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| **UNFCCC PRESS CONFERENCEREQUEST FORM****[ ]  Party [ ]  UN [ ]  IGO** **[ ]  NGO****complete and send to:** **pressconf@unfccc.int** |
| **Delegation/Organization:** |       |  |   |
|  |  |  |
|  |  |  |
| **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:** |       |  |  |  |  |
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| 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. Requests received after this time will be dealt with; however, the desired timeslot cannot be guaranteed.
* 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 and beamer are available in the room. Presentations should be delivered to the webcast team
* No food or drink allowed inside the press conference room
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