



Expression of Interest for Media Coverage of the United Nations Climate Change Conference (COP18/CMP8), Doha 2012

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 (COP18/CMP8) which will take place in Doha at the **Qatar National Convention Centre (QNCC)** from 26 November to 7 December 2012.

A media centre, including an International Broadcast Centre (IBC), will be established at the QNCC providing facilities to fulfil the needs of Television and Radio Broadcasters and News Agencies. Work spaces in the IBC are limited and therefore are offered on an approval basis. The Host Broadcaster will be Qatar Television (QTV).

Applications for work spaces are open now and will be received until **Friday 9 November, 2012**. Each applicant will receive an email acknowledgement with confirmation and allocations confirmed by 16 November 2012.

Overview of meeting venue at Qatar National Convention Centre (QNCC):

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

It is recommended to visit www.qatarconvention.com for a better understanding of the venue.

Accommodation

Accommodation is plentiful in Doha generally all within a 30min journey of the QNCC. Accommodation ranges from self-catering apartments or villas, to a choice and range of hotels. Bookings can be made through the COP18 accommodation agent, Qatar Airways Holidays. Visit the Conference web site www.cop18.qa and follow the links for accommodation. Alternatively accommodation can be booked independently.

Transport

A free continuous transport system will operate between all major hotels to a transport hub adjacent to the QNCC. From the transport hub shuttle buses will provide transport to the various entrances of the QNCC. Visit www.cop18.qa to see the coverage of the bus transport system. Specific scheduled times will be posted nearer to the Conference. The use of personal vehicles is not recommended and no facilities are offered for the parking of individual cars.



'Karwa' Taxis are available throughout the city and are an option for getting to the QNCC, but only as far as the Transport Hub. At the Transport Hub there will be a 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 will be open from Wednesday, 10 October through Wednesday, 21 November 2012.

Visa Requirements

The State of Qatar has made special arrangements to help make the VISA application process simple for members of the media. This convenient online process is available through the COP18/CMP8 eForm available at www.cop18.qa

Procedure:

1. Click on the COP18/CMP8 VISA eForm and submit the requested information.
2. On completion of the above a VISA application receipt with serial number will be issued. This should be saved.
3. Upon successful Visa processing and approval, applicants will receive their visas by email. This will be in the form of an electronic Visa number (eVisa Number) similar to an eTicket number. The eVisa number will be sufficient to be presented to immigration on arrival.
4. Applicants can check the status of their Visa application at www.moi.gov.qa/site/english/

Please note that your VISA will only be approved after obtaining UNFCCC accreditation. Visa applicants must ensure that their passports have at least 6 months validity beyond 1 November 2012.

There will a help desk located at the Doha International Airport to assist with any queries.



Customs Clearance

Accredited media with broadcast equipment as accompanied luggage need to apply for temporary import permission through Qatar News Agency (QNA). A comprehensive list of the equipment including serial numbers where appropriate should be submitted to:

Jean Flanders
Media Coordinator/QNA Media Liaison COP18/CMP8
The Media Relations Dept., Qatar News Agency
Email: j.flanders@qna.org.qa
Tel: +974 4445 0153
Fax: +974 4413 1599
www.qnaol.net

Please note that the approval period will be 10 days and therefore submission must be made as soon as possible. This procedure will be between the applicants and QNA. A sample of the form to be submitted is available upon request.

For media shipping equipment separately:

Customs clearance will be required for accredited media shipping equipment for temporary use into Qatar.
Further information regarding the customs clearance procedure will be available shortly.
For those with bulk equipment, UNFCCC recommends the appointed Freight Forwarders, DB Schenker Ltd.

Contact:
Henning Zimmermann
henning.zimmermann@dbschenker.com
Phone: +974 44995755
Direct: +974 44995760
Fax: +974 44995756
Mobile: +974 55873895

For media bringing satellite uplink equipment or radio communication systems:

Accredited media bringing satellite uplink or radio communication equipment must register with ICT Qatar. A waiver of the required fee for satellite uplink equipment is under consideration and will be confirmed shortly. To register, contact:

Khasim Thundi Kandiyil
ICT Qatar
kkandiyil@ict.gov.qa



Press Working Area

- Approximately 600 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.
- 120 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

- Up to 94 open plan workstations (2.5m x 1m) including worktop, 3 chairs, electrical sockets, SD PAL connection of the host broadcasters feed, XLR audio feeds from all rooms with language selected through the MCR and one RJ45 plugNplay wired internet connection. A CCTV Monitor to follow proceedings.
- 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 standup positions will be available, but may be over 100 metres from the IBC or Satellite positions. This will be confirmed closer to the Conference. Four 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.
 4. Whether space for an SNG Truck is needed. If so please provide make and registration of 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 QNCC. 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.
- The Master Control Room (MCR) will be located in the Broadcast Centre serviced and managed by the Host Broadcaster who 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 the QNCC at email:

pcorr@qatarconvention.com

ISDN service will not be available from the QNCC.

All commercially available services offered by the Host Broadcaster and the QNCC will be included on the official Conference Web site www.cop18.qa. The site is being updated continuously and therefore regular visits may be necessary.

Facts to Consider

- Power Supply in Qatar is 240 volts. Electrical plugs are British standard 3 pin square. Adaptors to other formats are readily available at the many shopping malls.
- 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.
- Be aware the walking distance from the IBC to Plenary 1 and the Press Conference Rooms is approx. 15 mins.
- 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 will be separately available in the following audio streams: Floor, English, Spanish, French, Arabic, Russian and Chinese from the Plenary rooms. Floor, English and maybe Arabic from the Press Conference Rooms.

All the above mentioned Media Facilities will be available from Monday, 26 November to the end of the Conference scheduled for Friday, 7 December, 2012.

All Expressions of Interest should be submitted by email to the IBC Manager, Tim Davis, before Friday, 9 November 2012 to ensure early reservation of space:

Tim Davis,
UNFCCC IBC Manager
Email: davis.tim52@gmail.com
UN Climate Change Conference, Doha, Qatar

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.