



**2021
PORTUGAL.EU**

Media Guide

7 and 8 May,
Porto | Portugal

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General Information

The Portuguese Presidency of the Council of the European Union is pleased to convey the following information regarding the events taking place on 7 and 8 May in the city of Porto, in Portugal.

Please note that all information may be subject to change, in which case it will be communicated by the Presidency in due time.

This Media Guide contains relevant information to assist media representatives to prepare for the meetings' coverage and get acquainted with the resources put in place and the specific safety measures that will apply for the duration of the events.

COVID-19

In view of the COVID-19 pandemic, a detailed hygiene protocol based on the legal provisions in place in Portugal will be in effect during the Social Summit, the Informal Meeting of Heads of State or Government and the EU-India Leaders' Hybrid Meeting.

Among other measures, all participants will be asked to maintain a minimum social distance of 1.5 metres and to always wear a mask. Please refer to the section "Safety measures" for more information.

*Please note that, pursuant to Portuguese legislation, **all travellers must present a negative PCR test** taken within 72 hours of their planned departure for Portugal. **Media travelling for the purpose of participation in any event hosted by the Portuguese Presidency are exempt from a mandatory 14-day quarantine** in Portugal, if applicable.*

***To be able to access the venues, including the Media Centre and all media-designated areas, all participants must present a negative PCR test** taken within the previous 72 hours before the start of the events. If participants have entered Portugal days before the start of the events, a negative antigen test will be requested every four days.*

The Presidency will make available a testing centre where all accredited participants, including media representatives, will be able to perform PCR and antigen tests as needed. All costs will be covered by the Presidency.

Meeting venues

Three events are to be held in Porto, Portugal, on 7 and 8 May:

- The [Social Summit](#), 7 May, Alfândega do Porto;
- The [Informal Meeting of EU Heads of State and Government](#) and
- The [EU-India Leaders' Hybrid Meeting \(by video conference\)](#), 8 May, both at Palácio de Cristal.



Media Centre

A fully equipped Media Centre will be available to accredited and registered media representatives who wish to cover the events in Porto in person. The Media Centre is located at Galeria Municipal do Porto, in the Gardens of Palácio de Cristal, where the Informal Meeting of Heads of State and Government and the EU-India Leaders' Hybrid Meeting will take place.

Opening hours of the Media Centre:

Thursday, 6 May: 09.00 - 00.00

Friday, 7 May: 08.00 - 00.00

Saturday, 8 May: 07.00-22.00

The Media Centre is equipped with 160 workspaces. To ensure compliance with social distancing rules, media representatives will be asked to present themselves at the Media Centre helpdesk and request a workspace. Please be advised that group reservations of workspaces will not be allowed and, once capacity is reached inside the Media Centre, access by media representatives will not be allowed.

The workspaces at the Media Centre are equipped with power connections. There is wireless internet connection. A number of workspaces will have a LAN connection. A multifunction device is available for printing and scanning. Catering will be provided in the Media Centre during all working hours.

In the Garden Grounds, next to the Media Centre, there will be 28 workstations with access to the Host broadcast signals, bookable through the Host Broadcaster (please refer to the audiovisual material section).

An additional working room with limited conditions (seating and wireless internet) will be made available at Alfândega do Porto for media representatives who need to work from there. Please note, however, that all logistical and broadcasting media needs will only be fulfilled at the Media Centre located at Galeria Municipal do Porto.

A shuttle service for the media will be provided between Palácio de Cristal and Alfândega do Porto (the Social Summit Venue) from 6 to 8 May (details will be provided at the venue).

The Media Centre will be equipped with press briefing rooms where national press briefings will take place. A number of stand-up positions will be available, both at Alfândega do Porto and at the Palácio de Cristal Garden grounds, bookable through the Host Broadcaster (please, refer to the audiovisual material section).

*Please note that, due to COVID-19-related restrictions and health requirements, **capacity at the Media Centre will be limited and specific sanitary measures and a hygiene protocol will be in place** for the duration of the events – inside the Media Centre as well as at the meeting venues. We thank you for your understanding and cooperation in complying with the rules in place.*

How to get there

Located in the Gardens of the Palácio de Cristal, the Media Centre is easily accessible from Rua de Dom Manuel II, in the city of Porto. It is minutes away from the city centre and 20 minutes away from the airport.

