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| **UNFCCC PRESS CONFERENCE REQUEST FORM**  **Party  UN  IGO**  **NGO**  **complete and send to:** [**pressconf@unfccc.int**](mailto:pressconf@unfccc.int) | | | | | | | | | | | |
| **Delegation/Organization:** | | |  | | | | | | | | |  |  |
|  |  | |  | | | | | | | | |
|  |  | |  | | | | | | | | |
| **Date(s) of requested press conference(s) (DD.MM.YYYY):** | | |  |  | |  | |  | |  | |
|  | | |  |  | |  | |  | |  | |
| **Time(s):** | | |  | | | | | | | | |
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| **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 | | | | | | | | | | | |