MEDIA ADVISORY
for the 167th Meeting of the OPEC Conference

Dear Colleagues,

We very much look forward to welcoming you to the OPEC Secretariat on 5 June 2015.

So as to ensure that proceedings run as smoothly as possible for everyone, you will find below some guidelines which we hope you find useful.

1. Accredited journalists, TV crews, as well as analysts, can pick up their badges at:
   Palais Hansen Kempinski
   Room: Ring III
   Schottenring 24, 1010, Vienna, Austria
   Thursday, 4 June from 10:00 until 19:00
   Friday, 5 June from 09:00 until 12:00

2. It is imperative that all media/analysts planning to cover the opening session of the 167th Meeting of the OPEC Conference clear security in the Secretariat lobby by **09:30 at the LATEST on 5 June**. There will be strictly no access allowed to the building for any members of the media from **09:30** and until Ministers begin their closed session.

3. After clearing security, all members of the media are kindly requested to gather in the press room, located on the lower ground floor (–1) of the building. Refreshments, access to wireless internet connection etc., will be available in the press room.

4. Given the huge interest in the Conference and the large number of accredited media/analysts, for safety reasons it will again be necessary to have two separate groups for the opening session. The first group will consist of **print press (GREEN badges)** who will be given access to the Main Conference Room (first floor) for 10-15 minutes. They will then be asked to return to the Press Room on the lower ground floor. The second group, consisting of **TV crews (YELLOW badges)** and **analysts (BLUE badges)** will then be given access to the Main Conference Room (first floor) for 10-15 minutes. We would urge everyone to walk and not run up the stairs to the first floor. This is for your own safety.

5. Members of the second group will then be invited to move to the back of the conference hall for the respective opening speeches and addresses. The opening speeches will also be live-streamed directly into the Press Room.

6. Once these addresses have taken place, members of the second group will then be invited to reconvene to the press room.

7. Please adhere to the groupings highlighted. If you have mistakenly been given the wrong coloured badge, please make yourself known to a staff member of the OPEC Secretariat.

8. There will be strictly no access to the lobby area other than to those of you who plan to leave the Secretariat.

9. Once the ministerial meeting has ended, a press conference will take place thereafter in the press conference room. The time of the press conference is estimated at **16:00**.

We thank you for your kind cooperation and if you have any further queries, please do not hesitate to contact Mr James Griffin, jgriffin@opec.org.