

AUDIOVISUAL SERVICES FOR MEDIA

Q&A

What are the conditions to use the EP facilities? Should I pay something?

They are **free of charge** but you have to book a slot to use them. Only if you want to use satellite transmission, you should pay the costs of it.

[Here](#) you will find more information about our services.

Our facilities intend to support media who report on the activities of the European Parliament. We offer different services to accommodate your needs, so the best fit for you is going to depend on the type of media you are and the conditions and facilities you are looking for.

You are a **TV Broadcast Media**:

Is it possible to interview MEPs remotely and how?

Yes. Journalists within the EU member states can interview one or more MEPs in person or remotely from our Brussels and Strasbourg facilities.

Our Live Broadcast Stand-up Positions are fit to accommodate duplex interviews and you will have support from our crew to better facilitate the interview. We will set up the live connection and the MEP will be able to hear you via an earpiece. If the interview was recorded, the footage will be sent to you by a share link via email. The usual format will be in MPEG 4 HD, but, upon request, can be in another format you require.

How to book it:

- 1. Send an email to avplanning@ep.europa.eu
or call: +322 284 20 10 (BXL), +333 88 17 20 10 (STR)**
- 2. Specify if it is a live transmission or a recorded interview**
- 3. We work on a first-come, first-served basis, but we can work even at short notice (30 minutes to one hour before). The usual length of the booking is 15 minutes with a maximum of 30 minutes.**

[Here](#) you will find more information about the **Live Broadcast Stand-up Positions**.

Can I organise a live or recorded programme from Brussels and Strasbourg?

If you are a broadcast media, you can produce your live or recorded programme in one of our **TV Broadcast Studios**. In order to do this, you must report on the activities of the European Parliament with MEP(s) as guest(s). You should also send us your audience

figures at least a week ahead. Before the programme, you will be asked to attend pre-production meetings with your producer/director.

TV Broadcast Studios in Brussels:

Agora Set: A state-of-the-art broadcast studio integrated at the heart of the European Parliament building in Brussels for live or recorded production of programmes such as debates, interviews and round table discussions. The central location is the strength of this set. The modular LED walls are designed to offer maximum flexibility to create the backdrop most suited to your programme.

The Qube: With a surface area of 225m², this classic studio can host panels of up to six people, with or without audience. The set-up can be arranged in various manners, easily adaptable to the individual needs of TV stations.

TV Broadcast Studios in Strasbourg:

Lobby Set: A broadcast studio integrated in the Audiovisual open space, right next to the Strasbourg Chamber with a view of the Protocol arrival area and double spiral staircase. Equipped with 7 HD broadcast cameras and a 7 meter crane, the Lobby is set up to suit all your studio needs (recorded or live) right at the Centre of the action during Strasbourg sessions.

Staircase Set: A beautiful small studio overlooking the Audiovisual open space. During Strasbourg sessions, this studio will allow you to have more intimate set ups of 1+1 or 1+2 live or recorded interviews.

How to book it:

- 1. Send an email to avplanning@ep.europa.eu (for both Strasbourg and Brussels) or call: +322 284 20 10 (BXL), +333 88 17 20 10(STR)**
- 2. We work on a first-come, first-served basis. The minimum booking time is one week before, but most of our clients with regular programs book on a 6-month basis.**

[Here](#) you will find more information about our services and studios and [here](#) you can find illustrative videos to better help you choose.

Can I book a Camera Crew (including sound engineer) and/or editing facilities in the EP in Brussels and Strasbourg and how?

The European Parliament offers mobile camera crews (cameraman and sound engineer) for recording of interviews with the MEPs of your choice. Editing can be done on site in our facilities.

Recording can take place anywhere in the Parliament or around the building.

How to book it:

- 1. Contact by mail: avplanning@europarl.europa.eu
Or by phone: +322 284 20 10 (BXL) +333 88 17 20 10 (STR)**
- 2. We work on a first-come first served basis, so try to book as soon as possible, it is advised to book at least one hour before. You can book a Camera Crew for one-hour maximum a day free of charge.**

[Here](#) you will find more information about our Camera Crews.

You are a **Radio**, **Website** or **Blog**:

Can I organise a live or recorded programme from Brussels and Strasbourg? Is it possible to interview MEPs remotely and how?

Yes. If you are reporting on the activities of the European Parliament our **Radio** or **Voxbox Multimedia Studios** may suit your needs. We offer live or recorded audio and video roundtables for web streaming, so you can do your live or recorded programme from Brussels or Strasbourg and interview MEPs both in person or remotely.

