



**Expression of Interest
Media Coverage
United Nations Climate Change Conference (COP23/CMP13), Bonn, Germany**

The United Nations Climate Change Secretariat (UNFCCC) has the pleasure to invite your media organization under this Expression of Interest document to apply for the booking of workspace and other facilities to assist with your media coverage of the 2017 United Nations Climate Change Conference (COP23/CMP13/APA1-4) that will take place at the UN Campus in the city of Bonn, Germany. The conference venue will comprise of a combination of existing buildings and temporary structures.

The conference will take place between the **6th – 17th November 2017**.

One of the temporary structures will contain the Media Centre including an International Broadcast Centre (IBC) in which facilities to meet the needs of Television and Radio Broadcasters and Press News Agencies will be provided. Workspaces in the IBC are limited and are therefore offered on an approval basis.

Applications for workspaces are now open and submissions must be received by the deadline of **Monday 23rd October 2017**. All applications will receive an email acknowledgement, which will advise on the next steps.

Immediately following the aforementioned deadline, allocations will be made according to the space available in the Media Centre. All applicants will then be notified and confirmation or otherwise will be given on or before **31st October 2017**.

This document is to be read in conjunction with the **Technical Bulletin**, which can be found alongside this Expression of Interest.

Overview of the meeting venue

(BULA = Welcome greeting in Fijian)

- The Main Entrance and Registration will be in an area of the venue referred to as BULA 1.
- BULA 1 will also include Plenary Halls 1 & 2 which are in the World Conference Center, Bonn (WCCB)
- The Media Centre & IBC will be in an area of the venue referred to as BULA 4.
- BULA 4 will also include Press Conference Rooms 1 & 2.
- The distance between BULA 1 & BULA 4 is approximately 500 meters. You will need good walking footwear if you need to travel between these two areas often.
- For your interest BULA 2 & 3 are references to other buildings (including the famous Langer Eugen Tower) within the venue that contain Meeting Rooms. These are off limits to the Media.
- The Satellite Farm will be located in a Parking Area behind (but separated) from the Media Centre.

- A separate venue outside the UN Campus will also be of interest. This is referred to the BONN ZONE and will include Press Conference Room 3, Country Pavilions and exhibits under the umbrella of the Host Country. The Bonn Zone is 1.4 kilometers from the UN Campus and can be reached on a pathway bypassing BULA 4 and onwards through to the far side of Rheinaue Park.



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- There will be a continuous Shuttle Bus service between BULA 1 and the BONN ZONE
- There will be ample signage to guide you to the BULA 1 Main Entrance.
- The official address of the venue is Platz der Vereinten Nationen 1, 53113 Bonn.
- For safety and security reasons there will be no vehicular access to the venue from drop-off points on the Willy-Brandt-Allee and Franz-Josef-Strauss-Allee

Once you have your UNFCCC badge you will have access to the Media Centre directly through a 2nd entrance situated at the external access point to BULA 4.

It is recommended that you visit the official website <unfccc.int> for further general information regarding the Conference.

Arrival

Those arriving at the Bonn Central Train Station will need to look for signs for the Platform 1 exit. This is the main entrance to the Train Station where Taxi's are easily available. A typical Taxi fare to the UN Campus will be between 10-12 Euros. The Central Bus Station is within a short walk from the Train Station.

Accommodation

Media representatives accredited to cover UNFCCC meetings are responsible for their own travel and hotel or other accommodation bookings and other personal arrangements.

Accommodation is plentiful in Bonn, generally all within a 30 min journey of the Conference venue. Accommodation ranges from self-catering apartments to a choice and range of hotels. If you require assistance in locating and booking accommodation for your stay in Bonn please visit any of the following:

[COP 23 Bonn – UNFCCC Newsroom](http://www.bonn-region.de/en/)
<http://www.bonn-region.de/en/>

It is recommended that bookings be made as early as possible to secure rooms

Transport

Those with UNFCCC Accreditation badges will have access to Free Transport on all methods of Bonn's Public Transport, i.e. Trams, Buses and Regional Trains.

Please visit unfccc.int and follow links for transport. Alternatively the directions to the UN Campus or WCCB (World Conference Center, Bonn) are:

By Bus

From Bonn Central Station: Take bus number 610 or 611 (direction Heiderhof) at the bus terminal opposite the main train station. Get off at stop "Deutsche Welle".

