



21st November 2019

**Media Coverage of the United Nations Climate Change Conference
(COP25/CMP15/CMA2) Madrid, Spain
Monday 2nd December – Friday 13th December**

On behalf of the Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC) we welcome your interest in providing coverage of the COP which will be taking place between 2nd-13th December, 2019 at the IFEMA – Feria de Madrid Conference Centre.

Please read carefully the following information about the facilities being made available in the Media Centre so that you are fully aware of what to expect upon arrival at the COP25 venue.

ACCREDITATION

Anyone entering the conference venue from 1st December 2019 onwards will only be permitted entry with a UNFCCC accredited badge.

Accreditation badges can be collected from the Registration Area in the Conference Entrance Hall from Monday 25th November 2019 between 8am-6pm. Thereafter from 2nd December 2019 registration will be open between 8am-7pm.

Accreditation badges must be collected in person. **Do not send someone else.** This is because a picture has to be taken which will be printed on the badge.

The Accreditation badges will give access to all open and unrestricted areas of the Conference venue

INTERNATIONAL BROADCAST CENTRE (IBC)

The IBC (Media Centre) will be officially open from 8:00am on Monday 2nd December 2019. The UNFCCC Accreditation Badge will be dated for 2nd to 13th December 2019

The only set-up day will be on Sunday 1st December 2019. Those who require entry to the venue on this date must have collected their accreditation badges and must also submit their name(s) and ID No(s) to the UNFCCC IBC Manager: The **deadline** for the receipt of the list of names is **Wednesday 27th November 2019**. Email: davis.tim52@gmail.com Please do not just come on a sight-seeing trip.



From 8:00am Monday 2nd December 2019, the IBC will be open 24 hours every day and will remain open until approximately 3 hours after the closure of the conference, which is scheduled for 6pm on Friday 13th December 2019.

It should be noted that the availability of services during night-time hours, and for Sunday 8th December 2019 (the only designated day without official meetings) will be less than normal. Access to the Media Centre on Sunday 8th December 2019 will only be given to those who have indicated their wish to do so by signing up with the IBC Manager by 4pm on Saturday 7th December 2019. This list will be given to security that will use it as a cross-check for approval to enter. This is subject to change.

The IBC will be easily located upon your arrival at the conference venue. You will first be required to pass through the mag and bag security check at the Main Entrance to IFEMA, Feria de Madrid, Avda. del Partenón. Then go through the Registration Area followed by a badge scan.

Upon exit from the badge scan you will have to follow signs for 'Pavilion 9' or 'Pabellon 9' which will be reached along a 600m long walkway.

The IBC is only one part of Pabellon 9, which also incorporates meeting rooms. Just prior to arriving at the IBC there is a 300-seat open writing press area for journalists.

The IBC comprises a mix of cubicles and open plan workstations that have all been allocated against applications received.

There will be a security sweep of the conference venue between 6pm Saturday 30th November 2019 and 6am on Sunday 1st December, 2019. After this date all equipment entering the Conference venue will have to pass through UN security screening on arrival.

TRANSPORT TO THE CONFERENCE VENUE

You are well advised to visit the site below which offers all methods of transport options to reach the Conference venue

<https://www.ifema.es/en/how-to-get-there>

The use of personal vehicles is not recommended. There are only limited facilities offered for the parking of private cars. Private vehicles or Taxi's *can* be used up to the designated 'drop off' points but must immediately drive away following off-loading.

Those who are carrying heavy or bulky equipment can request assistance in ferrying equipment to the IBC if advance notice is given to the IBC Manager.



OPEN PLAN WORKSTATIONS

Each workstation comprises:

- 2m x 600mm Worktop
- 3 Chairs
- CCTV Monitor
- 2x Wired Internet access (RJ45's) and Free WiFi (Plug'n Play)
- Pool Feed (see below)
- Electrical Sockets (Power Rating 220v). 6x Strip socket - 2pin Schuko connections.
- Overhead Lighting

Metal Lockable cabinets are available on a first come, first served basis.

LOCKABLE CUBICLES

Each cubicle comprises

- Working area of between 8sqm – 32sqm each.
- Loose desks and chairs to accommodate 4-12 people
- One or Two CCTV Monitors per cubicle depending upon the size of the room
- Up to 6x Wired Internet access (RJ45's) and Free WiFi (Plug'n Play)
- Pool Feed (see below)
- Electrical Sockets (Power Rating 220v). 6x Strip sockets - 2pin Schuko connections.
- Overhead Lighting

Metal Lockable cabinets are available on a first come, first served basis.

