

**JOINT
EXPEDITIONARY
FORCE**
VISBY 2023

Welcome

Media handbook
JEF Leaders' Summit
13 October 2023

13 OCTOBER:

JEF Leaders' Summit

This handbook contains important information about accreditation, the media centre, media contacts, the host broadcaster and other practical information for the JEF Leaders' Summit Visby 2023.

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Media accreditation

Accreditation to cover the JEF Leaders' Summit Visby 2023 on 13 October can only be obtained via the official accreditation system.

- Please submit your application as early as possible, as security checks and the accreditation process can take time. **The last day to submit your accreditation application for the JEF Leaders' Summit Visby 2023 is 5 October.**
- Create an account with your first name, surname and email address.
- 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 will then receive an activation email from the accreditation system.
- If you don't receive the activation email within 30 minutes after the account has been created, please send an email to: sb.visby2023@gov.se. An activation email will then be sent.

The following documents must be uploaded:

- 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.

Collection of accreditation badge

Badges can be collected as follows:

12 October 15.00–20.00* at the Tourist Information Centre at Donnersgatan 1, Entrance towards Almedalen.

13 October 07.00–11.00* at Wisby Strand Congress & Event, media entrance

*Times are subject to change closer to the date of the meeting.

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 sb.visby2023@gov.se. Your badge will then be cancelled and a new one issued, following approval of the organiser.

General questions about accreditation should be addressed to: sb.visby2023@gov.se

Media centre

The JEF Leaders' Summit will be held at Wisby Strand Congress & Event, Strandvägen 4, Visby. The media centre is located on the same premises. You must have accreditation to access the media centre.

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 is conducted outdoors.

Media centre opening hours*

13 October 07.00 – until four hours after the press conference.

*Times are subject to change closer to the date of the meeting.

Registration for photo and video opportunities

The press conference is 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:

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

To attend the above activities, please contact the information desk at the media centre.

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

Food and beverages

A light lunch, coffee and beverages will be served at the media centre on the day of the meeting.

Host broadcaster

The Host Broadcaster is the Swedish public service television company, Sveriges Television (SVT).

The audiovisual content SVT will provide is:

- Handshake
- Doorsteps
- Family photo
- Tour-de-table before the meeting
- Press conference
- Clip real

It will be possible to shoot videos with your own camera in the press conference room.

Files are available for download in MXF, MP4 and MP3 format.

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

Media contacts

Accreditation, logistics and other practical questions: sb.visby2023@gov.se

Government Offices of Sweden press contact:

Press Officer
Elias Aneheim Ulvenäs
Tel: +46 76 142 72 52
Email: elias.aneheim.ulvenas@gov.se

Preliminary programme

JEF Leaders' Summit

08.00 Programme starts

12.00 Press conference

16.00 Media centre closes

*Times are subject to change closer to the date of the meeting.