

WELCOMING MESSAGE TO THE MEDIA

Dear Colleagues!

The success of any major event in today's world depends in large measure on high-caliber, professional and unbiased mass media coverage. This is particularly true of events featuring the participation of world leaders, whose decisions have the power to affect millions of people worldwide.

Russia has on numerous occasions demonstrated openness in its interaction with reporters from all over the world on every continent, and pledges to continue in the same tradition. The Moscow Kremlin boasts all of the conditions necessary for the comfortable and professional work of Russian and foreign mass media representatives. However, certain rules have been established that govern the coverage of events attended by heads of state. They are described in the present booklet. Here, you will find all of the information you need on accreditation rules, the technical capabilities of the Kremlin halls, and interesting facts about the Moscow Kremlin, rightfully recognized as one of the nation's historical landmarks.

We look forward to productive cooperation with you.

Press Service of the President
of the Russian Federation.

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GENERAL REGULATIONS FOR FOREIGN JOURNALISTS WORKING IN RUSSIA



An employee of a foreign media organization engaged in journalistic activities in Russia is required to have the following documents:

1. A media visa.
2. An accreditation card issued by the Foreign Ministry's Information and Media Department.

If you need to bring professional photo or TV equipment into Russia, we recommend that you use an ATA Carnet. If the country where your media organization is registered has not joined the Customs Convention on the ATA Carnet, you will be required to provide the customs with a guarantee letter from this country's consulate in Russia to ensure that the equipment is allowed to be re-exported.

OBTAINING A MEDIA VISA

If you are an EU citizen or if your country has a bilateral visa facilitation agreement with the Russian Federation,

simply contact the Russian embassy or consulate closest to you. You will need to provide a letter from your media organization and a document certifying that you are a professional journalist (e.g., a press card, press ID, a union card, etc.). Your application will be processed within 3 to 10 business days. Visas are issued for periods from several days to five years.



*The Information and Media Department may request additional documents if necessary.

*For more information, please contact Russian embassies and consulates abroad or The Press Center of the Information and Media Department (see page 56).

If your country does not have a visa facilitation agreement with Russia, you should request visa support from the Information and Media Department.



**You will need
the following documents:**

- a letter (original) on the official letterhead signed by the head of your media organization, or a diplomatic note from this country's embassy to Russia;
- copies of passport pages with personal data;
- a copy of your press ID;
- two 3 x 4 cm color passport photos.

COVERING EVENTS INVOLVING THE PRESIDENT OF THE RUSSIAN FEDERATION

In order to cover events involving the President of the Russian Federation, accreditation with the Presidential Press and Information Office is required.

IMPORTANT

Requests must be submitted to the Presidential Press and Information Office via e-mail or fax no later than two days before the event (see page 56).

Online accreditation is available for some events at en.kremlin.ru/press. Please watch for announcements by the Presidential Press and Information Office.



To get accredited:

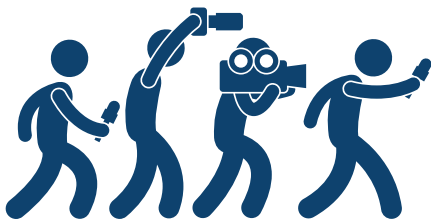
- a Russian journalist has to carry a press ID and be an employee of a media organization registered with Roskomnadzor (Federal Service for Supervision of Communications, Information Technology and Mass Media);
- a foreign journalist has to be accredited by the Russian Foreign Ministry (except for the media visiting as part of a foreign delegation).

FOREIGN DELEGATIONS!

- The list of media personnel covering the event must be submitted to the Presidential Press and Information Office no later than two days before the event. Please use the format suggested by the personal data software downloadable at <http://www.fso.gov.ru/kontakt/p5.html>.
- **Personal photographers** must be accredited by the Presidential Protocol Office.

COVERING EVENTS INVOLVING THE PRESIDENT OF THE RUSSIAN FEDERATION

1. All journalists accredited for the event will have full access to the media center of the Grand Kremlin Palace or the Kremlin Senate, depending on the event venue (see page 34, 50).
2. Access to the hall where the event is taking place will be limited to the media pool. Journalists who are not included in the pool will be able to watch open segments of the event at a media center.
3. How to get into the media pool:
 - employees of foreign media organizations who are in the official pool of the visiting head of state or government should contact their delegation's spokesperson;
 - employees of foreign media organizations who are NOT in the official pool of the visiting head of state or government, as well as employees of Russian media organizations, should contact the Presidential Press Service. All cell phones must be muted during the event.
4. Journalists working at the event must at all times follow the instructions of the Presidential Press and Information Office.



The following activities are PROHIBITED in the halls where the event is taking place and adjoining rooms:

- using radio microphones and other transmitting devices which can interfere with the host broadcaster's television equipment. Cable microphones must be used for pre-recorded and live reporting in the indicated areas;
- placing microphones and other sound equipment on the negotiation table or the speaking stand;
- using tripods, ladders or stools if the distance to the object is less than 5 m;
- causing interference with the host broadcaster's cameras covering the event;
- using private Wi-Fi hotspots.

OBTAINING AN ACCREDITATION CARD

In order to receive accreditation as a special correspondent, you will need to submit the following documents to the Press Center of the Foreign Ministry's Information and Media Department:



- a letter (original) on the official letterhead signed by the head of your media organization;
- copies of passport pages with personal data;
- a copy of your press ID;
- a copy of your entrance visa;
- two 3x4 cm color passport photos.

In order to receive accreditation as a resident foreign correspondent (i.e., an employee of a foreign media organization residing in Russia), the applicants must also submit a brief description of the media organization they work for and their biographical information to the Press Center of the Foreign Ministry's Information and Media Department.

*The Information and Media Department may require the applicants to provide additional information if necessary.

ADMISSION OF ACCREDITED CORRESPONDENTS TO THE KREMLIN

The accredited correspondents are admitted to the Moscow Kremlin

1–1,5 hours before the start of the event through the Kutafya Tower or the Spasskaya Tower gates.

The Presidential Press and Information Office will provide you with specific information as to the time and place of admission a day before the event. In case of online accreditation, this information will be available on the President's official website (see the section entitled "For the Media").

In order to be admitted to the Kremlin, correspondents accredited by the Presidential Press and Information Office must carry on their person:

- their passport if they work for a Russian media organization;
- their passport and an accreditation card issued by the Russian Foreign Ministry if they work for a foreign media organization.