These studios are designed to mainly assist radio and web journalists, but can also be used by **broadcasting TVs**, depending on technical requirements (if you plan to use **Skype**, **WebEx**, **Zoom**, **Interactio** or **Streaming** connections).

Radio studios: The European Parliament in **Brussels** offers 4 professional radio studios with a capacity of 4 to 8 people, which can be used for live audio connections, audio recording, podcast and post-production. The connection between the radio and the EP is via IP audio codec. When you do a recorded production, the delivery will be via email, with the link where you can download the final product. In addition, an audio feed can be sent from different public meetings rooms taking place within the Parliament for a real-time listening.

The Parliament has 5 professional radio studios in **Strasbourg** available only during the sessions, Monday to Thursday 8 pm; they have the capacity for 4 to 6 people, which can be

used for live audio connections, audio recording, podcast and post-production. The connection between the radio and the EP is via IP audio codec. When you do a recorded production, the delivery will be via email with the link where you can download the final product.

Voxbox Multimedia studios in Brussels:

Voxbox: This state-of-the-art studio is located in an open space in the main hall of the European Parliament. The technical layout of the VoxBox together with our technical support allows you to report on the European affairs directly from the heart of the European Parliament. The technical settings of the studio allow you to film and record/stream programs with customised images or a video loop of your choice for the branding.

VoxStation: A closed studio with the same technical arrangements of the VoxBox is available for your production at the -1 floor of the Antall building. If your purpose is to interview or debate with MEPs on EP Affairs in a privatized location, the quietness of Studio 1 will best suit your expectations.

Multimedia studios in Strasbourg:

Voxbox 1&2: The two new state-of-the-art Voxbox studios - together with our technical support - are available free of charge in Strasbourg in a dynamic environment close to the Hemicycle. As an area at the heart of the democratic action generally crowded with MEPs, it can facilitate lively media coverage of Parliament's activities.

How to book them:

1. For Radio Studios, send an email to radiobookings@ep.europa.eu and for Multimedia Studios to voxbox@ep.europa.eu
2. We work on a first-come, first-served basis, so the sooner you can book it the better, but we can work even with a short notice (15 minutes before) for regular booking.

[Here](#) you will find more information about our Radio Studios and [here](#) more about our Multimedia Studio.

If you want to report on the EP affairs from your **home country**:

We provide a range of material free of charge, so that you can report on the EP affairs without having to be in Brussels or Strasbourg. You can find what we offer both in the Europe by Satellite (EBS) and in the Multimedia Centre website.

What is the difference between Europe by Satellite and Multimedia Centre? How do I know where to look for the right information?

Europe by Satellite (EBS): EBS is the EU TV information service, which provides EU related audiovisual material via satellite to media professionals. This service provides the most important content from all the institutions. The programming consists of a mix of live events, news summaries of EP activities, illustrative stockshots, and coverage of key events including official visits abroad.

To access EBS website click [here](#) and to know more information about the service provided you can see it [here](#).

Multimedia Centre: The Multimedia Centre is the EP audiovisual website and it is a tool for both media professionals and everyday users. You can watch the Webstreaming of all important meetings live or recorded and download HD quality videos, images and audio files from the European Parliament activities. Photos are available for journalists for free use as well.

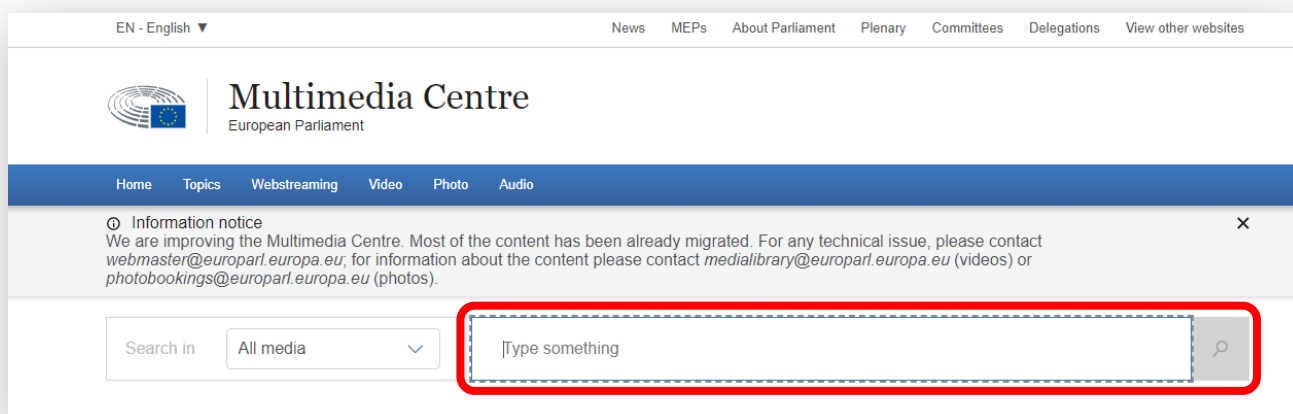
To access Multimedia Centre website click [here](#).