GPS coordinates: 41.148491, -8.625350.

Public transportation is the best way to get to the Media Centre. It will help you to avoid wasting time and it will help us in our mission to minimise the environmental impact.

Please note that parking is extremely difficult in the vicinity of the meeting venues and Media Centre.

Metro

Porto is served by six Metro lines that cover much of the city and its surroundings. To get to the Media Centre, the nearest Metro station is “Casa da Música”, served by lines A, B, C, E and F. From here you can take a walk of 1.5 km or use the following STCP buses:

201: Viso – Aliados

302: Circular Praça da Liberdade – Constituição

501: Matosinhos (praia) – Aliados

507: Leça (via MAR Shopping) – Cordoaria

601: Airport (via MAR Shopping) – Cordoaria

If you prefer, you can use the “Carolina Michaelis” Metro station, also served by lines A, B, C, E and F. From there, you also have to walk 1.5 km or use one of these buses from STCP:

301: Circular Hospital S. João – Sá da Bandeira

602: Airport (via Padrão Moreira) – Cordoaria

More information: www.metrodoporto.pt

STCP bus

The Media Centre is served by several STCP bus lines. The closest stop is “Palácio” (with the identifications: PAL 2, PAL 3, PAL 4 and PAL 5), served by the following lines:

200: Cast. Queijo – Bolhão

201: Viso – Aliados

207: Mercado da Foz – Campanhã

208: Aldoar – Aliados

303: Circular Praça da Liberdade – Constituição

501: Matosinhos (Praia) – Aliados

507: Leça (via MAR Shopping) – Cordoaria

601: Airport (via MAR Shopping) – Cordoaria

12M: Sto. Ovídio – Av. Aliados (night service)

13M – Matosinhos (Market) – Av. Aliados (night service)

More information: www.stcp.pt

Taxi / Ride-hailing apps

You can easily reach the Media Centre using one of the numerous taxis available throughout the city. Just indicate, as your destination, the Gardens of Palácio de Cristal.

Alternatively, you can also choose between the following individual paid passenger transport services: Bolt, Cabify, Kapten and Uber.

Train

The Media Centre is about 1.7 km from São Bento Station, the city's central train station. From here you can walk through the picturesque streets or use one of these STCP buses:

201: Viso – Aliados

208: Aldoar – Aliados

501: Matosinhos (Praia) – Aliados

Accommodation

The Portuguese Presidency has agreed special rates for media representatives covering the events in Porto. Please use the provided contacts.

NH Collection Porto Batalha

Praça da Batalha 60, 4000-171 Porto, Portugal
+351 22 766 0600
mt.rio@nh-hotels.com

Mercure Porto Aliados

R. do Bonjardim 95, 4000-124 Porto, Portugal
+351 22 028 0240
hb217-fo@accor.com

Eurostars Porto Douro

Av. Gustavo Eiffel 20, 4000-279 Porto, Portugal
+351 22 340 2750
info@eurostarsportodouro.com

AC Porto

R. Jaime Brasil 40, 4350-005 Porto, Portugal
+351 22 507 2650
acporto@ac-hotels.com

Programme

Friday, 7 May

TIME	PROGRAMME	LOCATION	MEDIA ACCESS
11.00	Ceremony to present the keys to the city of Porto to the President of the European Parliament, the President of the European Council and the President of the European Commission	<i>Porto City Hall</i>	Host Broadcaster inside the City Hall + Press outside the City Hall
12.45 – 14.00	Arrivals of the Heads of State and Government, social partners and other participants at the Social Summit	<i>Alfândega do Porto</i>	<i>Arrivals:</i> Host Broadcaster
14.00	Opening ceremony of the Social Summit		<i>Doorsteps:</i> Host Broadcaster Press pool for Doorstep
14.20	From Göteborg to Porto		
14.40	Implementing the European Pillar of Social Rights		
15.00	Working sessions		
17.15	Closing ceremony and signature of the Conference Conclusions Commitment Presentation of the Commitment to the President of the European Council, Charles Michel, by Prime Minister António Costa		
18.40 – 19.10	Joint press conference of the Prime Minister of Portugal, the President of the European Parliament, the President of the European Council and the President of the European Commission		Host Broadcaster Hybrid (Press in physical and remote formats)
18h50	Arrival of Heads of State and Government	<i>Palácio de Cristal</i>	Host Broadcaster Press pools
19.45	Informal working dinner of the Members of the European Council		<i>Roundtable:</i> Host Broadcaster