Before entering the Kremlin, media employees must go through a security check, which includes a pat-down and inspection of personal belongings and equipment.

ADMISSION OF ACCREDITED CORRESPONDENTS TO THE KREMLIN

Accredited correspondents enter the Kremlin through the Kutafya Tower or the Spasskaya Tower.



To get to the Spasskaya Tower:

by metro: walk from Kitay-Gorod, Okhotny Ryad, Teatral'naya or Ploshad' Revolutsii stations;



by car: drop off passengers at the GUM department store or on Vasilyevsky Spusk.



To get to the Kutafya Tower:

by metro: walk from Borovitskaya, Biblioteka Imeni Lenina or Aleksandrovsky Sad stations;



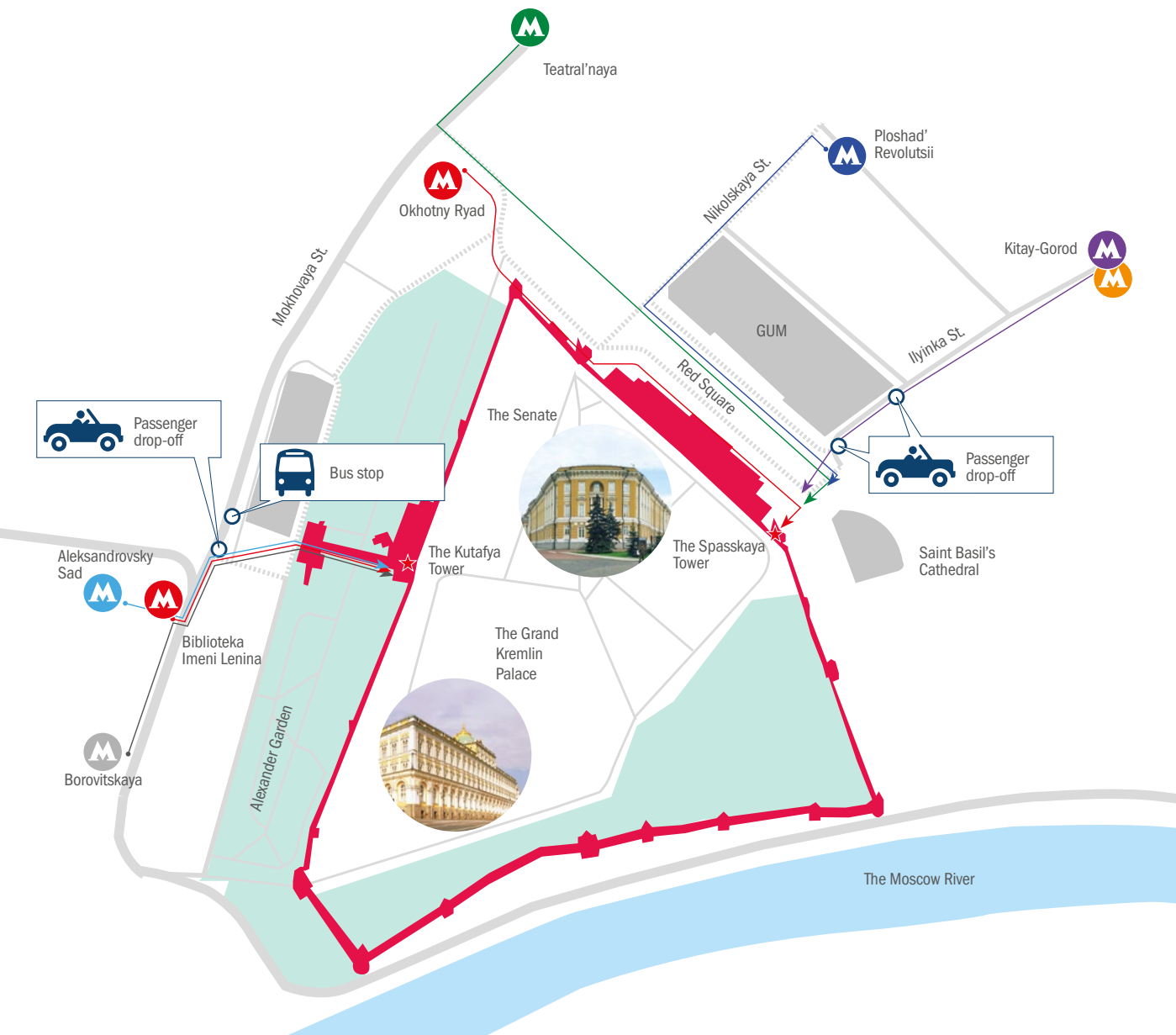
by public transport: take Trolleybus 33 or Bus K, get off at the Aleksandrovsky Sad Metro Station stop;



by car: drop off passengers by the Manege Exhibition Center.

For information regarding paid parking spots in Moscow, please go to www.parking.mos.ru. Please follow the road signs.

MAP OF THE KREMLIN AND SURROUNDINGS



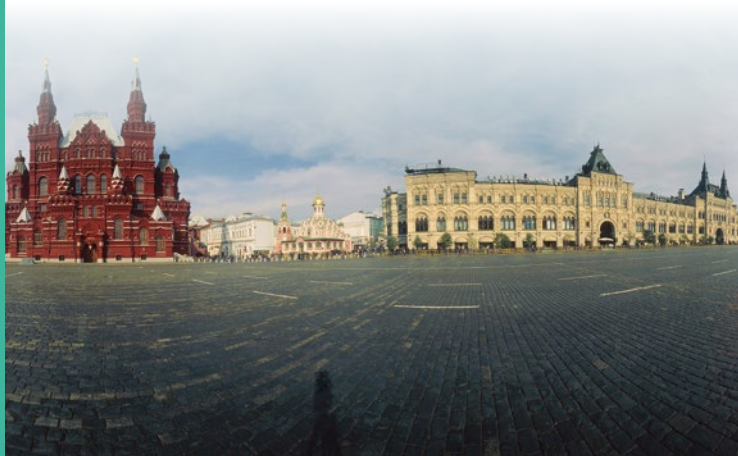
MAP OF THE KREMLIN AND THE SURROUNDING AREA

RULES OF CONDUCT ON THE KREMLIN PREMISES



ENTRANCE IS DENIED TO

persons carrying firearms; persons under the influence of alcohol or narcotics; disorderly persons; persons carrying bulky items (suitcases, travel bags, backpacks, skis, bicycles, etc.); persons carrying pointed, bladed, fragile, flammable, explosive, toxic, poisonous, dirty or odorous objects or substances; pets.