How should I search on the Multimedia Centre?

From the Multimedia Centre, you can search different kinds of audiovisual content.

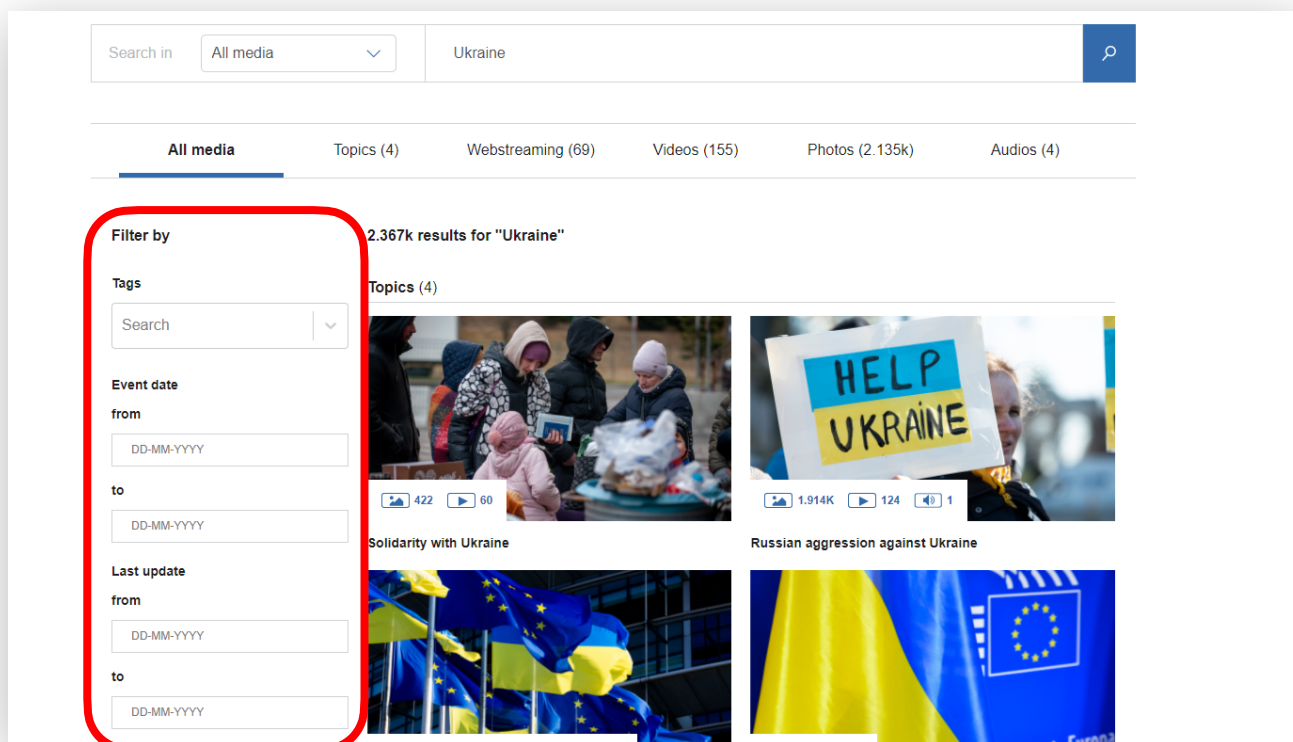
How to do it:

If you know exactly what you want to search, you can simply introduce key words in the search bar.

