



**United Nations**  
Climate Change



**COP29**  
Baku  
Azerbaijan

## **EXPRESSION OF INTEREST**

**United Nations Climate Change Conference 2024**

**Baku, Azerbaijan**

**Monday, 11 November - Friday, 22 November 2024**

**21 August 2024**

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## 1 Code of Conduct

UN Climate Change is committed to enabling events at which everyone can participate in an inclusive, respectful, healthy, and safe environment and be treated with fairness and dignity. With your registration and accreditation, you agreed to follow the Code of Conduct. Please consult the Code of Conduct [online](#).

## 2 About the United Nations Framework Convention on Climate Change (UNFCCC) Secretariat (UN Climate Change)

The UNFCCC secretariat (UN Climate Change) is the United Nations entity charged with supporting the global response to the threat of climate change.

The [Convention](#) after which the secretariat is named was ratified by the UN in 1995 and has near universal membership ([198 Parties](#)). This foundational document is the parent treaty of the subsequent 1997 [Kyoto Protocol](#) and the 2015 [Paris Agreement](#), both of which have been instrumental for setting goals on climate change. The Paris Agreement guides climate action today.

The secretariat supports a complex architecture of governmental and non-governmental bodies which, through agenda setting, negotiation, and implementation planning, are the driving forces behind global climate action.

For media enquiries, please contact: UNFCCC Press Office at [Press@unfccc.int](mailto:Press@unfccc.int)  
More information on UNFCCC is available on [this website](#).

## 3 Invitation to Media for Coverage of the UN Climate Change Conference (COP29/CMP19/CMA6)

The UNFCCC secretariat (UN Climate Change) has the pleasure to invite media organizations to apply for the booking of workspace and other facilities to assist with media coverage of the United Nations Climate Change Conference (COP29/CMP19/CMA6) which will take place from 11 November – 22 November 2024 in Baku. The venue is located in the Baku Stadium located at Heydar Aliyev, 323, Baku, Azerbaijan.

UN Climate Change welcomes local, regional, and international media attendance at COP29.

## 4 Orientation, Accreditation, Visa Requirements and Accommodation

### 4.1 The Venue, “Blue Zone” and “Green Zone”

The venue is alienated into

1. The “Blue Zone”, managed by the United Nations and open to participants
2. The “Green Zone” managed by the host country Azerbaijan and open for the public with parallel activities and NGO exhibitions. The Green Zone is located adjacent to the “Blue Zone”

## 4.2 Accreditation

Only accredited media representatives with a UNFCCC conference badge will be permitted to access the Conference venue, including the Media Center.

The [online registration system \(ORS\)](#) is the only official channel through which media can be accredited and receive permission to cover COP 29. The secretariat does not accept accreditations via any other channel (e-mail, post, etc.). Any accreditation materials not sent through the online system will not be processed.

Please check carefully to ensure that all documents (press ID and letter of assignment) meet requirements and that applicant details are consistent throughout the application. Only full applications with up-to-date documentation can be processed and only accredited media will be admitted covering COP 29.

Please monitor your ORS account if further documentation or information is needed to confirm your application. Once your application is confirmed you will receive a Registration Acknowledgement Form

Any inquiries should be communicated through your online registration account or directed to [press@unfccc.int](mailto:press@unfccc.int)

To ensure a speedy return of applications please be sure to submit a valid press ID, and that the Letter of Assignment (LoA) meets following criteria:

- LoA must be on the official letterhead of a bona fide media organization and addressed to the UNFCCC Press Office.
- It should be in English or another official UN language.
- LoA must indicate the name of the media participant, the duration of the assignment and functional title of professional(s) nominated to cover the COP 29.
- LoA must be signed by an authorized person (e.g., the Publisher or Editor-in-chief). Unsigned letters of assignment and e-mails are not accepted.

Applications for accreditation are now open. Whilst there is no formal closing date, the application process will be closed once the media quota has been fulfilled. Notification of a closing date will be given as the numbers approach quota. For more information on media accreditation please visit the [UNFCCC website](#).

Due to the high numbers of expected media accreditation requests, applications should be submitted as soon as possible. Each organization should consider their number of accreditation requests and limit lists to the essential personnel required.

Successful candidates can collect their accreditation at the registration desks at the COP29 main entrance from **Friday 1<sup>st</sup> November 2024, 8am-6pm**. This is for advance collection only.

You will be required to display your UNFCCC registration confirmation email, as well as the original copy of the photo ID used in your application. For security reasons, accreditation must be collected in person at the registration desk.

The accreditation badge will not provide access to the site until it becomes active on **Monday 11<sup>th</sup> November 2024**.

You will not be permitted entry to COP29 without accreditation.

### 4.3 Visa Requirements

All COP29 participants traveling from outside Azerbaijan will require a visa.

The Azerbaijani Government has authorized a 'COP29 Special Visa', free of charge, for all participants registered for COP29.