From Bad Godesberg: Take bus number 610 or 611 (direction Bonn Hbf) at stop "Rheinallee" next to the train station.

Get off at stop "Deutsche Welle". Walk down to Platz der Vereinten Nationen (towards the Rhine river) for about two minutes to the BULA 1 main entrance. The cost of a one-way ticket is approx. 3 EUR.



By Subway

From Bonn Central Station: Take subway (“U-Bahn”) line 16, 63 or 66 (direction Bad Godesberg/Koenigswinter).

From Bad Godesberg: Take subway (“U-Bahn”) line 16 or 63 (direction Bonn Hbf, Tannenbusch or Cologne).

Alight at the stop “Heussallee” and follow the signs “Deutsche Welle/UN Campus”. When you reach the street go straight ahead until you reach the BULA 1 main entrance. The distance from the subway station is about 250 metres. The cost of a one-way ticket is approx. 3 EUR.

By Taxi

The fare for a taxi ride to the UN Campus (Platz der Vereinten Nationen 1) or WCCB (Platz der Vereinten Nationen 2) from Bonn city centre, Bonn Central Station or Bad Godesberg. is around 10 EUR. The central phone number for Bonn taxis is +49 228 555 555.

The use of personal vehicles is not recommended. There are **NO** facilities offered for the parking of private cars. Private vehicles or taxis can be used up to the designated ‘drop off’ points, but must be driven away.

Upon first arrival you will need to be dropped off at the BULA 1 entrance and proceed to the Registration area, which will be clearly identified. The distance is approximately a 5 minute walk.

Those who are carrying heavy or bulky equipment can request assistance in ferrying equipment to the IBC if advance notice is given to the IBC Manager.

Accreditation

Only those accredited will have access to the Conference Venue.

Applications for Accreditation closed on 31st August 2017. Following closure of the online registration system, a review of the applications received by the deadline is ongoing and applicants will be notified directly. In case, the ‘quota’ has not been reached, the online registration system will be re-opened.

All accreditations must be done online at <https://onlinereg.unfccc.int/> Please do not arrive at the Conference venue without accreditation.

Anyone entering the conference venue from 4th November 2017 onwards will only be permitted entry with a UNFCCC accredited badge.

Accreditation badges can be collected from the Registration Area at the BULA 1 Conference Entrance from 1st November 2017 between 8am-6pm. Thereafter from 6th November 2017 registration will be open between 8am-7pm.

Accreditation badges must be collected in person. **Do not send someone else.** This is because a picture has to be taken which will be printed on the badge.



Visa Requirements

Please visit <http://www.germany-visa.org/> to establish whether you require a Visa to enter Germany.

Temporary Importation of Filming Equipment – Still Cameras & Filming Equipment

There is no restriction on the temporary importation of equipment for those attending from within the European Union. All others must enter under a 'Carnet'. Please confirm this with your freight adviser.

Filming Licenses

Filming within the Conference venue is unrestricted in all public areas only. Filming within the meeting rooms is not permitted although there will be limited access to the Plenary Halls. Further details in this regard will be contained in a bulletin that will be available online from Saturday 5th November 2017.

Filming in and around Bonn or anywhere else in Germany (outside of the Conference venue) is unrestricted and will not require special permissions as long as the filming content is for 'News' and not 'Documentary' – type coverage. As guests in Germany please respect the local laws and do not infringe on peoples privacy or cause obstruction.

Open Press Working Area

- Approximately 200 workspaces including desk, chairs and electrical sockets will be available.
- **Bookings do not need to be applied for these spaces** and will be available on a first come first served basis. The workspaces will be split into:
 - Positions provided with free-for-use Laptops with RJ45 plugNplay wired Internet access.
 - Positions provided with free-for-use RJ45 plugNplay wired Internet access.
 - Other workspaces will be unserviced with only desk, chair, lighting and power.

These are free-for-use for those who have their own computers that can connect to the WiFi.

- XLR connectivity will be centrally located for audio captures in Floor and English languages. The audio will only be from Plenary 1 & 2.
- WiFi connectivity will be available throughout the Media Centre.
- CCTV Monitors will be available within the Open Press Writing Area providing live coverage of all proceedings including a scrolling agenda of the meetings.
- Press News Agencies with over 6 journalists attending can apply for a larger dedicated space within the IBC.