VISITORS ARE NOT ALLOWED TO:



enter the fenced-off areas and areas closed to visitors;



drink alcoholic beverages, enter while intoxicated or disturb public order in any other shape or form;



use bicycles, scooters, roller skates or other similar transport and sports equipment;



deface surfaces with writing or drawing, put up posters, ads or other items for informational purposes;



engage in commercial activities, sell tickets, organize guided tours or perform any other activities for the purpose of financial gain;



use audio equipment with sound amplification turned on, sing, dance or play musical instruments;



walk around in dirty clothes or carry luggage, objects or food items that may soil other visitors, monuments and buildings;



litter on the territory of the Moscow Kremlin, the Kremlin Wall Necropolis and Lenin's Mausoleum;



smoke, including electronic cigarettes, pipes, cigars, chewing tobacco and snuff, anywhere on the territory of the Kremlin.



GRAND KREMLIN PALACE

The Grand Kremlin Palace was built in 1838–1849. It was commissioned by Nicholas I and designed by Konstantin Thon, a leading Russian architect. The palace incorporates the architectural legacy of historical and religious buildings of the 15th–19th centuries.

The buildings of the palace are arranged around a rectangular inner courtyard, with the main facade pointing southwards, to the Moscow River. Terem Palace, palace churches, Tsarina's Golden Chamber and the Palace of Facets are located in the north end of the palace complex. The Grand Kremlin Palace is flanked by two stateroom buildings from the east and the west.



The south-facing facade of the palace is 125 m long, the one facing Cathedral Square is 88 m and the west-facing one is 60 m long. With the height of 45 m and the area of over 20,000 sq.m., the palace boasts over 700 premises used for a variety of purposes.

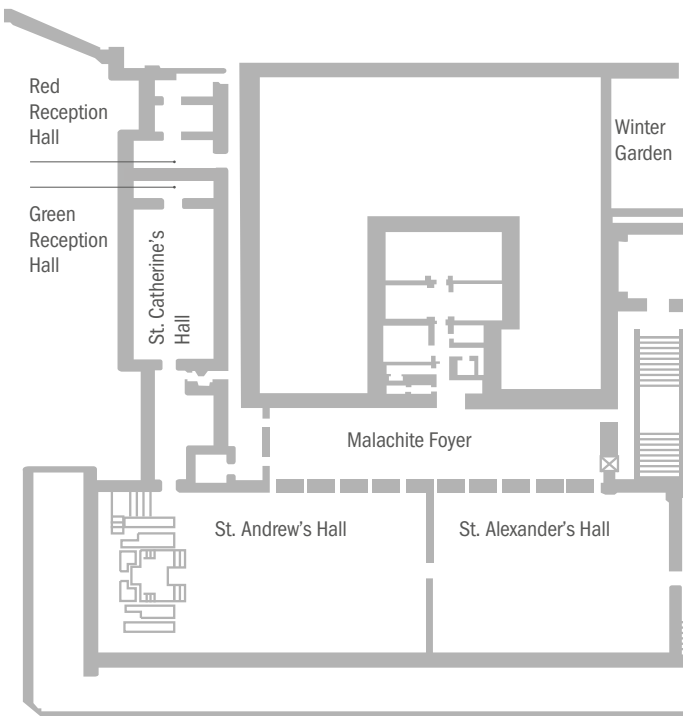
In the past, the ground floor in the palace's south end held the imperial family's private chambers. These were used as a dining room, the empress' living room, study and bathroom or, alternatively, the emperor's study, his wife's boudoir and their bedroom.

As suggested by Nicholas I, reception halls were named after Russia's major awards and decorated in line with the concept of Autocracy and Nationalism, which had been Russia's official ideology at the time.



KREMLIN VENUES

GRAND KREMLIN PALACE



1. Carrying large objects is prohibited. Please ensure that your equipment does not exceed the dimensions of 60 x 50 x 30 cm.
2. All the rooms designed for press events are equipped with audio splitters (XLR output).

GRAND KREMLIN PALACE PLAN



To learn more about the interiors of the Kremlin and all its major rooms, we invite you to visit the official website of the President of the Russian Federation at www.kremlin.ru and take a Virtual Tour of the Kremlin.

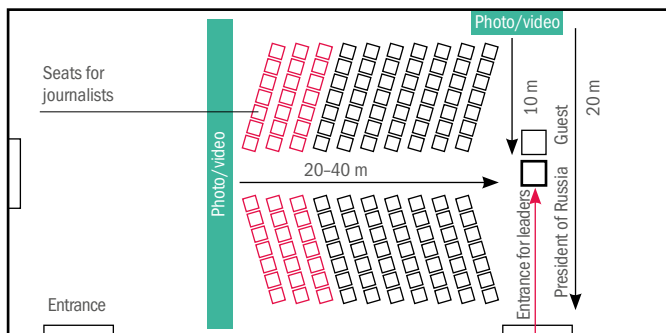
GRAND KREMLIN PALACE: RECEPTION HALLS

St. George's Hall

Named after the Order of St. George, the hall is 61 m long, 20.5 m wide and 17.5 m high. The Order was initially established by Catherine the Great in 1769, in four degrees. Its motto was "For Service and Valor." Military officers were decorated with the Order of St. George for valor or for long service (25 years in the army or 18 years in the navy).

Press conference

Specifications		
Distance	10–40 m	
Lighting		
Background balance	2500 K (white preset)	Exposure ISO 3200 250/2.8
Studio lighting	2700–2900 K	Exposure ISO 2000 250/2.8
Recommended focal length		
Close-up	200–600 mm	
Long shot	70 mm	



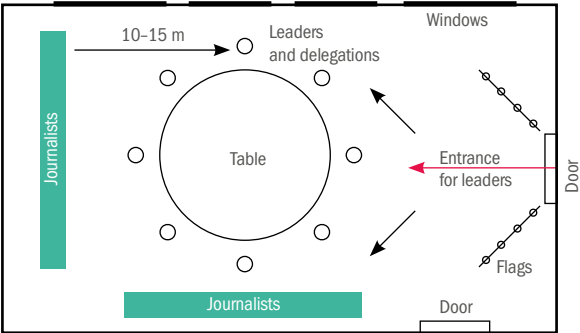


St. Alexander's Hall

Named after the Order of St. Alexander Nevsky, the hall is 31.5 m long, 21 m wide and 20 m high. The idea of establishing a military order named after the pious and brave Novgorod prince Alexander Nevsky had been initially suggested by Peter the Great. But it was Catherine I who established the order in May 1725. It was used both as a military and civilian award.