POOL FEEDS

- Connection to the Host Broadcaster's pool feed will be delivered through a BNC SDI connection (for TV Broadcasters) and XLR connections (for Radio Broadcasters)
 - Audio is embedded into the SDI cable.
- Audio from the Plenaries includes Floor language + the 6 UN recognized languages in the order of English, French, Russian, Spanish, Chinese and Arabic.
- Audio from the Press Conference Rooms is only in Floor and English and maybe one other language, which will only be known on the day.
- At the Open Plan workstation the pool feeds are selectable between Plenaries 1 & 2 & the 2 Press Conference Rooms with options for which Audio is required.
- The host broadcaster's coverage is unrestricted and available for free use.
- Format is PAL16:9 HD. Other formats are available upon request to the IBC Manager



PRESS AGENCIES

All Press Agencies who have reserved space will be accommodated as per bookings made with the IBC Manager. There are cubicles of different sizes customised to the number of journalists that have been advised to the IBC Manager. Each cubicle can accommodate between 4-12 journalists and will be provided with:

- Worktops designed for Laptop use.
- Electrical Sockets
- One/Two 32" CCTV Monitors
- Up to 6x Wired Internet access (RJ45's) and Free WiFi (Plug'nPlay)

KEYS

On departure keys to lockers or cubicles are to be left in the door locks (on the inside of cubicles please). If a cubicle is abandoned before the end of the COP, the keys must be given to the IBC Manager.

CCTV MONITORS

Each workstation/cubicle will be equipped with one 32" CCTV monitor with channels directly selectable via a provided remote control

MASTER CONTROL ROOM

A Master Control Room (MCR) will be located in the International Broadcast Centre. The Host Broadcaster (TVE) will deliver the captured and mixed video feeds to the MCR from where it will be distributed within the IBC to all TV, Radio and Press Cubicles, and all Workstations.

These signals will also be delivered for external distribution including to all CCTV monitors throughout the venue and the 'live' and 'on demand' Webcasting of all COP25 proceedings.

Copies of meetings in digital format on USB sticks will be available upon request and approval of the IBC Manager. This service has proved extremely popular at previous COP's but it is a drain on resources and must not be considered as an option unless absolutely necessary. It is not an instantly deliverable service and at least 1hr should be allowed for turnaround. In the event there are numerous requests be warned there will be a queue.

INTERNATIONAL TELEPHONE LANDLINES, ISDN & DEDICATED INTERNET SERVICE

These services can no longer be applied for.



ACCESS TO PLENARY HALLS

A bulletin will be issued and available from 1st December 2019 explaining the access opportunities within the Conference venue for all Media.

There will be a limited 'pool' for photographers and film crews (one each per Media) to cover the initial part of the Opening Ceremony on 2nd December 2019. Thereafter photographers and film crews may only enter the Plenaries 'under Escort'. Your interest in these arrangements must be made through the IBC Manager when you are onsite. No pre-booking.

As and when other opportunities arise the IBC Manager will advise you through an email alert.

Please be sure that the IBC Manager has the correct email address of those in your team who will be onsite and want to receive the IBC Manager's alert notices.

ARRIVAL AND DEPARTURE OF SNG'S/FLYAWAY'S

All SNG bookings MUST be reconfirmed with the IBC Manager. Needed are the Vehicle Make, Model and Registration. If you have already submitted these details **you do not need to do so again** except to confirm they have not changed.

Entry on Friday 29th & Saturday 30th November 2019

All that will be necessary is to advise the IBC Manager of the SNG registration number, type and model + info of all on board names, emails and mobile number(s) – they will need to carry ID's with them - and finally an approximate time of arrival.

On Saturday 30th November 2019 from 6pm-6am, there will be a bomb sweep of the Conference venue. The SNG vehicles must either be left open or someone stays behind until the vehicle is security checked, after which the vehicle can be locked and the crew member can go home.

Entry or Exit between Sunday 1st – Friday 13th December 2019

It will still be necessary to advise the IBC Manager of the SNG registration number, type and model + names of those on board. **THEY MUST HAVE THEIR UNFCCC ACCREDITATION BADGE.**

In summary the movement of SNG's from arrival to departure must be co-ordinated with the IBC Manager. This is to keep security informed and ultimately to make your lives easier.



