Expression of Interest for Media Coverage of the United Nations Climate Change Conference (COP19/CMP9), Warsaw, Poland

The secretariat of the United Nations Framework Convention on Climate Change (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 (COP19/CMP9) which will take place in Warsaw at the National Stadium from November 11th to November 22nd 2013.

A media centre, including an International Broadcast Centre (IBC), will be established at the National Stadium <www.stadionnarodowy.org.pl> 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 Telewizja Polska (TVP).

Applications for work spaces are open now and must be received by the deadline of Friday 1st November, 2013. Each applicant will receive an email acknowledgement upon application followed by a confirmation of the workspace allocation on or before 8th November 2013.

Overview of the meeting venue at the National Stadium in Warsaw

- ‘On the pitch’: Plenary Halls 1 & 2,
- Level 1: Press conference rooms 1+2, Writing Press Area & Information Desk, International Broadcast Centre (IBC), MCR & News Agencies
- Basement: Accreditation and Registration, Security screening and Access

It is recommended to visit http://www.cop19.gov.pl/the-national-stadium for a better understanding of the venue.

Accommodation

Media representatives accredited to cover UNFCCC meetings are responsible for their own travel and hotel bookings. Please visit the host government’s web page

Accommodation is plentiful in Warsaw generally all within a 30 min journey of the National Stadium. 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 Warsaw please visit the host government’s web page and follow the links for accommodation. It is up to the applicants to make their own accommodation arrangements.
**Transport**

Warsaw offers an elaborate public transit network of tram, bus, metro and urban rapid rail lines. Public transport tickets are also valid on trains serving the Warsaw conurbation. Schedules put up at stops provide indicative travel times.

The city’s trams and buses carry on-board electronic information displays backed up with voice announcement systems. Conference participants may use public transport free of charge provided they present a conference identification badge bearing their name. The badges will be distributed at the conference venue upon registration.


**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](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 8th November 2013.

**Visa Requirements**

All foreign delegates entering the Republic of Poland must have a valid passport. Participants requiring a visa for Poland, or a transit visa, are strongly encouraged to contact the appropriate consular authorities as early as possible. For more information, please visit the website of the [Polish Foreign Ministry](http://www.msz.gov.pl).

**Customs Clearance**

For those based in and entering from the European Union there are no restrictions for the importation of Broadcast Equipment. For those from outside the European Union Equipment will be required to be imported on ‘Carnet’ from the Country of origin. For more information please visit: [http://ec.europa.eu/taxation_customs/customs/procedural_aspects/imports/temporary_importation/index_en.htm](http://ec.europa.eu/taxation_customs/customs/procedural_aspects/imports/temporary_importation/index_en.htm)

**Press Working Area**

- Approximately 500 working spaces including desks, chairs and electrical sockets.
- RJ45 plugNplay Internet access points.
- XLR connectivity centrally located for audio capture of 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 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**

• 94 open plan workstations are available (2.5m x 1m) including worktop, 3 chairs, electrical sockets, **SD PAL SDI** (with embedded audio) connection of the host broadcasters feed, one RJ45 plugNplay wired internet connection and a CCTV Monitor to follow proceedings. Some workstations will also have XLR audio feeds from all rooms with language selected through the MCR. 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).
• 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 Broadcast Centre. Request for this facility should be included in the Expression of Interest.
• 20 Stand Up positions will be available, but will be over 100 metres from the IBC or Satellite positions. More exact cable run distance will be confirmed closer to the Conference. The backdrop to the Stand Up positions will be the Warsaw landscape. 4 of these positions will be serviced by the host broadcaster. Bookings to be made through the Host Broadcaster on a commercial basis from a booking counter in the IBC throughout the conference.

Request for 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. Interest in Live Stand Up positions and any relevant requirements related to this, e.g. feed, to/from the MCR power etc.
4. 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. Vehicles will need to be security searched prior to entry to the National Stadium. Further advice will follow once applications are received.
5. 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.
6. 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 in the International Broadcast Centre serviced and managed by the Host Broadcaster. The Host Broadcaster has ‘exclusivity’ for uplink facilities (apart from those who bring their own facilities to the Conference) and will provide uplink facilities worldwide through a booking arrangement in the IBC on a commercial basis.
Commercially Available Services

Additional services (e.g. telephone, independent Internet access etc.) will be available and advance requirement of these services should be made direct to agnieszka.wisniewska@mtp.pl.

All commercially available services offered by the Host Broadcaster and the venue will be included on the official Conference host government’s web page. The site is being updated continuously and therefore regular visits may be necessary.

Facts to Consider

- Power Supply in Warsaw is 220volts. Electrical plugs are European standard 2 pin square. Broadcast Signal will be in SD PAL. Those who need HD 16x9 PAL must advise. Those who need NTSC 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.

The download and monitoring facility in the IBC will be separately available in the following audio streams: Floor, English, Spanish, French, Arabic, Russian and Chinese from the Plenary rooms. Floor and English from the Press Conference Rooms.

The CCTV network will only be available with Floor and English language streams.

All the above mentioned Media Facilities will be available from Monday November 11th to the end of the Conference scheduled for Friday November 22nd 2013.

All Expressions of Interest should be submitted by email to the IBC Manager, Tim Davis, before Friday November 1st 2013 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
e-mail: davis.tim52@gmail.com
UN Climate Change Conference, Warsaw, Poland