Negotiations

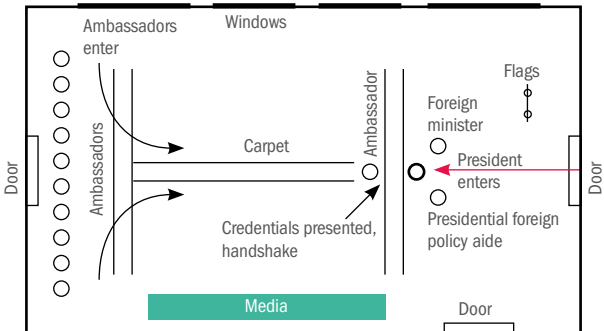
Specifications	
Distance	10-15 m
Lighting	
w/o extra lighting	2100 K
w/ extra lighting	2500 K
Manual white balance recommended	
Exposure	ISO 2500 1/200 f 4
Recommended focal length	
Close-up	600 mm
Long shot	16 mm





Presentation of credentials

Specifications	
Distance	10–15 m
Lighting	
w/o extra lighting	2100 K
w/ extra lighting	2500 K
Manual white balance recommended	
Exposure	ISO 2500 1/200 <i>f</i> 3.2
Recommended focal length	
Close-up	600 mm
Long shot	24 mm

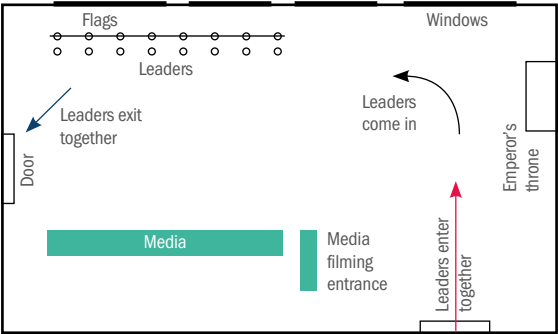


St. Andrew's Hall

The hall was named after the Order of St. Andrew, the patron saint of Russia. It is 53.2 m long, 20.6 m wide and 17.5 m high. The Order was established by Peter the Great in November 1698, and its motto was “For Faith and Loyalty.” Up until 1917, the Order remained Russia’s top award.

Photo-op

Specifications	
Distance	10–20 m
Lighting	
w/o extra lighting	2100 K
w/ extra lighting	2400 K
Manual white balance recommended	
Photo sensitivity	Depends on lighting conditions outside
Exposure	ISO 2500 1/200 <i>f</i> 4
Recommended focal length	
Close-up	200–400 mm
Long shot	24 mm



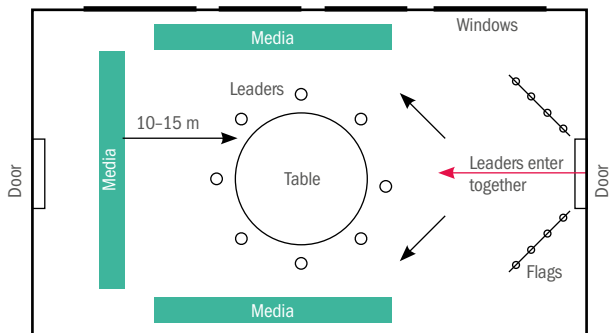


St. Catherine's Hall

The Order of Saint Catherine was established by Peter the Great in 1714. Its motto is "For Love and Fatherland." Empress Catherine, Peter's wife, was the first to receive this Order for her role in saving the Russian army when it was encircled in 1711 during the Pruth River Campaign. She donated her jewelry to bribe the Turkish commander-in-chief.

Option 1. Negotiations

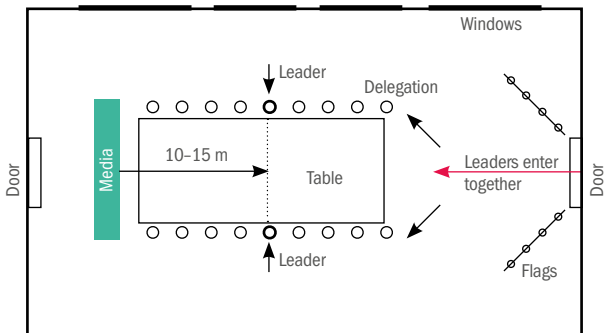
Specifications	
Distance	10–15 m
Lighting	
w/o extra lighting	2500 K
w/ extra lighting	2700 K
Manual white balance recommended	
Exposure	ISO 2500 320/2.8
Recommended focal length	
Close-up	400 mm
Long shot	16 mm





Option 2. Negotiations

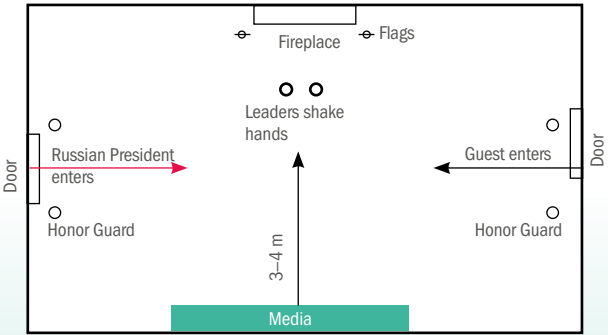
Specifications	
Distance	10–15 m
Lighting	
w/o extra lighting	2500 K
w/ extra lighting	2700 K
Manual white balance recommended	
Exposure	ISO 2500 320/2.8
Recommended focal length	
Close-up	400 mm
Long shot	24 mm



State Rooms.

Red Reception Hall

The Grand Bedchamber (“Red Reception Hall” for protocol events) is lavishly decorated. It has an alcove with monolith columns of gray-green marble that offset the bright raspberry-red upholstery and walls. The lining on the fireplace is made of green-blue jasper, on which Russian stonecutters masterfully carved a fine undulated pattern, highlighting the beauty of the ornamental stones found in the Urals.



