



**Expression of Interest
Media Coverage
United Nations Climate Change Conference (COP 22/CMP 12), Marrakech, Morocco**

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 to facilitate and assist with your media coverage of the United Nations Climate Change Conference (COP 22/CMP 12) that will take place at Bab Ighli in the City of Marrakech, Morocco. The conference venue will comprise of a combination of temporary tented structures.

The conference will take place from **7 to 18 November 2016**.

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

Applications for workspaces is now open and submissions must be received by the deadline of **Monday, 24 October 2016**. All applications will receive an e-mail acknowledgement which will advise of 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 **Monday, 31 October 2016**.

Overview of the meeting venue

- All areas are on one level, ie, ground level. This includes the two Plenary Halls, the 3 Press Conference Rooms and the Media Centre.
- The Media Centre will be a combination of 2 halls with TV, Radio, the MCR, all open-plan workstations and an area of 100 Writing Press Desks in Hall 1 and a further 500 Writing Press Desks for Journalists in Hall 2.
- The Plenaries and Press Conference Rooms are all within a short walking distance of the Media Centre.

It is recommended that you visit <http://www.COP22.ma> and <http://unfccc.int/press> for further general information regarding the conference.

Arrival

Those arriving by air at either Casablanca or Marrakech Airports are advised that there will be a dedicated Immigration Line for all **'Media'**. Please follow or look out for the signs.

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 Marrakech, generally all within a 30-minute 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 Marrakech, please visit



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<http://www.COP22.ma> and follow the links for accommodation. It is recommended that bookings be made as early as possible to secure rooms.

Transport

A *free* continuous shuttle bus transport system will operate between:

- The Marrakech Menara Airport (RAK) to hotels and the conference venue
- Mohammed V Casablanca International Airport (CMN) to hotels and the conference venue (a journey of 3-4 hrs)
- All major hotels and the conference venue

There will be a Courtesy Desk to assist those who need assistance at all major hubs.

Buses are expected to run at 20-minute intervals. The conference badge will be your ticket for using the shuttle service. Those using the bus service for the first time will have to show their UNFCCC accreditation confirmation letter.

The Shuttle Bus routes will be published on <http://www.COP22.ma> (best to check after 15 October).

The use of personal vehicles is not recommended, although there will be a parking area for private cars which will be approximately a 10 to 15-minute walk from the conference venue.

Taxis are readily available throughout Marrakech and will be an option for getting to the conference venue. There will be a 'drop off and pick-up' point at the entrance of the conference venue.

Press Accreditation

Only those accredited will have access to the conference. Accreditation will be granted upon presentation of valid press credentials in accordance with United Nations requirements outlined on the UNFCCC website at: http://unfccc.int/press/calender_of_events/accreditation/items/2987.php

All media must accredit with the UNFCCC under the name and letter of assignment of their respective media organizations. Accreditation is already open. Deadline for accreditation is **17 October 2016**.

Visa Requirements

Please visit <http://www.COP22.ma> to establish whether you require a Visa to enter Morocco. On the home page scroll down and click on 'My Stay In Marrakech'. There will be an advisory document posted within the next days which will provide further information. Please wait for this document before taking any next steps.

Temporary Importation of Filming Equipment – Still Cameras & Filming Equipment

All equipment entering Morocco on a temporary basis will need authorization. This is very important and the procedure needs to be followed precisely to avoid problems upon arrival. There will be an advisory document posted within the next days which will provide further information. Once you have read the document please attend to completing the Form (which is a **MUST**) as soon as possible as the process period is 15 days.



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 which will be available in print and online at the commencement of the conference.

Filming in and around Marrakech or anywhere else in Morocco (outside of the conference venue) is restricted and will require authorization. There will be an advisory document posted within the next 10 days which will provide further information. Once you have read the document please attend to completing the Form (which is a MUST) as soon as possible. The authorization period is on a turn around basis.

As guests in Morocco please respect the local laws and do not infringe on people's privacy or cause obstruction.

Press Working Area

- Approximately 580 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.
 - The majority of the workspaces will be unserviced with only desk, chair and power.

