 01.

You will need to show valid identification when collecting your badge. Badges are personal and non-transferable. If you lose your badge, please report it immediately to media.se23@gov.se. Your badge will then be cancelled and a new one issued following the approval of the Swedish Presidency security team.

General questions about accreditation should be addressed to: media.se23@gov.se

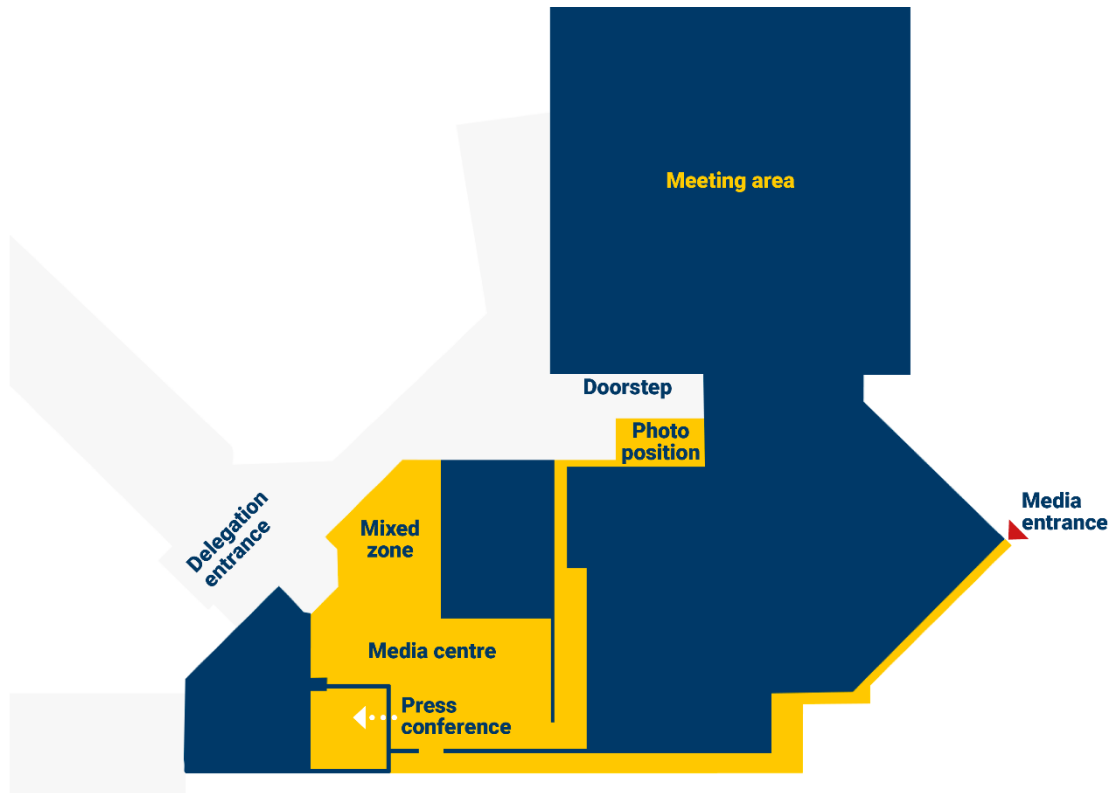
Media centre

The Informal meeting of the General Affairs Council will be held at Scandinavian XPO, [Cederströms slinga 2, Arlandastad](#). The media centre is located on the same premises. You must have accreditation to access the media centre. Accreditation badges can be collected at Scandic Arlandastad, [Pionjärvägen 81](#).

Please note that there is a separate media entrance and that everyone must go through a security check to access the media centre. We suggest arriving well in advance. The security

check between Scandic Arlandastad and the media centre at Scandinavian XPO is conducted outdoors.

Media areas specified in Scandinavian XPO:



Media centre opening hours*

21 June 12.00-19.00 at latest

22 June 08.00-19.00 at latest

*Times are subject to change close to the meeting.