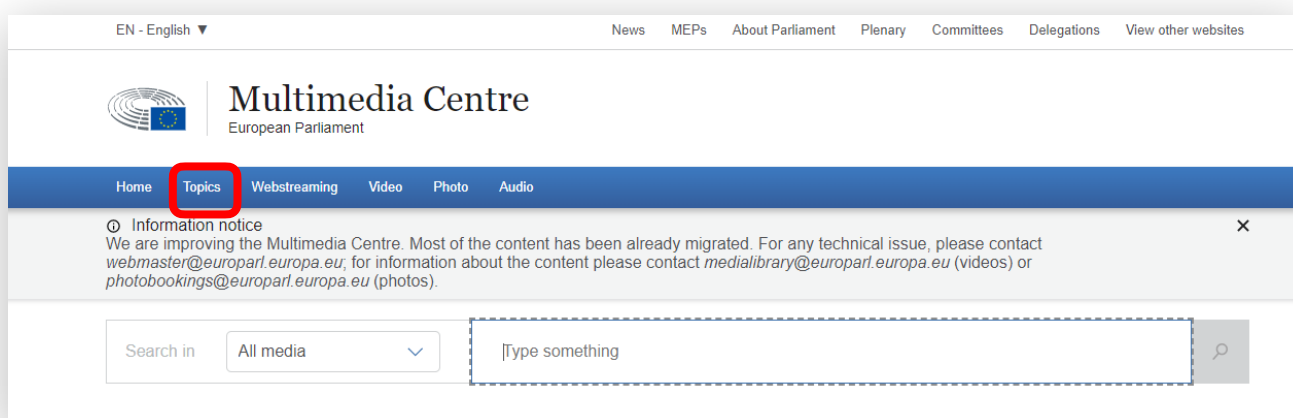


Once you click on the magnifying glass icon, you will find content divided by format, such as **“Topics”**, **“Webstreaming”**, **“Videos”**, **“Photos”** and **“Audio”**.

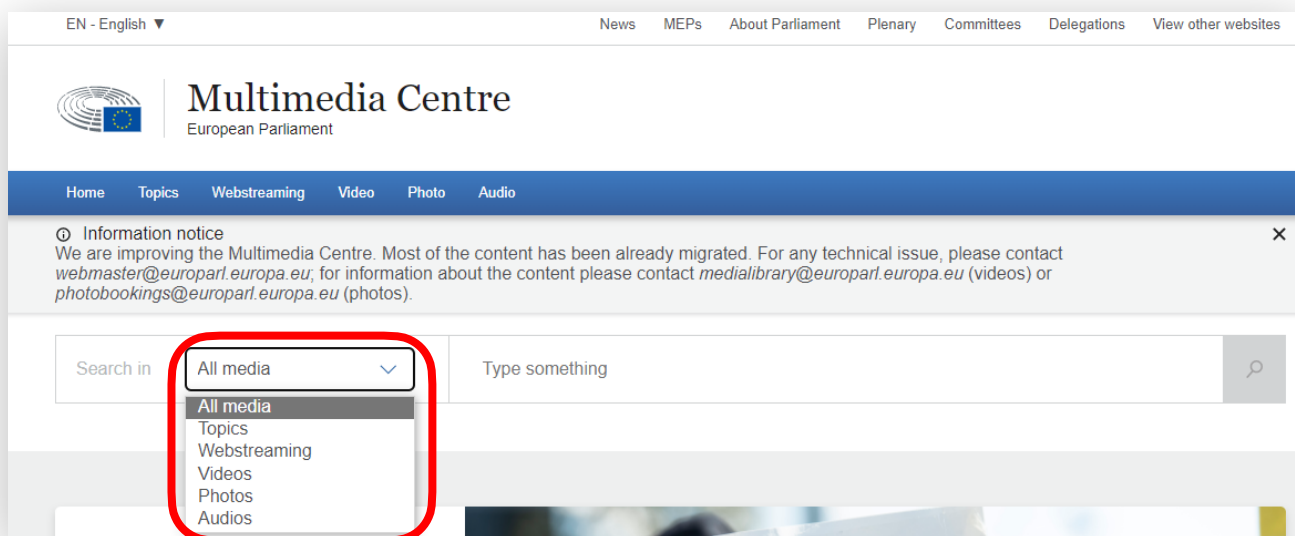
Specific searches: If you need to narrow down your search, you can apply the filters on the left of the screen.



Browsing by topic: If you do not have a clear search objective, you can browse by topic and you will be able to see the most recent topics on relevant matters.



Search by type of file: click on “**Search in**” in order to see a drop-down menu where you can choose to search by “**Topics**”, “**Webstreaming**”, “**Videos**”, “**Photos**” and “**Audio**”.