Winter Garden

Specifications	
Distance	3-7 m
Lighting	
w/o extra lighting	4500 K
w/ extra lighting	4500 K
Manual white balance recommended	
Balance and lighting	Depend on the weather
Recommended focal length	
Close-up	300-400 mm
Long shot	16 mm



Specifications

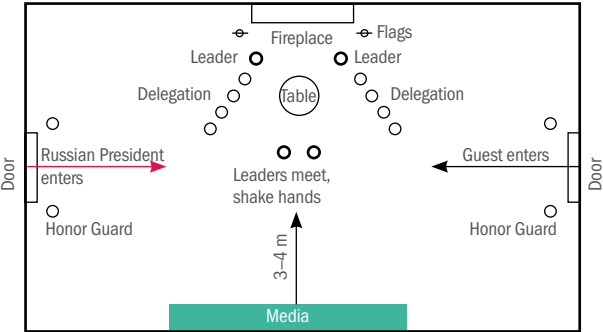
Distance	3-4 m
Lighting	
w/o extra lighting	2300 K
w/ extra lighting	2700 K
Manual white balance recommended	
Exposure	ISO 2500 1/200 f 3.2
Recommended focal length	
Close-up	200 mm
Long shot	24 mm



Staterooms. Green Reception Hall

The Green Reception Hall is adjacent to St. Catherine’s Hall. It is reserved for most distinguished guests. The room is splendidly decorated based on designs by Giuseppe Colombo Artari, with its flowery semi-circular ceiling and upholstered walls, as well as china vases and lamps. In the middle of the Green Reception Hall there is a large chandelier shaped as a flower bouquet with a pineapple on top. The Imperial Porcelain Factory in St. Petersburg was famous for its porcelain flowers.

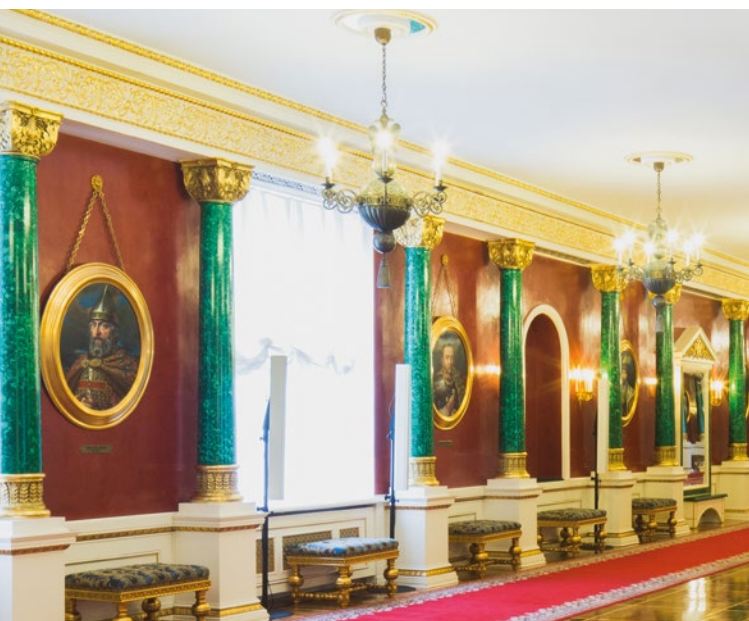
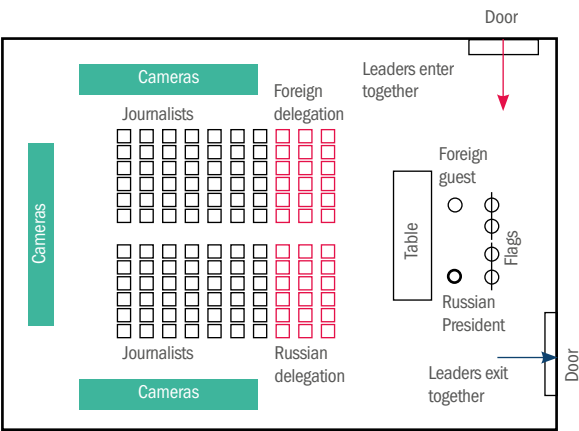
Specifications	
Distance	3–4 m
Lighting	
w/o extra lighting	2300 K
w/ extra lighting	2700 K
Manual white balance recommended	
Exposure	ISO 2500 1/200 <i>f</i> 3.2
Recommended focal length	
Close-up	300–400 mm
Long shot	16–28 mm





Malachite Foyer

The Malachite Foyer had initially served as a waiting room for St. Andrew’s Hall. Currently, it is used to hold signing ceremonies of international agreements and press conferences of heads of state.



The portraits of the most significant Russian tsars of the Romanov and Rurik dynasties, painted by Ivan Glazunov, decorate the walls of the Foyer.

Specifications	
Distance	10–20 m
Lighting	
w/o extra lighting	2800 K
w/ extra lighting	2800 K
Manual white balance recommended	
Exposure	ISO 2500 1/200 <i>f</i> 3.2
Recommended focal length	
Close-up	300–600 mm
Long shot	24 mm



GRAND KREMLIN PALACE MEDIA CENTER

GRAND KREMLIN PALACE ANNEX, FLOORS 1, 4 AND 5

1st floor: Cloakroom, Presidential Press and Information Office accreditation desk.

4th floor: Presidential Press and Information Office information desk (info handouts), pool assembly point, working area for the media (print media on the left, TV crews and photographers on the right), toilets.



The media working area includes:

- Wi-Fi Internet access (10 Mbps per device);
- AC sockets for laptops (Europlug, 220-240 W, 50 Hz);
- several desktops with cable Internet access (English and Russian keyboards) sharing a color printer;
- plasma panels live-streaming open segments of the event (receivers for simultaneous interpretation are available if necessary);
- audio distribution splitters to record the original sound and simultaneous interpretation (XLR output).

5TH floor: refreshments (St. Peter's Hall), toilets.

Desks cannot be reserved in advance. Desks are available on a first-come, first-serve basis.

If you have any questions or in case of emergency, please contact the Presidential Press and Information Office information desk on the 4th floor.

THE KREMLIN SENATE

The Senate Building was constructed from 1776–1787. Commissioned by Catherine the Great, it was designed by architect Matvey Kazakov for the Moscow branch of the Governing Senate. It is a 3-story brick building, 450 m in outside circumference, with a basement. It has an inner courtyard 360 m in perimeter.