Television and Radio Workstations

Please also see the '**Technical Bulletin**'

- 72 open plan workstations are available (2m wide x 760mm deep x up to ceiling) including worktop, 3 chairs, electrical sockets, SDI or XLR connection to the Host Broadcasters feed, RJ45 plugNplay wired internet connections and a CCTV monitor to follow proceedings.
- Those who need to capture audio only this will be accessed through XLR that will deliver the Host Broadcasters feed.



- The open plan workstations will be arranged next to each other separated by partitions. The configuration of the workstations will be designed to suit and accommodate broadcasters based on individual requirements and number of personnel attending (which must be included with your Expression of Interest).
- Each workstation will be allocated one lockable cabinet (120cm x 45cm x 60cm).
- There will also be a limited number of 'larger' lockable cubicles for Broadcasters who warrant the space. These will be allocated on a first come, first served basis and an indication of this space should be given in your Expression of Interest. The lockable cubicles will not be soundproofed and will not have a ceiling.
- WiFi access will be available throughout the Media Centre.
- Positions for SNG vehicles or Flyaway Dishes will be available within 1000 meters of the International Broadcast Centre. Requests for this facility should be included in your Expression of Interest.

There will be a communal lockable storage area for those requiring to store their flight boxes or other items during the period of the Conference. Please contact the IBC Manager when you are onsite.

SNG's & Flyaways

Broadcasters who intend to bring their own uplink services must include this in their applications. This should include whether it will be an SNG or Flyaway.

There is a large parking area at the rear, but separate from the Media Centre reserved for SNG's and Flyaway's. Stand-alone Satellite Dishes can be fixed atop a 20' container with all attached technical equipment located through windows to inside the container below.

- Each SNG or Flyaway is to be equipped with a minimum 60m length cable to attach to the patch panel connecting to the Stand Up positions.
- 32amp power will be provided.
- Independent power supplies, including generators will not be permitted.

Any satellite equipment brought into Germany is unrestricted if coming from within the European Union. Others will need to come into Germany under a 'Carnet'.

Those without their own uplink facilities and who require this service can book onsite through other Broadcasters, who will be providing commercial services.

Arrival and Departure of SNG's & Flyaways:

It is recommended that SNG or Flyaway's are parked in position at the venue on 3rd November 2017. Access on this date is not restricted but it **must be coordinated with the IBC Manager**. This date is for the parking of the SNG or Flyaway only. Actual Set-up can only commence on Saturday 4th November 2017.

Those who bring their SNG or Flyaway's on or after 4th November 2017 will first have to undergo security screening at the Security Search Park which is located outside the Venue perimeter. The vehicle will then be 'escorted' to the Conference Venue - and this can only be done between 11pm - 6am! This may be relaxed on the 4th/5th November but will definitely be in force from 6th November 2017 onwards.



In the event an SNG is to be moved out of the venue after 6th November 2017, this can only be done between 11pm-6am and again must be coordinated with the IBC Manager.

All personnel on board SNG's must have accreditation badges (after 4th November 2017). Entry and exit is through the Delivery/Service Gate on Charles-de-Gaulle Strasse.

In summary the movement of SNG's from arrival to departure must be co-ordinated with the IBC Manager. This is to keep security informed and ultimately to make your lives easier.

Delivery of Equipment

Those who wish to deliver bulk equipment by vehicle to a point as close as possible to the Media Centre can do so on Friday 3rd, November 2017.

All that will be necessary is to advise the IBC Manager of the vehicle registration number, type and model + the driver's together with all on board names, ID and mobile numbers – and finally an approximate time of arrival.

Entry and exit is through the Delivery/Service Gate on Charles-de-Gaulle Strasse. The delivery vehicle **MUST** leave the venue as soon as the equipment is offloaded.

From 4th November 2017 onwards – everything must be hand-carried through the main entranceways.

Stand Up Positions

Please also see the '**Technical Bulletin**'

Up to 20 stand up positions will be available and your interest in booking these must be included in your Expression of Interest and will be allocated at the end of the booking process to enable even distribution between applicants.