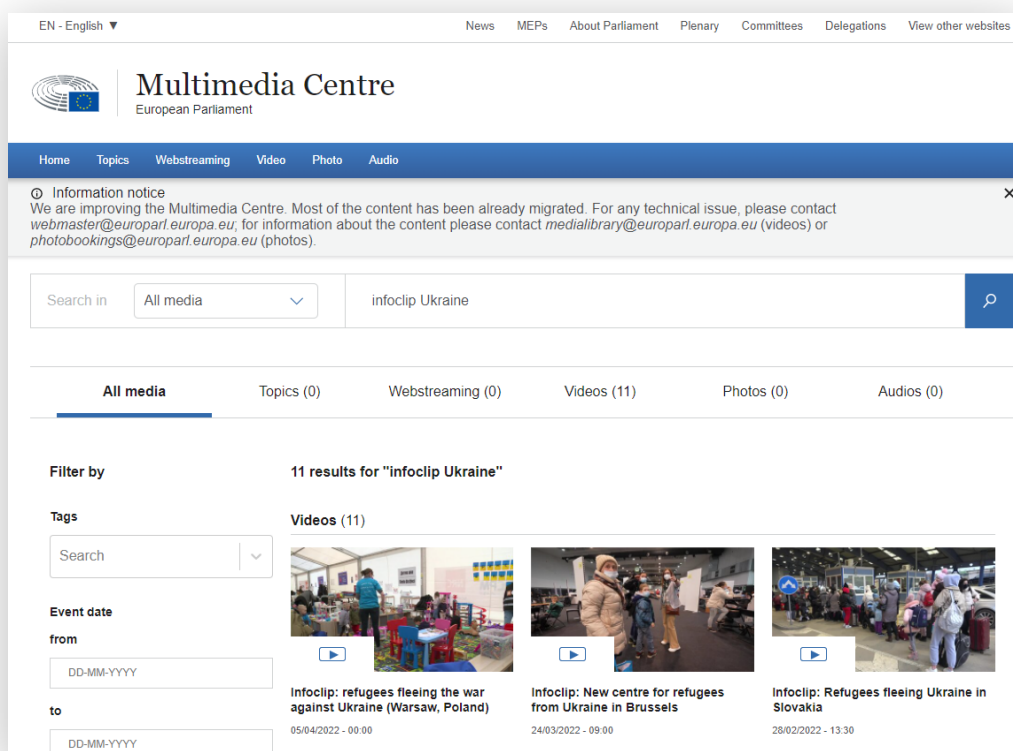


Can I find illustrations also on the Multimedia Centre and how?

Yes. The European Parliament produces videos to help media professionals to illustrate the latest news (illustration). These videos are labelled as “**infoclips**”.


How to do it:

You can use **the search bar** and type “infoclip” followed by the topic you are interested in. For example to download infoclips that can illustrate the situation in Ukraine, you can type: “infoclip Ukraine”.




You can also enter “infoclip” in the search bar and all of the illustrative videos we produced will appear in “Topics”, divided by year.

Channels (2)



75

Infoclips - Illustrative footage



181

Infoclips (2020) - Illustrative footage

[View all collections](#)

How do I download from the Multimedia Centre?

- 1. Find the video you wish to download.**
- 2. Once you have clicked on the video, select the “download and share” tab.**
- 3. Select the desired video quality and click on “Download video”.**

Infoclip: refugees fleeing the war against Ukraine (Warsaw, Poland)

Overview Related Media **Download & Share** Shotlist

Download Options

Download Original [Download video](#)

Assets Shotlists [Download assets](#)