Saturday, 8 May

The programme will be based at Palácio de Cristal

TIME	PROGRAMME	MEDIA ACCESS
08.30	Arrival of the Heads of State and Government and leaders of the European institutions	<i>Arrivals:</i> Host Broadcaster <i>Doorsteps:</i> Host Broadcaster Press pool for Doorstep
09.30	Informal meeting of Heads of State and Government	<i>Roundtable:</i> Host Broadcaster Press pools
12.05	Joint press conference of the Prime Minister of Portugal, the President of the European Council and the President of the European Commission	Host Broadcaster Hybrid (Press in physical and remote formats)
12.40	Family photograph	Host Broadcaster Press
13.00	EU-India Leaders' Hybrid Meeting (participation of the Prime Minister of the Republic of India by video conference)	<i>Roundtable:</i> Host Broadcaster
15.10 – 15.45	Joint statements to the press by the Prime Minister of Portugal, the Prime Minister of the Republic of India (by video conference), the President of the European Council and the President of the European Commission	Host Broadcaster Hybrid (Press in physical and remote formats)
	(Possible) National press conferences	Host Broadcaster Press in physical format only

Please note that due to the pandemic the above programme and moments open to media coverage, as well as the conditions in which access is granted, are subject to change.

Press Events

Press Conferences

In light of social distancing rules, the main press conferences planned at Alfândega do Porto on 7 May and Palácio de Cristal on 8 May will have limited capacity. Press pools will be organised for this purpose and remote participation will also be guaranteed.

For remote participation in the press conferences, specific rules will be announced through the Media Advisories that will be circulated ahead of the events.

The Host Broadcaster will cover all open-to-media events.

Doorsteps and Roundtables

Only a small pool of journalists will be able to take part in doorsteps and roundtables. Audiovisual material of these events will be provided by the Host Broadcaster and the official Presidency photographers (please, refer to the audiovisual material section).

National Press Briefings

There will be national press briefing rooms at Alfândega do Porto. These will be equipped with lighting and split boxes.

At Palácio de Cristal, there will also be a number of national press briefing rooms equipped with lighting and split boxes. Audiovisual material of these press briefings will be provided by the Host Broadcaster.

Interview Zones and Stand-up Positions

Stand-up positions will be available outside Alfândega and in the grounds of the Palácio de Cristal Gardens. Fully equipped and partially equipped positions can be booked through the Host Broadcaster. Interviews can be conducted at designated spots in Alfândega and in the Palácio de Cristal Gardens. More information will be provided at the Media Centre help desk.

Meeting Points and issuance of special passes

For access to doorsteps, roundtables, national press briefings, stand-up positions and interview areas you will need a valid special pass. Special passes will be issued to pool participants at the help desks at Alfândega do Porto and the Media Centre in the Gardens of Palácio de Cristal (please check the maps of the buildings at the end of this Media Guide).

Help Desk

If you have any questions, please contact our colleagues at the help desk in the Media Centre reception area and next to the media working room at Alfândega (check the map).

Accreditation

All media representatives wishing to come to Porto must apply for permanent accreditation and we advise you to do this at your earliest convenience. This process can take up to a few days. (Please refer to the next section on “Requesting accreditation”).

After you have received an e-mail confirming successful accreditation, you will be able to register for the specific events in Porto in your reserved area. Should you experience any difficulties in submitting your accreditation request, please contact us via accreditation@2021portugal.eu.

Requesting accreditation

The Portuguese Presidency of the Council of the European Union, in compliance with strict safety and verification criteria, will grant accreditation for six (6) months to national and international journalists requesting it. The accreditation process will be exclusively online, through the platform available at www.2021portugal.eu, and will consist of two steps:

- Request for six-month accreditation for the Portuguese Presidency of the Council of the European Union;
- Request to register for each one of the events on the official calendar of Portugal's Presidency. Requests must be made in each journalist's reserved area as soon as possible.