There will be 14 Stand Up positions within the Media Centre which will offer a backdrop of Conference branding and the Open Press Writing Area. For those of you who were in Paris at COP21 you will recall a similar arrangement. A further 6 Stand Up positions will be located in an open area outside Plenary Halls 1 & 2. The backdrop will be a 'Fiji boat'.

All positions will be allocated by the IBC Manager. Undoubtedly the most popular location will be outside the Plenary Halls. However this is very restricted. 2 of the positions in this area will be 'floating' positions that will not be allocated but will be available on a booking basis through the IBC Manager.

- * All the stand up positions will be 'indoors'.
- * All stand ups will be pre-cabled from a Patch Panel in the stand up area to another Patch Panel in the Satellite Farm.
- * Lighting will be provided and pre-installed.
- * A strip of 4x 16amp Schuko power outlets will be provided.

Please can you give an indication as to how you will be uplinking from your stand up position, i.e. SNG, Flyaway, Other. Please be aware that our IT Dept. frown upon internet linked devices relying on the 'shared internet service', especially if used during peak usage times.



Open Day

An 'Open Day' to tour the facilities to acquaint yourselves with the Conference venue, Media Centre and facilities on offer, positions of the Stand Ups and Satellite Farm.

This tour is open to all Media who will attend the COP. A provisional date is given as **Tuesday 24th October 2017**. This is subject to confirmation. Further information regarding meeting place and time will be given to those expressing interest.

This will be the only opportunity to visit the conference venue ahead of the official opening day of the Media Centre.

An indication of your intention to attend must be submitted with your booking. Only 2 people from each Media will be permitted. Still camera's will be permitted to capture pictures. No video/film camera's.

Commercially Available Services

Additional services (e.g. telephone, independent Internet, ISDN lines etc.) will be available on a commercial basis.

Those requiring these services are requested to submit your requirements to Dominik Röhrig droehrig@vagedes-schmid.de

The deadline for these bookings will be 24th October 2016.

There will not be a dedicated 'Radio Studio' but there will be a semi-soundproofed 'Quiet Room' from where Radio Broadcasters can submit their reports. This will be available on a booking arrangement through the IBC Manager

Summary

Requests for any of the facilities included in this Expression of Interest must be included in the Applications being submitted noting:

1. Approximate number of personnel in your team
2. Designation i.e., Text reporting, TV or Radio
3. Commercial Services that may be required
4. Interest in Stand Up positions and any relevant related requirements.
5. Whether space for an SNG Truck or Flyaway is needed. If so please provide:
 - Make, registration and overall dimensions of the vehicle. In the case of Flyway's the base area needed.
 - The dates that you intend to take up the use of the facilities and the anticipated date of departure.
6. Whether you are interested in attending the 'Open Day'
7. An indication of your intended date of arrival and departure.
8. Any specific requirements over and above those mentioned in this document



Important Facts

- Power Supply in Germany is 230volts@50Hz. Electrical plugs are European standard 2 pin Schuko.
- The Broadcast Signal will be HD 16x9 PAL or NTSC delivered through SDI connection with embedded audio. Your Expression of Interest application must indicate which format you will require.
- Wired Internet speeds are expected to be 4mbs.
- Catering and refreshments will be available adjacent to the Media Centre

CCTV Facility

The Host Broadcaster will cover all proceedings from gavel-to-gavel from Plenaries 1 & 2 and the 3 Press Conference Rooms. All the coverage will be available for monitoring on the CCTV network and will be available to those who have access to the distributed feeds. This is **ONLY** in the IBC within the Media Centre.

The Host Broadcaster's coverage is unrestricted and available for free use.

Dates Facilities are Available

All the above-mentioned Media Facilities will be available from Monday 6th November 2017 through to the end of the Conference scheduled for Friday 17th November 2017.

The Media Centre will be available for 'set-up' from Sunday 5th November 2017. Those requiring an earlier set-up date please advise. These requests will have to be passed through 'Security' prior to confirmation.

All Expressions of Interest should be submitted by email to the IBC Manager, Tim Davis, as early as possible with a closing deadline of **Monday 23rd October 2017**.

Any alterations to the facilities being offered, that may occur due to logistical, technical or security reasons will be advised at the time of confirmation of your application.

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UNFCCC IBC Manager
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COP23 UN Climate Change Conference, Bonn, Germany