The Senate Building is shaped as an isosceles triangle with three inner courtyards and truncated corners. Several hallways running through the center of the building connect the main entrance, the lobby and the large circular hall. The magnificent rotunda is crowned with an enormous dome. Inside the building, the large Catherine Hall (25 m in diameter and 27 m in height) was designed as a ceremonial hall. 24 Corinthian columns support the entablature,



with bas-relief portraits of Russian tsars and princes decorating the walls between second-tier windows, and the space between the columns covered in ornamentation commemorating Catherine the Great and her landmark accomplishments.

The Senate was used as the official residence of Soviet leaders since 1918. The residents included Vladimir Lenin and his family and Joseph Stalin.

Currently, the Senate is used for presidential functions. The third-floor rotunda in the northeast part of the building is home to the Presidential Library, which contains a large collection of encyclopedias, reference books, as well as volumes on law, bibliography and history. The library also includes a collection of signed books that the Russian president received as gifts. One particularly valuable asset is the unique original copy of the Russian Constitution produced in the 1990s.



KREMLIN VENUES

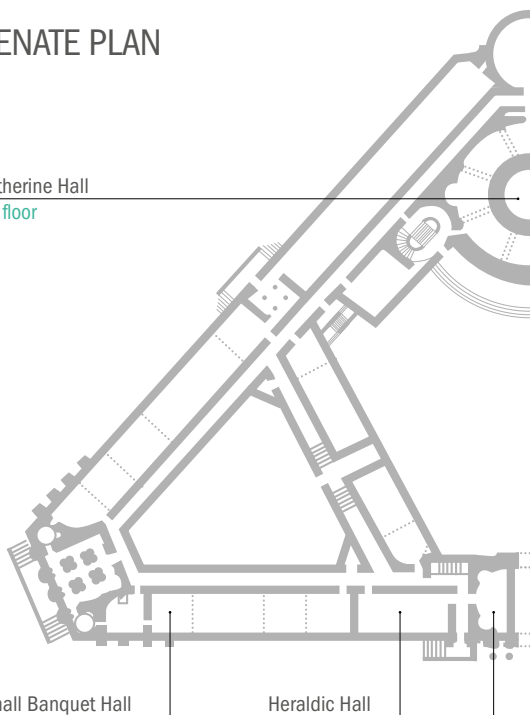
THE KREMLIN SENATE

SENATE PLAN

Catherine Hall
2nd floor

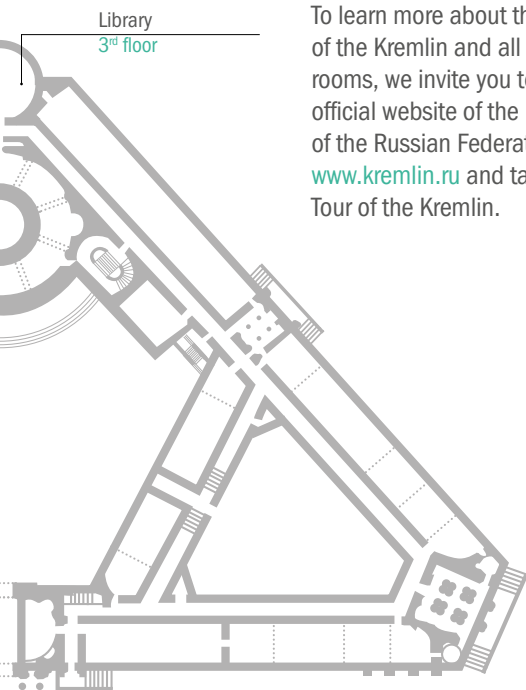
Small Banquet Hall
2nd floor

Heraldic Hall
2nd floor



1. Carrying large objects is prohibited. Please ensure that your equipment does not exceed the dimensions of 60 x 50 x 30 cm.
2. All the rooms designed for press events are equipped with audio splitters (XLR output).

IMPORTANT



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Ceremonial office
2nd floor

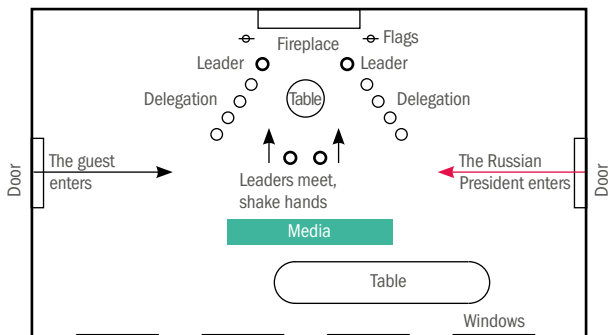
SENATE: RECEPTION HALLS

Ceremonial office

Option 1. Negotiations

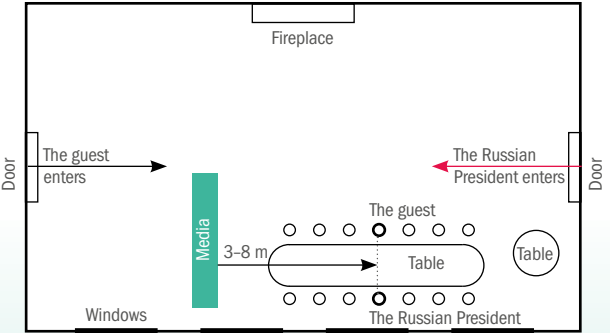
Specifications	
Distance	3–8 m
Lighting	2300–2400 K
Manual white balance recommended	
Exposure	ISO 2500 1/200 <i>f</i> 5.6
Recommended focal length	
Close-up	200 mm
Long shot	16 mm





Option 2. Negotiations

Specifications	
Distance	3-8 m
Lighting	2300-2400 K
Manual white balance recommended	
Exposure	ISO 2500 1/200 <i>f</i> 5.6
Recommended focal length	
Close-up	300-400 mm
Long shot	16 mm

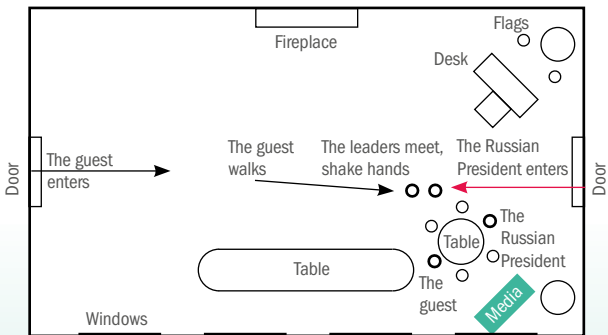


Presidential Library

Specifications	
Distance	3-5 m
Lighting	3000 K
Manual white balance recommended	
Exposure	ISO 320 1/200 <i>f</i> 2.8
Recommended focal length	
Close-up	200 mm
Long shot	16 mm

