



United Nations
Framework Convention on
Climate Change



**Expression of Interest
Media Coverage
United Nations Climate Change Conference (COP21/CMP11), Paris, France**

The United Nations Climate Change Secretariat (UNFCCC) has the pleasure to invite your media organization to submit your Expression of Interest for the booking of workspace to assist with your media coverage of the United Nations Climate Change Conference (COP21/CMP11) that will take place in Paris - Le Bourget.

The conference will take place from **30th November to 11th December 2015**.

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

Applications for workspaces is now open and submissions must be received by the deadline of **Monday 31st August 2015**. Applicants will receive an email acknowledgement of their application. Immediately following the aforementioned deadline allocations will be applied according to the space available. All applicants will then be notified and confirmation or otherwise will be given on or before 30th September 2015.

Overview of the meeting venue

- All primary areas will be on the ground floor. This includes the Two Plenary Halls, the 3 Press Conference Rooms and the Media Centre.
- The Media Centre will be on two levels. TV workspaces and the MCR will be on the ground floor and Radio workspaces will be on the upper mezzanine level. The open writing press area will be split between the two levels.
- 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.cop21.gouv.fr> and http://unfccc.int/meetings/paris_nov_2015/meeting/8926.php 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 Paris generally all within a 60min 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 Paris please visit <http://www.cop21.gouv.fr> and follow the links for accommodation. It is recommended that bookings be made as early as possible to secure rooms.

Transport

A continuous shuttle bus transport system will operate between all the hotels within the Roissy-Charles-de-Gaulle hotel zone, the immediate area adjacent to the conference venue. For those staying outside this area it is recommended to use the public rail network to reach Le Bourget Station from where there will be a bus shuttle service to and from the conference venue (running every 5mins). The coverage of the bus shuttle transport system will be published on <http://www.cop21.gouv.fr>.

For those staying within Paris, Le Bourget station is best reached from the ‘Gare du Nord’ station via the RER line B. You can also take Metro line 7 to “Fort d’Aubervilliers” station with a connecting shuttle bus to the conference site. For those arriving through ‘Charles De Gaulle Airport’, Le Bourget is only 2 stops on the rail line towards Paris.

Taxis are available throughout Paris 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.

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 that can be found on the UNFCCC website at: http://unfccc.int/press/calender_of_events/accreditation/items/2987.php

All Media must accredit with the United Nations under the name and letter of assignment of their respective media organisations. Accreditation will be opened in August 2015.

Visa Requirements

EU nationals and nationals from several States (outside the European Union) do not need an Entry Visa to France and are free to enter and stay in France for a period of 3 months. Nationals from other States must be in possession of a short-stay Visa which allows entry for 90 days. In most cases Visas are issued within 48 hrs. Please visit <http://www.cop21.gouv.fr/en/practical-arrangements/coming-France> for rules regarding Visas.

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 Paris or anywhere else in France (outside of the Conference venue) is unrestricted and will not require special permissions as long as the filming content is for 'News' and not 'Documentary' – type coverage. As guests in France please respect the local laws and do not infringe on people's privacy or cause obstruction.

Press Working Area

- Approximately 1000 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.
 - 100 Positions will be provided with free-for-use Laptops with RJ45 plugNplay wired Internet access.
 - 200 Positions will be provided with free-for-use RJ45 plugNplay wired Internet access.
 - The remaining 700 positions will be unserviced with only desk, chair and power. These are free-for-use for those who have their own computers and can connect to the WiFi.
- XLR connectivity will be centrally located for audio capture in Floor, English & French 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)

- **120** open plan workstations are available (2.1m x 1,4m) 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.
- The Host Broadcaster will distribute the signals through XLR inside the media center and in the Press Conference rooms.
- 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 (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.

- Positions for SNG vehicles or Flyaway Dishes will be available within 200 meters of the International Broadcast Centre. Request 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.

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 already reserved for SNG's and Flyaway's. 16 amp single-phase, 32amp single-phase or three-phase power will be provided, your need should clearly be given on your Expression of Interest. Independent power supplies, including generators will not be permitted.

Those without their own Uplink Facilities and who require this service can book onsite through a commercial provider. Provider to be advised.

Stand Up Positions

Up to 30 Stand Up positions will be available spread throughout the venue. Specific locations are still to be determined. Some will be located at the Conference entrance. This will be outdoors and will have the entrance and flags as a backdrop. These positions will be approximately 1000 meters from the 'Satellite farm' and media centre. Others will be located within the venue and will have suitable backdrops. These will be within 200-500 metres from the 'Satellite farm' and media centre. More exact cable run distances will be confirmed closer to the conference.

All stand up positions will be allocated on a first come first served basis and interest in these must be included in the Expression of Interest application.

Those requiring to 'cable' positions booked will need to undertake installations pre-conference on specific dates which will be advised.

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 2 weeks preceding the Conference. 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 access, ISDN lines etc.) will be available. These will be provided by the communication provider 'Orange'. You can send your requirements to Clarisse.dessous@orange.com and Jeanpierre.bidau@sarm-conseil.fr

Those expressing interest in these services will be provided with the contact details where bookings can be made on a commercial basis. The deadline for these bookings will be 15th September 2015.

There will be limited computerized editing facilities with personnel offered by the Host Broadcaster.

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

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 requirements related to this, e.g. feed, to/from the MCR power etc.
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 Flyway'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.
6. Whether you are interested in attending the 'Open Day'
7. Any specific requirements over and above those mentioned in this document

The Master Control Room (MCR) will be located within the International Broadcast Centre serviced and managed by the Audiovisual Expert from the Ministry of Foreign Affairs and International Development.

Facts to Consider

- Power Supply in Paris is 220volts. Electrical plugs are European standard 2 pin Schuko.

- The Broadcast Signal will be in HD 16x9 in both NTSC and PAL delivered through SDI connection with embedded audio (floor + translations)
- 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 from Plenaries 1 & 2 and the 3 Press Conference Rooms. All the coverage will be available for monitoring on the CCTV network and is available by those who have access to the clean feeds. This is **ONLY** in the IBC within the Media Centre.

The Host Broadcaster's coverage is unrestricted and available for free use.

Dates Facilities are Available

All the above-mentioned Media Facilities will be available from Monday 30th November 2015 through to the end of the Conference scheduled for Friday 11th December 2015.

The Media Centre will be available for 'set-up' from Sunday 29th November 2015. An indication of your intended date of arrival and departure would be useful.

All Expressions of Interest should be submitted by email to the IBC Manager, Tim Davis, before **Monday 31st August 2015** 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, Paris, France