During the initial accreditation phase, journalists must agree to provide the following information regarding their personal and professional identity:

- copy of valid passport or citizen's card or identity card;
- passport sized photo, in colour;
- copy of press card or copy of a document proving the labour relationship with the media outlet represented.

Their personal data will be processed in accordance with the following provisions of the General Data Protection Regulation (reference to Law No. 58/2019):

Article 6(1)(a), in the situations where the data subject has given his/her consent;

Article 6(1)(b), if the processing is necessary for compliance with a contract or for procedures prior to signing a contract;

Article 6(1)(c), if the processing is necessary for compliance with a legal obligation that the Task Group for Portugal's Presidency of the Council of the European Union in 2021 is bound by;

Article 6(1)(d), if the processing is necessary for protecting the vital interests of the person in question or another individual;

Article 6(1)(e), if the processing is necessary for carrying out duties of public interest or the exercise of the public authority invested in the controller.

Collecting accreditation

All accreditation requests will receive a response by email.

Once approved, badges may only be collected in person by their holders at the Accreditation Centre located at Centro Cultural de Belém (Lisbon) or, in Porto, at the Temporary Accreditation Centres located at Alfândega do Porto and Palácio de Cristal.

The following documents must be presented to collect your accreditation:

- valid passport or citizen's card/identity card;
- email with the accreditation authorisation granted by Portugal's Presidency of the Council of the European Union;
- press card or copy of a document proving the labour relationship with the media outlet represented.

Last-minute accreditation

*Last-minute accreditation requests will be processed, but **this may involve a wait of several hours**. Due to the current pandemic, the format of the events or other restrictions to be introduced in order to ensure the best possible safety conditions, we suggest that accreditation requests be made as soon as possible.*

*Please note that **valid accreditation does not grant automatic access to events and people and vehicles must register for each event**.*

Accreditation Centres

Permanent Accreditation Centre at Centro Cultural de Belém, in Lisbon:

Working days: from 08.00 to 13.00

Accreditation Centres in Porto:

Alfândega do Porto

From 4 to 6 May: 10.00 – 18.00

7 May: 08.00 – 18.00

Gardens of Palácio de Cristal

8 May: From 07.00

Audiovisual Material

Host Broadcaster

RTP will guarantee Host Broadcast Services during the three events taking place in Porto on 7 and 8 May.

The Portuguese Public Media Broadcaster will ensure the coverage of the most relevant moments of the events and it will guarantee the international distribution through the European Broadcasting Union network of satellites and the EBU digital platform Newsdirect.

RTP will also provide stock shots and highlights of each event, to be used free of charge by broadcasters, online media and news agencies.

The audiovisual materials will also be distributed by Europe by Satellite (EbS), the European Commission's TV information service.

For all questions and booking-related issues, please, use the following contacts:

José Pinto da Fonseca

booking@ppue2021.rtp.pt

00 351 919 300 081

Livestream

Social Summit

A livestream of the opening ceremony, workshops, closing ceremony and joint press conference of the social summit will be accessible at: <https://www.2021portugal.eu>.

The livestream will be provided in English, French and Portuguese.

Informal European Council and High-Level EU-India Meeting

A livestream of the doorsteps and joint press conferences will also be available at: <https://www.2021portugal.eu>.

Photos & videos

Photos and videos of the event will be made available for free-of-charge download on the Presidency's official Flickr account (www.flickr.com/photos/2021portugal/). Images will be uploaded shortly after the start of the meetings and will be added continuously. They can be used with the following picture reference: *Copyright Portuguese Presidency of the Council of the European Union 2021.*

Media Partner

The Portuguese News Agency Lusa is the Media Partner of the Portuguese Presidency of the Council of the European Union, ensuring coverage of ministerial events and meetings in Portugal and in Brussels (face-to-face, virtual or hybrid), as well as associated cultural events.