The 'COP29 Special Visa' can be obtained through the official electronic visa portal or Azerbaijan's diplomatic representations and consulates abroad.

The 'COP29 Special Visa' allows the holder a single-entry visit. Should you wish to leave Azerbaijan and return during COP29, you must reapply for the 'COP29 Special Visa' following the same process used for your initial visa, using your UNFCCC registration number.

All foreign participants entering Azerbaijan for COP29 and the pre-sessionals must have a passport valid for at least six months from the date of entry into Azerbaijan.

The 'COP29 Special Visa' will be issued within three (3) working days of submitting a complete online application through the official portal, or upon submitting a complete application to a local office of the diplomatic representations and consulates of the Republic of Azerbaijan abroad.

Upon approval of registration via the UNFCCC Online Registration System, participants will receive a link to apply for the visa as part of the UNFCCC registration confirmation email.

The 'COP29 Special Visa' will indicate the date of issue. It will be valid until **30<sup>th</sup> November 2024**. Visa holders must enter the Republic of Azerbaijan before this expiration date.

Through the link, please visit the visa portal, fill out the form, upload the required documents and submit your application for approval. Once approved, you will receive a visa confirmation email with a link to download your 'COP29 Special Visa'.

Participants are strongly encouraged to apply for the 'COP29 Special Visa' promptly once their UNFCCC registration is confirmed. Please use the visa portal link in your UNFCCC registration email to track the status of your visa.

For queries concerning visa arrangements, please contact: [visas@unfccc.int](mailto:visas@unfccc.int)

## 4.4 Accommodation

COP29 Azerbaijan is offering a wide selection of accommodation options to suit every budget. Baku features a range of accommodation options, with hotels and resorts plus serviced apartments available, ranging from 2-stars to 5-stars.

COP29 Azerbaijan officially appointed bnetwork as the travel agency responsible for handling accommodation requests for the event, acting as a liaison point with hotels to ensure available rooms are provided to COP29 Azerbaijan participants.

The booking portal and additional information for delegates are available at [cop29-accommodation.bnetwork.com](https://cop29-accommodation.bnetwork.com)

Larger delegations requiring group bookings should contact accommodation service providers directly and as early as possible to secure preferred accommodations. The booking system guarantees stable accommodation rates, ensuring you can plan your budget without any unexpected changes.

Although the official accommodation portal has ensured sufficient room availability for COP29 Azerbaijan, attendees are advised to book their accommodations as soon as possible to avoid limited availability in the weeks prior to the conference.

For questions on accommodation please contact bnetwork via email [cop29@bnetwork.com](mailto:cop29@bnetwork.com)

## 5 Application for Media Facilities and Services

All Applications for the facilities described below must be submitted on the Online Booking Form which is available at <https://forms.gle/UWn9XYhrua8MhKWK6>

Closing deadline: **Monday 14<sup>th</sup> October 2024.**

The Media Center, a purpose-built temporary structure at the Baku Stadium, will accommodate an International Broadcast Center (IBC) for television and radio broadcasters, as well as spaces for press news agencies and photographers. It will contain all the facilities detailed in this invitation to assist the media in their coverage of COP29.

To apply for the facilities in the Media Centre please refer to the following paragraphs:

- 5.1 Open Press Working Area,
- 5.2 Television and Radio Workstations,
- 5.3 Stand-up Positions,
- 5.4 Studios,
- 5.5 SNG Vehicles & Flyaway Kits of this invitation to assist the media in their coverage of COP29.

Other media facilities, where no application is required, are listed in Chapter 6: Other Media Facilities and Services to provide an overview.

For more information on the Conference venue please visit the COP29 website. More information is published on the COP29 press and media page of the secretariat as it becomes available.

## 5.1 Open Press Working Area

300 workspaces including desks, chairs and electrical Europlug / Type F Schuko sockets will be available in the Media Center.

**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:

50 positions with free-to-use laptops with internet access.

150 positions with free-for-use RJ45 plug and play wired internet access.

All other workspaces will be un-serviced, with a desk, chair, lighting and power. These are free-for-use for those who have their own computers that can connect to WiFi.

Press news agencies with more than 6 journalists attending can apply for a dedicated cubicle within the Media Center.

XLR connectivity will be centrally located in the open press writing area for audio capture in floor & English languages from Plenaries 1 & 2.

IPTV monitors will be available within the open press writing area providing live coverage of all proceedings including a scrolling agenda of all scheduled plenary and side event meetings.

An information help desk will be prominently positioned at the entrance to the Media Center.

An IR headset system will be available to monitor the 'live' audio from Plenaries 1 & 2. This will be selectable between floor and English languages.

Lockable storage cabinets are available for storing valuables.

## 5.2 Television and Radio Workstations

The Master Control Room (MCR) operated and run by the Host Broadcaster will be located in the broadcast area. A help desk will also be available to provide technical and other general support to all media.