Embed

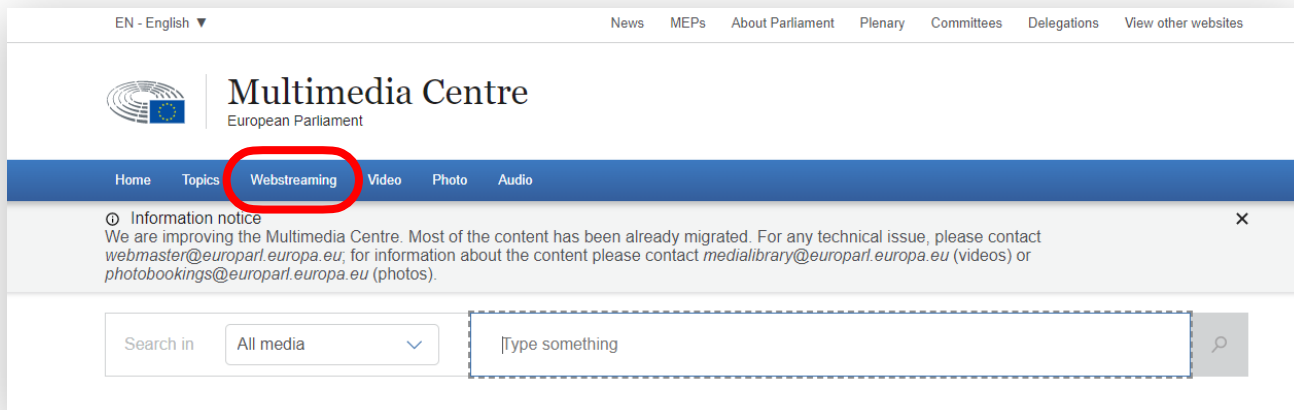
Dimensions 1920x1080 Autoplay On Off

```
<iframe allowfullscreen allow="fullscreen" frameborder="0" src="https://multimedia.europarl.europa.eu/share/1223341?autoplay=off" width="1920" height="1080"></iframe>
```

[Copy Code](#)

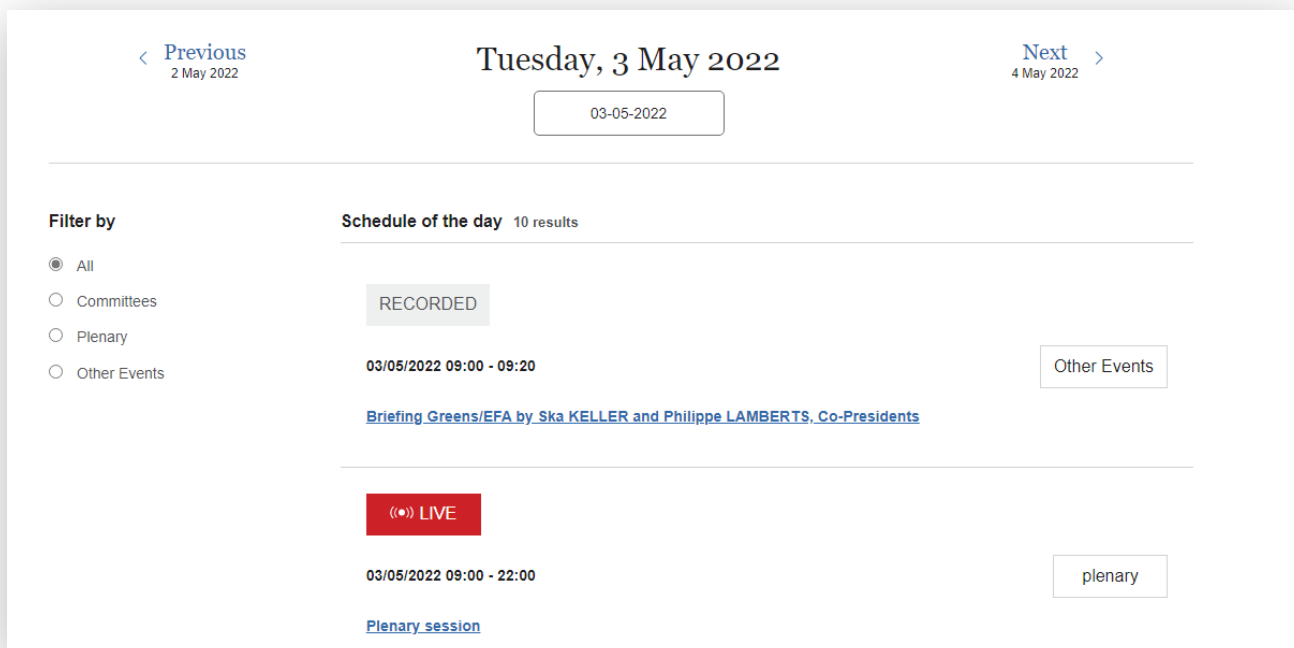
How can I use the Webstreaming?