Option 3. Negotiations

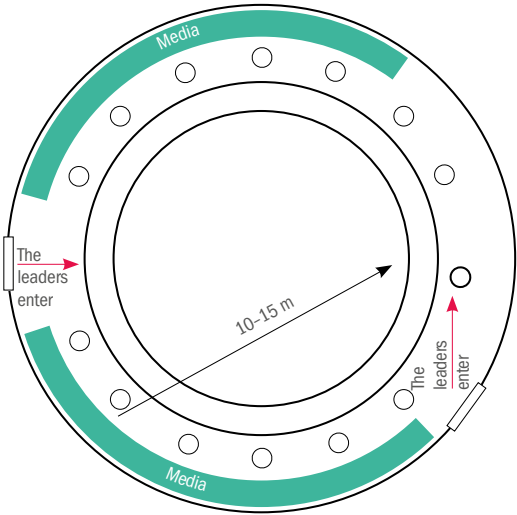
Specifications	
Distance	3–8 m
Lighting	2300–2400 K
Manual white balance recommended	
Exposure	ISO 2500 1/200 <i>f</i> 5.6
Recommended focal length	
Close-up	300–400 mm
Long shot	24 mm



Catherine Hall

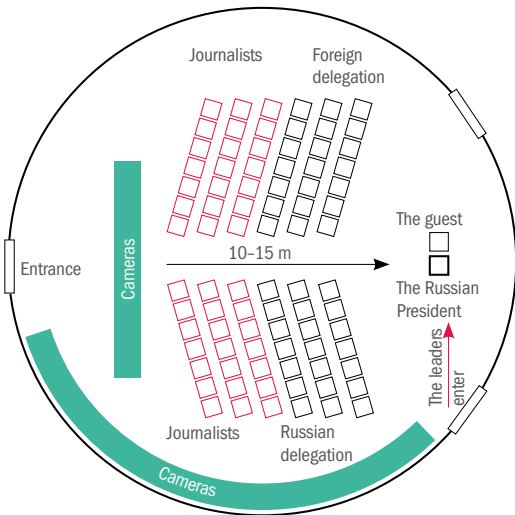
Negotiations

Specifications	
Distance	10-15 m
Lighting	2700-2800 K
Manual white balance recommended	
Exposure	ISO 2500 320/2.8
Recommended focal length	
Close-up	200-400 mm
Long shot	70 mm



Signing ceremony/media statement/press conference

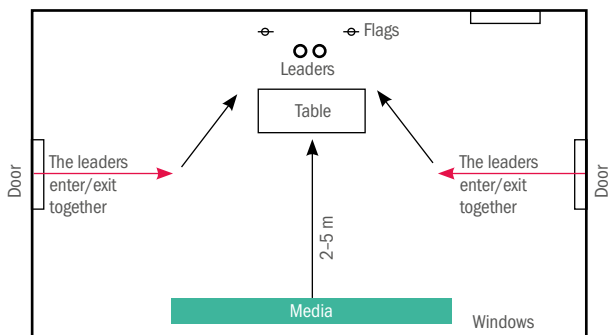
Specifications	
Distance	10-15 m
Lighting	2700-2800 K
Manual white balance recommended	
Exposure	ISO 2500 320/2.8
Recommended focal length	
Close-up	200-400 mm
Long shot	70 mm



Heraldic Hall

Specifications	
Distance	2-5 m
Lighting	2200-2400 K
Manual white balance recommended	
Exposure	ISO 2500 1/200 <i>f</i> 3.2
Recommended focal length	
Close-up	200-300 mm
Long shot	16 mm

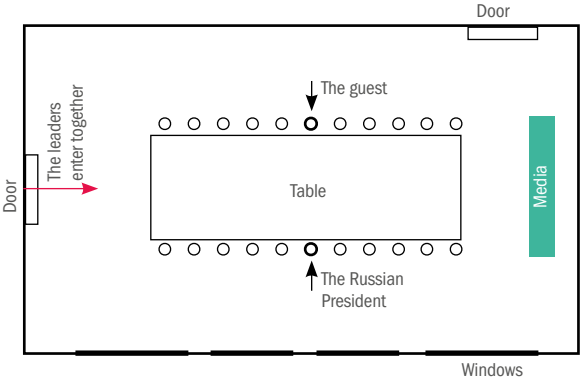




Small Banquet Hall

Specifications	
Distance	2-5 m
Lighting	2200-2400 K
Manual white balance recommended	
Exposure	ISO 1600 1/200 <i>f</i> 3.2
Recommended focal length	
Close-up	300 mm
Long shot	16 mm





SENATE MEDIA CENTER

SENATE BUILDING, GROUND FLOOR

Journalists will have access to:

- Wi-Fi Internet (10 Mbps per device);
- AC sockets for laptops
(Europlug, 220-240 V, 50 Hz);
- plasma panels live-streaming open segments of the event (receivers for simultaneous interpretation are available if necessary);



- audio distribution splitters for recording the original sound and simultaneous interpretation (XLR output);
- refreshments, toilets.

Desks cannot be reserved in advance. Desks are available on a first-come, first-serve basis.

If you have any questions or in case of emergency, please contact Presidential Press and Information Office staff.

IMPORTANT



HOST BROADCASTER SERVICES

The host broadcaster provides the following services:

- live-streams open segments of events on the media centers' plasma panels;
- distributes the television signal of the event coverage as requested by broadcasters;
- provides stand-up positions for reporters at booked spots including those inside the Kremlin.