Lusa will be providing a news service accessible to the general public at:

www.lusa.pt/ppue2021

For all questions related to Lusa:

Inês Cordeiro

Marketing Manager

icordeiro@lusa.pt

00 351 914 839 383

Media contacts

Alexandra Carreira	Communications Coordinator	alexandra.carreira@mne.gov.pt	+351 919 503 405
Marta Loja Neves	Dep. Communications Coordinator	marta.neves@mne.gov.pt	+351 919 672 835
Carlos Taveira	Coordinator	carlos.taveira@emolcp.pt	+351 911 738 900
Daniel Serro	Press Centre Manager	daniel.serro@emolcp.pt	+351 911 997 061
Rita Mira	Accreditation Office	rita.mira@emolcp.pt	+351 911 997 030
Pedro Sá da Bandeira	Official Photographer	pedro.sadabandeira@emolcp.pt	+351 911 739 203
José Pinto da Fonseca	RTP/Host Broadcaster: Booking and Broadcast Services	booking@ppue2021.rtp.pt	+351 919 300 081

Safety Measures

All those present at the different venues should maintain a social distance of at least 1.5 metres at all times. Appropriate measures have been taken to ensure that all participants are in a position to respect this social distancing rule:

- All meeting rooms will be set up in a way that allows for 1.5 m social distancing;
- Strict management of movement inside the meeting venues and the Media Centre will be ensured;
- In accordance with Portuguese regulations, face masks will be mandatory in all areas of the meeting venues and the Media Centre and at all times;
- All meeting rooms will be deep-cleaned;
- Everyone will be invited to wash their hands regularly with soap and water and to dry them with paper towels;
- Dispensers for hand sanitiser gel will be available throughout the venues.

All these measures are intended to minimise the risk of infection. Your health and well-being are our highest priority during your stay in Porto. We apologise for any inconvenience that these essential measures may cause.

Cooperation by all present at the Porto events is essential to the efficacy of our preventive measures.

We kindly ask you not to participate in the meeting if you are feeling unwell.

Medical Assistance

The local emergency number is 112.

The National Institute of Medical Emergency (INEM) is the Portuguese Health Ministry's agency responsible for all medical emergency issues in Portugal.

INEM is also responsible for the health protection of High Entities and medical emergency assistance.

Other practical information

Medical assistance

The local emergency number is 112.

Time zone

The time zone in Portugal is Central European Time (-1).

Electrical outlets

Portugal uses type F electrical outlets, providing 230 volts and the standard frequency is 50 Hz.

Currency

The currency in Portugal is EUR.

Country code

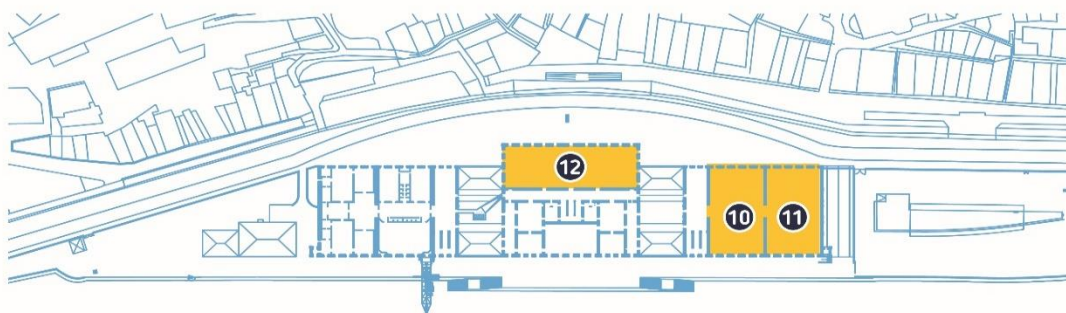
In order to place a call to Portugal, the country code is +351.