Media centre equipment

- Workstations with wired internet and electrical outlets
- Wireless internet
- Technical equipment (printer/copier)
- Possibility to follow the press conference from the media centre
- Coffee with snacks and light lunch during the meeting days
- Cloakroom

Mixed zone room

Next to the media centre there is a mixed zone where journalists may interview delegates. In the mixed zone there are two briefing rooms that can be booked for meetings. The rest of the area is available the entire time that the media centre is open. The mixed zone room can be entered from both the media centre and from the delegates area.

For general press inquiries contact press.se23@gov.se or [\(+46\) 8 405 50 50](tel:+4684055050).

Registration for photo and video opportunities

The press conferences are open to all accredited media representatives. It may be necessary to limit the number of photographers and videographers in certain situations.

Photo and video opportunities may be limited in connection with the following:

- Handshake on arrival
- Tour-de-table before the meeting
- Family photo

To reserve a place to take photos or shoot videos at any of these opportunities during the meeting, please register by sending an email to media.se23@gov.se with your name, media organisation and date. If places are available, you can also register directly at the media centre. Places are primarily assigned in the order in which they are received. If it becomes necessary to limit the number of places, the photographers who receive a place at the photo opportunity must share their material with others.

In addition, all media may freely use the photo and video material provided by the host broadcaster for editorial purposes, but not commercially.

Registration for an editing booth

Editing booths are available at the media centre for TV and radio. Editing booths have wired internet connections and wired SDI connections to feeds A and B.

There are network sockets, several electrical outlets, a work desk and chairs. The media must use their own computers and computer cables.

There is no charge for using an editing booth, but they are limited in number. To book an editing booth, please contact media.se23@gov.se

Food and beverages

Hot food will be served at the media centre on the meeting days during lunch hours. Other than that you will get access to snacks and beverages, free of charge, when the media centre is open.

There are two restaurants nearby, one located inside Scandic Arlandastad and the other by the south entrance of Scandinavian XPO.

Host broadcaster

Sveriges Television (SVT) is the host broadcaster during the Swedish Presidency of the Council of the European Union.

The host broadcaster will make the following material available live and for download:

- Arrivals
- Handshakes
- Tour-de-table before the meeting
- Doorstep
- Family photo
- Press conferences

It will be possible to shoot videos with your own camera in the press conference room. Interpretation will be available in Swedish, English and French, as well as original languages, from the audio pressbox in the press conference room.

Media will be able to access the broadcasts via Europe by Satellite (EbS) and the European Broadcasting Union (EBU).

Broadcasts from arrivals, greeting positions, tour-de-tables, family photos, press conferences and doorsteps will be available in the media centre via screens and as live signals for recording using private equipment.

Files are available for download in MXF, MP4 and MP3 format via the [Presidency website](#).

Please address questions concerning the host broadcaster to: karin.nilsson@svt.se

How to get to Scandinavian XPO and parking

The meeting venue and the media centre is located at Scandinavian XPO, address “[Cederströms slinga 2, Arlandastad](#)”. There is a separate media entrance to Scandinavian XPO next to the hotel Scandic Arlandastad.



Google Maps links:

[Badge collection/Hotel Scandic Arlandastad.](#)

[Parking lot at Scandinavian XPO.](#)

[Shuttle bus stop at Arlanda airport.](#)

Travel from Arlanda Airport to Scandinavian XPO

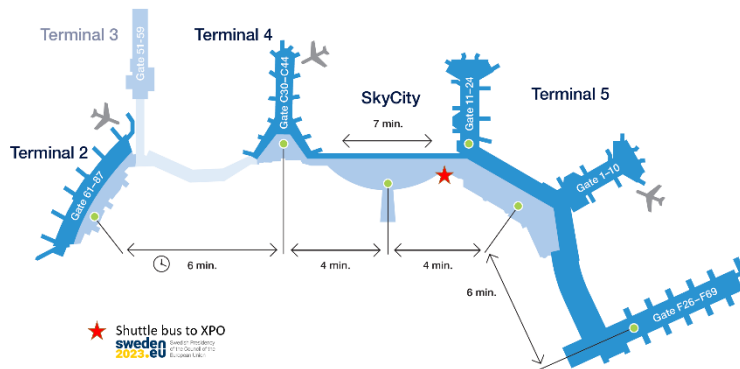
A free shuttle bus departs from Arlanda Airport directly to Scandinavian XPO about every 15 minutes from 06.00–22.00 during the meeting days. The same bus routine applies to your return to the airport.