Signal format:

HD/SDI 1080i/50, embedded audio

To place an order for host broadcaster video, please call:

+7 (495) 910-45-79

or send your request to:

services@vgtrk.com

To book a stand-up position, please call:

- CIS media: +7 (495) 232-98-03
- Other foreign media: +7 (495) 234-85-80

To book a satellite link, please call:

- CIS media: +7 (495) 232-98-03
- Other foreign media: +7 (495) 234-85-80

PLEASE MAKE YOUR CALLS DURING OFFICE HOURS

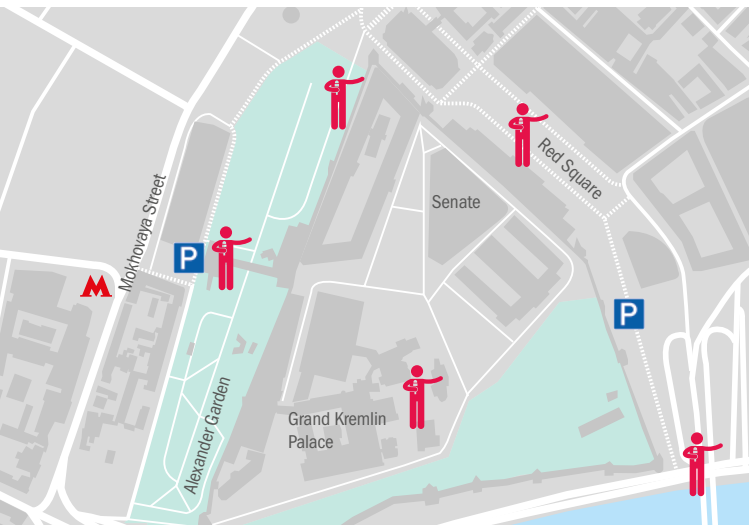
9 A.M. TO 6 P.M. (Moscow time)



Satellite trucks can only be parked in the vicinity of the Moscow Kremlin on Sapozhkovaya Square or Vasilyevsky Spusk and only if approved by the Presidential Press and Information Office.

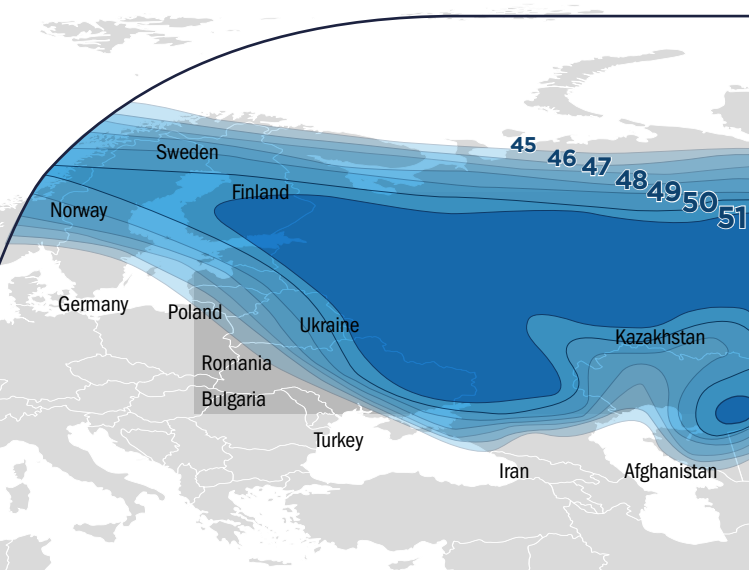


Reporter stand-ups can only be recorded on Red Square, in Alexander Garden, Vasilyevsky Spusk, on Bolshoy Moskvoretsky Bridge, inside the Moscow Kremlin and in other areas regulated by the Moscow Kremlin Commandant's Office if approved by the Presidential Press and Information Office.

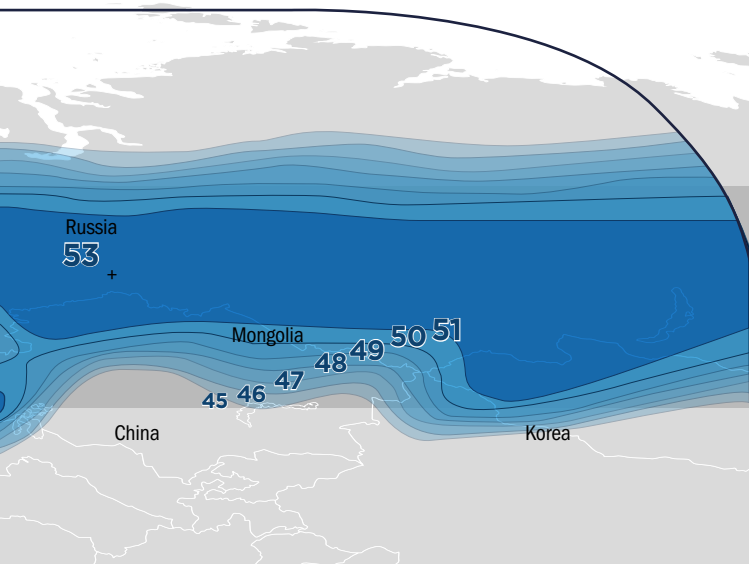


SPECIAL PARTNER IN CIS COUNTRIES: MIR INTERNATIONAL BROADCASTING COMPANY

- A fee is charged for transmitting the host broadcaster's signal. Broadcasters share expenses proportionately to pay for Mir's services.
 - In CIS countries, broadcasts are available from Mir's local subsidiaries or via a satellite signal.
- Contacts: Tel.: +7 (495) 964-14-47,
Fax: +7 (495) 748-13-86, +7 (495) 964-14-47,
Email: mirtv-bookings@intmir.ru



- Mir also offers services for live stand-ups using a satellite truck parked in close vicinity to the Moscow Kremlin.
- Signal format: HD\SD, 16:9\4:3, PAL
- Interface standard: HD\SD SDI. Media: USB memory sticks, CF, SD, SxS, P2, XDCAM HD disks.
- Video feeds and live transmissions should be booked in advance, no later than 4 hours before the transmission.
- Mir's satellite coverage map.



ABS-2 | Russia | 46-51 dBW
 51 Ku-Band Transponders@54 & 108MHz
 Polarization: Linear (H&V)

CONTACTS

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Email: prcn@mid.ru, pc.mid@yandex.ru,
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Website of the President of Russia:
www.kremlin.ru

Accreditation Rules and Code of Conduct for foreign news reporters traveling to the Russian Federation are published in English, French and Russian at the Foreign Ministry's website <http://www.mid.ru/bdomp/ns-zhur.nsf/normdoc>.

To learn more about the interiors of the Kremlin and all its major rooms, we invite you to visit the official website of the President of the Russian Federation at www.kremlin.ru and take a Virtual Tour of the Kremlin.