



UNFCCC PRESS CONFERENCE REQUEST FORM



Party UN IGO NGO
complete and send to: press@unfccc.int

Delegation of: _____

Title (optional): _____

Date(s) of requested press conference(s) (DD.MM.YYYY): _____

Time(s): _____

PARTIES, please indicate additional access (besides press) Other Parties UN NGOs IGOs

To be webcast: Yes No

To be announced (CCTV): Yes No

Title to be announced (OPTIONAL): _____

Presentation: Yes No

Name of Contact Person: _____

Phone/Mobile number: _____

E-mail: _____

- Please note that:
- Each press briefing is 30 minutes in length, maximum.
 - All press conferences must be requested no later than 17.00 local time the day before the desired date. Titles of press conferences (if any) must be submitted no later than 17.00 local time the day before the desired date.
 - Same day requests must be received at least an hour before the requested time. Same day press conferences to be held after 18.00 must be booked by 17.00.
 - A laptop is available in the room. Presentations should be delivered to the webcast team
 - **No food or drink allowed inside the press conference room**