



Expression of Interest for Media Coverage of the United Nations Climate Change Conference (COP20/CMP10), Lima, Peru.

Updated version (11 Nov 2014)

The United Nations Climate Change Secretariat (UNFCCC) has the pleasure to invite your media organisation to submit your Expression of Interest for the booking of workspace to assist in your media coverage of the United Nations Climate Change Conference (COP20/CMP10) which will take place in **Lima** in the **San Borja District** (Cuartel General del Ejercito del Peru/CGEP) in a temporary structure erected for the conference. The conference will take place between **1st – 12th December 2014**.

A media centre, including an International Broadcast Centre (IBC), will be established at the venue providing facilities to fulfil the needs of Television and Radio Broadcasters and News Agencies. Workspaces in the IBC are limited and therefore are offered on an approval basis.

The Host Broadcaster will be TV Peru/Canal 7.

Applications for work spaces are open now and must be received by the deadline of **Friday 21st November 2014**. Each applicant will receive an email acknowledgement upon application followed by a confirmation of the workspace allocation on or before 28th November 2014.

Overview of the meeting venue

- Ground Floor: Accreditation and Registration, Security screening and Access, Plenary Halls 1 & 2, Writing Press Area & Information Desk, International Broadcast Centre (IBC), MCR & News Agencies
- Level 2: Press Conference Rooms 1 & 2 and additional Writing Press Area

It is recommended that you visit www.cop20.pe for further general information regarding the Conference.

Accommodation

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

Accommodation is plentiful in Lima generally all within a 45min 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 Lima please visit <http://www.cop20.pe> and follow the links for accommodation.



Transport

A *free* continuous shuttle transport system will operate between all major hotels to a transport hub adjacent to the Conference venue. The coverage of the bus transport system will be published on www.cop20.pe. Specific scheduled times will be posted nearer to the Conference. The Conference 'Accreditation Badge' will be your ticket for using the shuttle service.

The use of personal vehicles is not recommended and no facilities are offered for the parking of individual cars.

Taxis are available throughout the city and are an option for getting to the entrance gate of the CGEP. This gate will be the drop-off and pick-up point for those using taxis.

Press Accreditation

Accreditation will be granted upon presentation of valid press credentials in accordance with United Nations requirements outlined in the Accreditation Form that can be found on the UNFCCC web site at: <http://unfccc.int/press>

All Media must accredit with the United Nations under the name and letter of assignment of their respective media organisations. Accreditation is already open. Deadline for Accreditation is 24 November 2014.

Visa Requirements

All foreigners entering Peru must have a valid passport. To be aware of whether you need a Visa or not please visit <http://www.cop20.pe> where there is a table showing the requirements. Those requiring a visa for Peru, or a transit visa, are strongly encouraged to contact their appropriate consular authorities as early as possible.

Filming Licenses

Filming within the Conference venue is unrestricted in all public areas only. Filming in 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 which will be available in print and online at the commencement of the Conference.

The immediate area surrounding the Conference venue is off limits as it is the property of the Ministry of Defence.

Filming in and around Lima or anywhere else in Peru (outside of the Conference venue) will not require special permissions in public areas, however a permit may be required to film inside certain public buildings (cathedral, City hall, etc), in natural protected areas (Machu Picchu, Paracas, etc.) and in private areas. For filming documentaries or special programs in public spaces it is recommended to coordinate directly with the local authorities.

As guests in Peru please respect the local laws and do not infringe on peoples privacy or cause obstruction.



Press Working Area

- Approximately 500 working spaces including desks, chairs and electrical sockets.
- RJ45 plugNplay Internet access points.
- XLR connectivity will be centrally located for audio capture in Floor & English languages from the 2 Plenary Halls.
- 80 PC computers with printing facilities.
- WiFi connectivity will be available throughout the Media Centre.
- CCTV Monitors will be available within the Press Writing Area providing live coverage of all proceedings.
- News Agencies with over 6 journalists attending can apply for a larger dedicated space within the IBC.

Television and Radio Services (within the IBC)

- 88 open plan workstations are available (2.5m x 1m) including worktop, 3 chairs, electrical sockets, **SD NTSC SDI** (with embedded audio) connection of the host broadcasters feed, one RJ45 plugNplay wired internet connection and a CCTV Monitor to follow proceedings. Downconvertors will be available to those who need to capture Audio through XLR connections. Please request for this when applying for space.
- These workstations will be arranged next to each other in a large room 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 the Expression of Interest).
- Each workstation will be allocated one lockable cabinet (90cm 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.
- WiFi access to the Internet will be available throughout the Media Centre.
- Positions for SNG vehicles or Flyaway Dishes will be available within 100 metres of the International Broadcast Centre. Request for this facility should be included in your Expression of Interest.