1. In the Multimedia Centre homepage click in “Webstreaming”.



The screenshot shows the Multimedia Centre homepage. At the top, there is a navigation bar with links for News, MEPs, About Parliament, Plenary, Committees, Delegations, and View other websites. Below this is the Multimedia Centre logo and name. A blue navigation bar contains links for Home, Topics, Webstreaming (highlighted with a red circle), Video, Photo, and Audio. Below the navigation bar is an information notice about content migration. At the bottom, there is a search bar with a dropdown menu set to 'All media' and a search input field containing the placeholder text '[Type something]'.

2. You will see the list of Webstreamings from the current date ordered by starting time. You can also see Webstreamings from past dates by clicking on “Previous”.



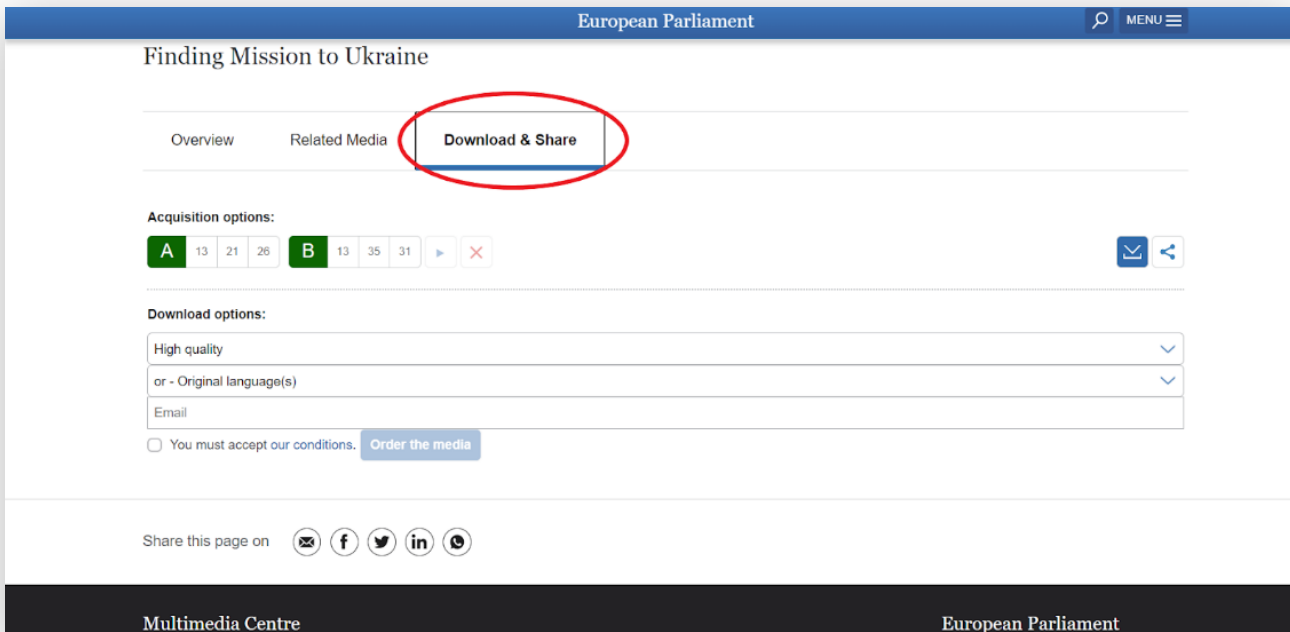
The screenshot shows the Webstreaming schedule page for Tuesday, 3 May 2022. At the top, there are navigation links for Previous (2 May 2022) and Next (4 May 2022). The current date is displayed as Tuesday, 3 May 2022, with a button for 03-05-2022. Below this is a filter section with radio buttons for All (selected), Committees, Plenary, and Other Events. The main content area is titled 'Schedule of the day 10 results' and lists two events:

Event	Time	Category
Briefing Greens/EFA by Ska KELLER and Philippe LAMBERTS, Co-Presidents	03/05/2022 09:00 - 09:20	RECORDED
Plenary session	03/05/2022 09:00 - 22:00	LIVE

Buttons for 'Other Events' and 'plenary' are visible next to the respective event entries.

How can I download an extract from the Webstreaming?

1. Click on the title of the Webstreaming you wish to download and navigate to the tab “Download & Share”.
2. In the field “Acquisition options”, you will need to enter the time segment of the video that you wish to download.
3. Enter the starting hour, minute and second in field A, and the closing hour, minute and second in field B.
4. In “Download options”, you can select the desired video quality and language.
5. Enter your email address and check the box to accept the conditions.
6. Finally, click on “Order the media”.
7. You will receive an email confirming your request.
8. Shortly after, you will receive a second email with a link to download the media you requested.



