



## Guidelines for media representatives attending press conferences at the Federal Palace Media Centre

Only media representatives accredited by the Federal Chancellery and those with a one-day accreditation are authorised to attend press conferences (Regulations of the Federal Chancellery on the Federal Palace Media Centre of 23 June 2025, Art. 3.3 – available in de, fr, it).

Federal Council press conferences are broadcast live. For press conferences organised by other entities, the respective organiser decides whether or not to provide a live stream.

The Federal Chancellery asks that media representatives to:

- Arrive on time for press conferences.
- Maintain the dignity of the Federal Palace Media Centre by dressing appropriately.
- Not make phone calls in the hall and mute their phone.
- Raise their hand during the Q&A session to indicate they wish to ask a question. The Federal Council spokesperson calls on a speaker. Press the button and hold it down while you speak so that your microphone is turned on. The camera will turn toward you. During live broadcasts, those asking questions will be filmed.
- Not leave the room whilst a press conference is in progress.
- Not place any microphones on the podium.

The following applies to visual media:

- Photography of files and documents is not permitted.
- Do not step onto the podium.
- Maintain a sufficient distance from the speakers on the podium.
- Flash photography is not permitted.
- No permanent installations (e.g., backdrops, lighting, etc.) may be set up.
- Please refrain from bringing camera bags and backpacks into the press conference room whenever possible.

The instructions of the Media Centre staff and security personnel must be followed at all times.