The trip between Arlanda Airport and Scandinavian XPO takes about 10 minutes. The [location for the bus stop](#) is outside of Sky City, between terminal 5 and 4, see map below. If you come by the train Arlanda Express, exit at the end station ‘Terminal 5’.

Please note that **you must inform the bus driver that you wish to exit at Scandic Arlandastad**, where you collect your accreditation badge and enter Scandinavian XPO.

There will be information desks in the arrivals halls in Terminals 2 and 5, where hosts can help you find out when the next shuttle bus is leaving, directions to the bus stop, etc.

If you haven't had the chance to collect your accreditation badge before you travel by shuttle bus for the first time, you must present a confirmation email (on paper or digitally) to a host or bus driver, stating that you are accredited to cover the Swedish Presidency.



Travel from central Stockholm to Scandinavian XPO

Arlanda Express and airport coaches (Flygbussarna)

From central Stockholm you can choose either the Arlanda Express high-speed train, which takes 18 minutes from Stockholm Central to Arlanda Airport (exit at Terminal 5), or the airport coaches (Flygbussarna) from the City Terminal to Arlanda Airport (exit at Terminal 4), which takes about 45 minutes. From Arlanda Airport, take the free shuttle bus from Arlanda Sky City directly to Scandinavian XPO (see above).

Journalists can get a discount on both the Arlanda Express and the airport coach. You will receive further information closer to the meeting date.

Public transport

You can also travel with SL, Stockholm's public transport system. Take commuter train 41 to Märsta station, then bus 571 to the Cederströms slinga (Arlandastad) stop, which is just outside Scandinavian XPO.

Parking at Scandinavian XPO

The [location for the parking lot](#) at Scandinavian XPO is next to the Hillsong Church, please see the map above. You can pay in the parking machine or through a parking app, for example "EasyPark". The area code is 373 33 and is called "Scandinavian XPO, utomhus".

Accommodation

As a first choice, it is recommended to book accommodation at Scandic Arlandastad, where the media accreditation desk will be located. The free shuttle bus from Arlanda Airport, which takes about 10 minutes, also stops there. Other suggestions include the hotels at Arlanda Airport, such as: Comfort, Clarion or Radisson Sky City. For other accommodation suggestions, please refer to online booking services.

Useful information

Sweden has a population of around 10 million. Its surface area encompasses around 450 000 square kilometres. The country calling code for Sweden is +46. Sweden has been a member of the EU since 1 January 1995.

Climate

The average temperature in Stockholm in June can range from 10-21 degrees Celsius.

Time

UTC/GMT +2 hour.

Currency

The official currency in Sweden is the Swedish krona. The current exchange rate is available here: [Swedish krona \(SEK\) \(europa.eu\)](#).

Miscellaneous

Sweden.se: <https://sweden.se/>

Public transport in Stockholm: <https://sl.se/en/in-english/>

Visit Sweden: <https://visitsweden.com/>

Media contacts

Press issues: press.se23@gov.se

Accreditation, logistics and other practical questions: media.se23@gov.se

Questions concerning the host broadcaster: karin.nilsson@svt.se

Swedish Government press contacts: [Contacts \(europa.eu\)](#)

Preliminary programme

Thursday, 22.06.23*	
09:00	Handshake and doorstep
09:35	Roundtable
12:30	Family Photo
15:00	Press conference

*Times are subject to change close to the meeting.