European Parliament

Finding Mission to Ukraine

Overview Related Media **Download & Share**

Acquisition options:

A 13 21 26 B 13 35 31

Download options:

High quality

or - Original language(s)

Email

You must accept our conditions. [Order the media](#)


Share this page on

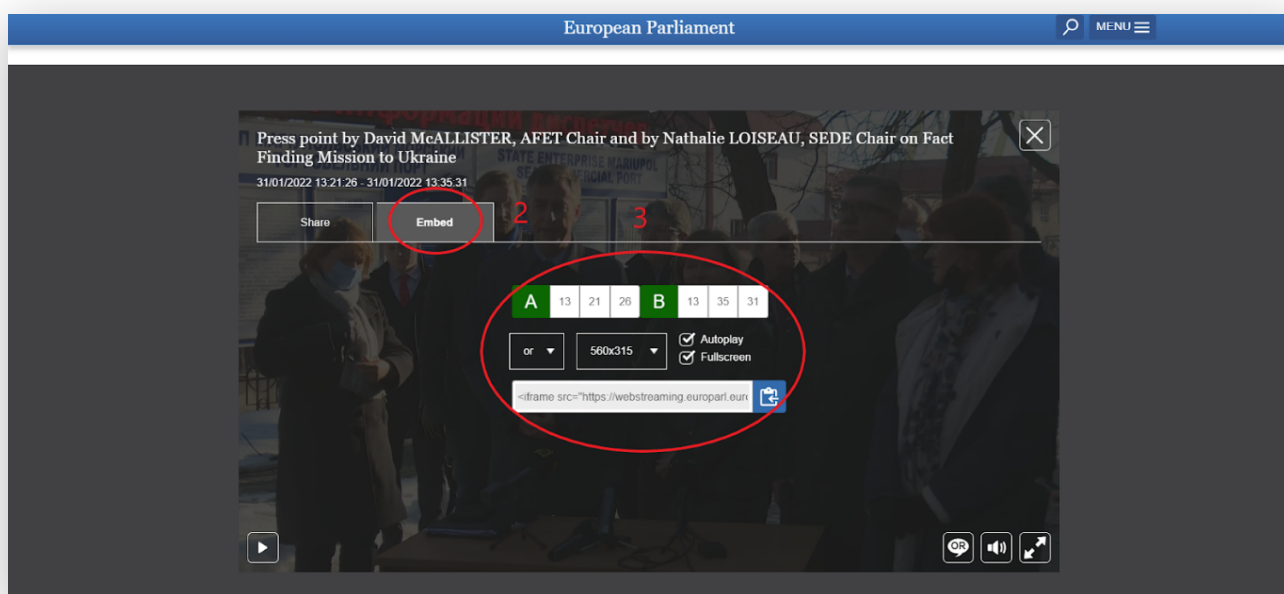
Multimedia Centre European Parliament

How can I embed extracts from the Webstreaming?

- 1. Click on the title of the Webstreaming you wish to embed and start the video.**
- 2. You will see this options appearing beneath the video.**



- 3. Click on this symbol  and select the tab “embed”.**
- 4. If you wish to download just a segment of the Webstreaming, you need to enter the starting and ending time of the segment. Otherwise, you can download the full video.**
- 5. Enter the starting hour, minute and second in field A, and the closing hour, minute and second in field B. You can also select the language and size.**
- 6. Click on the clipboard icon to copy the piece of code.**



How can I access the metadata from the Webstreaming of plenary debates?

1. Open the requested Webstreaming and click on the Metadata Menu, that will appear in the right top of the video, represented  by this icon



2. You will find the video divided by “Subject list” and “Orators list”. This way instead of having to download or share the full video, or having to know the exact time you want, you can just select the subject or orator you wish.



What is the list of most important contacts for audiovisual production?

- ✓ -For bookings: avplanning@ep.europa.eu or voxbox@ep.europa.eu
- ✓ -To find content: medialibrary@ep.europa.eu
- ✓ -For photo bookings: photobookings@ep.europa.eu
- ✓ -To cover Parliament activities: avwebstreaming@ep.europa.eu
- ✓ -To book radio studios: radiobookings@ep.europa.eu
- ✓ -There are EPLO offices and EP press officers in each EU country that you can contact, you can check the list [here](#).

You can find all contacts for bookings and the Audiovisual Unit [here](#).