Map of Alfândega do Porto

Ground 0

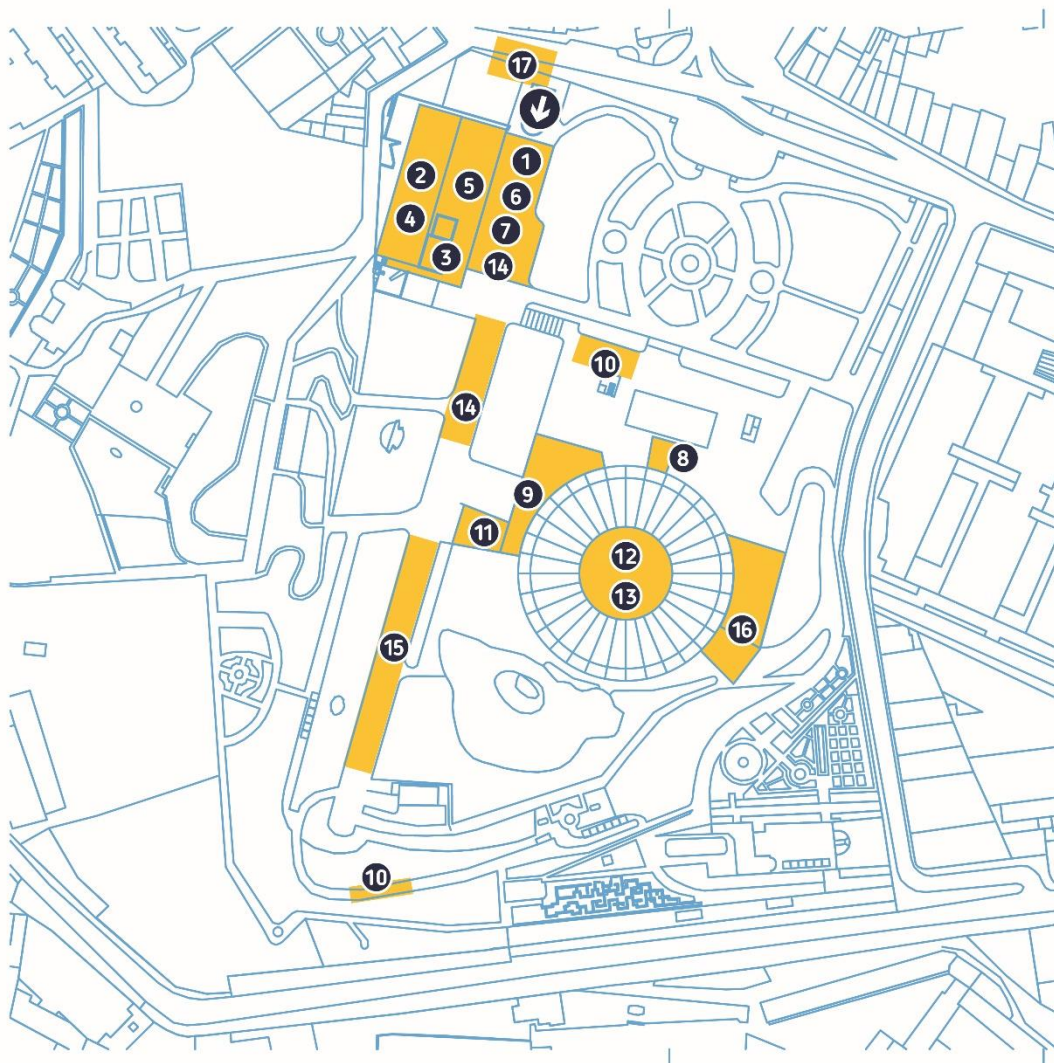


2nd Floor



- | | | |
|-------------------------------------|--------------------------|--------------------------------|
| ↑ Entrance | 5 Arrival | 11 Workshop 3 |
| 1 Accreditation | 6 Doorstep | 12 Opening and Closing session |
| 2 Press room | 7 Stand up positions | 13 HB Production offices |
| 3 Info desk | 8 Joint press conference | 14 HB Technical Centre |
| 4 National Briefing Rooms (1 and 2) | 9 Workshop 1 | 15 TV Compound |
| | 10 Workshop 2 | 16 Shuttle |

Map of the Gardens of Palácio de Cristal



↑ Entrance

1 Accreditation

2 Press Centre

3 Info desk

4 National Briefing Rooms (1,2,3 and 4)

5 National Briefing Room (5)

6 Working Stations

7 Host Broadcaster Technical Centre

8 Arrivals

9 Door Steps

10 Stand up positions

11 Family Photo

12 Round Table

13 Joint Press Conference Room

14 HB TV Compound

15 Unilateral Operations Compound

16 DSNG Operations Compound

17 Shuttle