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

- XLR connectivity will be centrally located for audio capture in Floor, English & Arabic languages from the 2 Plenary Halls
- 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 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 Work Spaces (all within the IBC)

- 92 open plan workstations are available (1.8m wide x 760mm deep x up to tent ceiling) including worktop, 3 chairs, electrical sockets, connection to the Host Broadcasters feed, one RJ45 plugNplay wired internet connection and a CCTV monitor to follow proceedings.
- Those who need to capture audio only this will be accessed through XLR connections which 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 to the Internet will be available throughout the Media Centre.



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- Positions for SNG vehicles or Flyaway Dishes will be available within 100 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.

Uplink Facilities

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 that will be brought to the conference venue.

There is a large parking area at the rear of the Media Centre reserved for SNG's and Flyaway's. 32amp power will be provided. Independent power supplies, including generators will not be permitted.

Any satellite equipment to be brought into Morocco will need to obtain authorization. There will be a document posted within the next days which will provide further information. Once you have read the document please attend to completing the Form (which is a MUST) as soon as possible as the process period is 15days.

Those without their own uplink facilities and who require this service can book onsite through the Host Broadcaster, SNRT, who will be providing a commercial service.

For enquiries please contact: Mr. Hassan EL MHAMI <bookings@snrt.ma>

The Host Broadcaster, SNRT, will also have a 3-Camera Studio for their own use but it will also be available on a commercial basis. The backdrop to the studio will be the entrance of Plenary 1. For enquiries please contact: Mr. Hassan EL MHAMI <bookings@snrt.ma>

Due to space restrictions no applications for additional TV/Radio studios can be considered.

Stand Up Positions

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.

All the stand ups will have similar backdrops. 10 positions will be opposite the entrance to Plenary 1 and 10 positions will be opposite the entrance to Plenary 2. The entrances to Plenary 1 & 2 will be different – but both will be huge, attractive typical Moroccan Entrance Archways which will be very camera friendly and unique to COP 22.

- * All the stand up positions will be 'outdoors', but under a high canopy to protect against weather
- * 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 not be provided.
- * A strip of 4x 16amp Schuko outlets will be provided.
- * The stand ups will not be more than 150metres from the Satellite Farm and immediately adjacent to the Media Centre.



Open Day

An 'Open Day' will be arranged on a date to be advised for broadcasters to tour the facilities to acquaint themselves with the positions of the stand up positions, Satellite Farm and Media Centre. The date will be within the preceding 10 days of the conference start date. Interest in attending this 'Open Day' is to be given in the applications.

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

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 indicate your interest in your application and the contact for the provision of the services will be forwarded.

The Host Broadcaster will offer commercial services with regard to the hire of equipment, editing facilities etc. The extent of these services will be made available on the Official COP 22 website <http://www.COP22.ma>

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

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 IPTV 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.

Summary

Requests for the 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 Flyaway's the base area needed.
 - Any requirements over and above parking space.
 - The direction and elevation needed.
 - The dates that you intend to take up the use of the facilities and the anticipated date of departure.
 - If arriving after the start of the conference vehicles will only be permitted to enter the venue between 9pm and 6am and will need to be security searched prior to entry to the venue.



Further advice will follow once applications are received. To avoid this procedure vehicles should be parked latest by 4th November 2016.

6. Whether you are interested in attending the 'Open Day'

7. Any specific requirements over and above those mentioned in this document

Important Facts

- The Host Broadcaster will be SNRT.
- The Distribution of the IPTV signal to all CCTV Monitors will be undertaken by GL Events.
- The distance from the entrance to the Media Centre is 700 metres – a 5 minute walk. If bringing bulk equipment be prepared or advise for a trolley to be reserved.
- Power Supply in Marrakech is 220volts. 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

Dates Facilities are Available

All the above-mentioned Media Facilities will be available from Monday 7th November 2016 through to the end of the conference scheduled for Friday 18th November 2016.

The Media Centre will be available for 'set-up' from Sunday 6th November 2016. An indication of your intended date of arrival and departure would be useful. Those requiring earlier set-up time 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, before Monday, 24 October 2016 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
United Nations Climate Change Conference, COP 22/CMP 12
Marrakech, Morocco