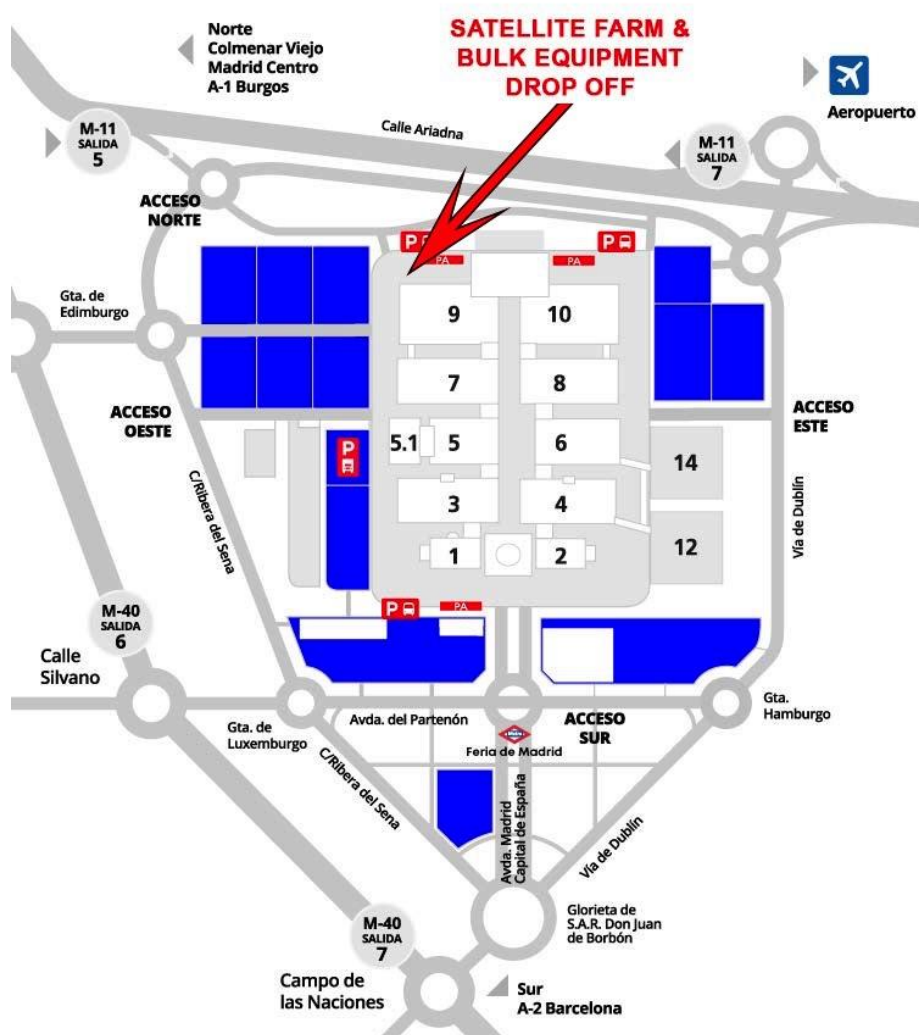
DELIVERY OF EQUIPMENT

Those who wish to deliver bulk equipment by vehicle to a point as close as possible to the Media Centre can only do so on:

Entry on Friday 29th & Saturday 30th November 2019

All that will be necessary is to advise the IBC Manager of the SNG registration number, type and model + info of all on board names, emails and mobile number – they will need to carry ID's with them - and finally an approximate time of arrival. The delivery vehicle **MUST** leave the venue as soon as the equipment is offloaded.

Entry and exit is via the **IFEMA NORTH ACCESS**. The delivery vehicle **MUST** leave the venue as soon as the equipment is offloaded.





Sunday 1st – Friday 13th December 2019

Everything must be hand carried through the main entranceway.

REMINDER POINTS

- Madrid is GMT+ 1hr
- There will be several Restaurants within the venue on a cash basis.
- The IBC will be open and operational from Monday 8:00am 2nd December 2019
- Accreditation Badges can be collected from 25th November 2019 between 9am-7pm. Hours will be longer from 2nd December 2019.
- Registration/Accreditation is located at the Main Entrance to the Conference Venue
- Broadcast Pool Signal will be HD PAL 16:9 unless otherwise requested.
- Power Supply in Madrid is 220volts through 2 pin round (European) Schuko sockets. If you need adaptors to suit your equipment, best to bring them with you.
- On departure keys to lockers or cubicles are to be left in the door locks (on the inside of cubicles please). If a cubicle is abandoned before the end of the COP, the keys must be given to the IBC Manager.
- For the Agenda and Programme of the Conference please visit the COP25/CMP15/CMA2 official websites

<https://www.cop25.cl/>

<http://unfccc.int>

<https://unfccc.int/process-and-meetings/conferences/un-climate-change-conference-december-2019/information-for-participants-a-z>

All communication with regard to any of the above should be made to the IBC Manager.

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