Uplink Facilities

The Host Broadcaster, Canal 7 jointly with Telefónica del Perú will also provide independent uplink facilities on a commercial basis. Telefónica del Perú will be the **ONLY** Satellite Uplink provider at the Conference (except for Agency Broadcaster Distribution Networks who have pre-established contractual clientele arrangements approved by UNFCCC). All Broadcasters who intend to bring their own uplink services must include this in their applications for approval.

Telefónica del Perú services will include:

- 4 Fully Serviced Standup positions for Live programme inserts in HD format.



- Playout (multi-format)
- Tailor made production and transmission packages
- HD Connectivity to the Telefónica del Perú Global Network

More information and rate card available on: <http://cop20.overon.es/>

Bookings for Transmissions and Broadcast services should be directed to:

Cesar Bustamante de Vinatea
Cesar.bustamantedevinatea@telefonica.com

or directly at the booking office in the IBC during the Conference.

Stand Up Positions

- 16 Stand Up positions will be available. 8 will be within 100 metres of the IBC, the remaining 8 positions will be too distant for cabling (750 metres) to the IBC, but a location within 100 metres from these positions is available for locating SNG's or Flyaway Dishes. More exact cable run distance will be confirmed closer to the conference.
 - The backdrop for 8 of the Stand Up positions will be conference activity within the central Atrium of the venue. Over and above the 8 positions available at this location there will be 4 positions serviced by Telefónica del Perú which will be available on a commercial basis. Bookings to be made to:

Cesar Bustamante de Vinatea
Cesar.bustamantedevinatea@telefonica.com

or at the booking counter in the IBC throughout the conference.

- The remaining 8 Stand Up positions will be located just inside the entrance to the venue through which all those attending the conference will have to pass on their way to the Bag & Mag security check.

Commercially Available Services

Additional services (e.g. telephone, independent Internet access, fax, ISDN lines etc.) will be available. The contact for booking these services is:

Cesar Bustamante de Vinatea
Cesar.bustamantedevinatea@telefonica.com
Phone +511 2074065, Cell +51 950933924

Request for the any of the above facilities should be included in the Expression of Interest noting:

1. Approximate number of personnel in your team
2. Designation i.e., Text reporting, TV or Radio
3. Commercial Services that will be required
4. Interest in Live Stand Up positions and any relevant requirements related to this, e.g.



feed, to/from the MCR power etc.

5. Whether space for an SNG Truck is needed. If so please provide make, registration and overall dimensions of the vehicle. Also any requirements over and above parking space. It would also be useful to know the direction and elevation needed. If arriving after the start of the Conference vehicles will need to be security searched prior to entry to the venue. Further advice will follow once applications are received.
6. Whether space for a Flyaway Dish is needed and any relevant related requirements. It would also be useful to know the direction and elevation needed.
7. The dates that you intend to take up the use of the facilities and your anticipated date of departure.

The Master Control Room (MCR) will be located within the International Broadcast Centre serviced and managed by the Host Broadcaster. The Host Broadcaster will provide uplink facilities worldwide through a booking arrangement in the IBC on a commercial basis.

Facts to Consider

- Power Supply in Lima is 220volts. Electrical plugs are European standard 2 pin Schuko.
- The Broadcast Signal will be in SD 16x9 NTSC. Those who need PAL will have to bring their own Convertors.
- Wired Internet speeds are expected to be 4mbs.
- Catering and refreshments will be available close to the IBC.

CCTV Facility

The Host Broadcaster will cover all proceedings from gavel-to-gavel in Plenaries 1 & 2 and Press Conference Rooms 1 & 2. All the coverage will be available to be monitored on the CCTV network and downloaded (**ONLY** in the IBC within the Media Centre). The Host Broadcaster's coverage is unrestricted and available for free use.

All the above mentioned Media Facilities will be available from Monday 1st December through to the end of the Conference scheduled for Friday 12th December 2014. For those who need to 'set-up' earlier than Monday 1st December 2014 an indication of this is to be given in your Expression of Interest application.

All Expressions of Interest should be submitted by email to the IBC Manager, Tim Davis, before Friday November 21st 2014 to ensure early reservation of space.

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.

Tim Davis,
UNFCCC IBC Manager
email: davis.tim52@gmail.com
UN Climate Change Conference, Lima, Peru