110 serviced open plan workstations will be available (approx. 2.4m wide x 1.4m deep), including worktops and chairs for 3 people, electrical Europlug / Type F Schuko sockets, 1x RJ45 plug and play wired internet connection and an IPTV monitor to follow proceedings. Media should bring their own wired headphones with 3.5mm connection for monitoring audio at their workstations.

The workstations will be arranged next to each other. The number of personnel attending must be included in your response to this Expression of Interest.

The Host Broadcaster's pool feeds will be selectable through a matrix unit which will be available for selection between several sources, including the two Plenary Halls, the two Press Conference rooms and the Amphitheatre for recordings to be made through an SDI output connection with all the UN languages embedded.

Radio workstations will offer the Host Broadcaster's audio only feeds with XLR connectors through a similar selection matrix.

Lockable storage cabinets are available for storing valuables.

There will be a limited number of larger, lockable cubicles for broadcast agencies with more than 6 personnel attending. An indication of interest in these spaces is to be given in your response of this Expression of Interest. The lockable cubicles will not be soundproofed and will not have a ceiling.

The Host Broadcaster's coverage is unrestricted and is made available free-for-use. Those who offer a credit for the use of the material can give credit to **'COP29 Host Broadcaster'**.

Wi-Fi will be available throughout the Media Center.

All the Host Broadcaster's pool feeds can also be followed 'live' on public webcast.

There will be a communal lockable storage area for those needing to store flight boxes or other larger items during the period of the Conference. Please contact the IBC Manager when you are onsite if you require this.

### 5.3 Stand-up Positions

32 stand-up positions will be available.

Of these, 20 positions will be 'serviced' with 1x 4-way power supply, 1x RJ45 internet connection and fiber connected to the satellite farm. Broadcasters will be responsible for cabling from the fiber patch boxes to their stand-up position.

The remaining 12 positions will be 'un-serviced' but will be provided with 1x 4-way power supply and 1x RJ45 internet connection, designed for those transmitting through internet devices. These positions are free-for-use and will not be 'allocated'.

Lighting kits with a key light and back light are available for use in the stand-up positions.

Those using internet transmission through Wi-Fi will not need a reserved stand-up position as they will be free to transmit from all open areas of the venue, provided they do not cause an obstruction.

Serviced positions will be allocated at the end of the booking process to enable even distribution between applicants.



Interest in booking a 'serviced' or 'un-serviced' stand-up position must be included in your response to this Expression of Interest, advising how transmission will be made (i.e., SNG, flyaway, internet, other).

Commercial uplink service providers will be on site and details will be provided upon request.

## 5.4 Studios

Studio spaces will be available but are limited in number.

Each space will be 5m x 5m, provided with 1x RJ45 hard wired internet connection, electrical strips and furniture comprising 2 pcs trestle tables (1.2m x 600mm) with 2 chairs, 1pc bar-type high round table, (450mm diameter) with 3pcs bar stool chairs.

Lighting will be the responsibility of those occupying the studios.

***Should additional furniture need to be brought into the venue this can only be done on Thursday~ 7th November 2024*** and must be coordinated with the IBC Manager.

If studio 'sets' are required these will be the responsibility of those occupying the studios. Dates will be agreed as to when any construction can be undertaken. Designs of studio sets to be constructed must be submitted to the IBC Manager as soon as possible. This is necessary to obtain clearances. The relevant risk assessments and Method Statements will be required to be submitted and approved prior to any works commencing.

There will not be a dedicated 'radio studio' onsite but there will be two soundproofed bookable 'quiet rooms' from where radio broadcasters can submit their reports or podcasts. The quiet room will be large enough to be used as an ad hoc 2/3 camera studio. There will be a conference backdrop, furniture comprising of a round table and 4 chairs, 1x RJ45 hard wired internet connection and electrical strips. Ambient lighting will be provided. If Lighting is required, this will be the responsibility of those using the rooms.

The quiet rooms are located in the Media Center and will be on a bookable basis at the IBC Manager's office (also located in the Media Center).

## 5.5 SNG Vehicles & Flyaway Kits

Broadcasters who intend to bring their own uplink services must include this in their response to this Expression of Interest. This should include whether it will be an SNG vehicle or flyaway kit.

Further detailed information regarding the services available in the satellite parking area will be provided in due course but in general:

- Independent power supplies, including generators, will not be permitted.
- Single phase and triple phase power outlets ranging from 16 Amps to 63 Amps will be provided.
- Pool feeds will be available from a central position in the satellite parking area.

- Fiber connections to the serviced stand-up positions and studios will be available from a central position in the satellite parking area.
- Broadcasters will be responsible for cabling from the centrally positioned fiber patch box to their SNG/flyaway.
- Space will be available for flyaway dishes to be mounted on top of a container located in the satellite parking area, with access for technical equipment inside the container.
- Convenient access to the Media Center.

The satellite ‘farm’ will be open for the parking of SNG vehicles between **7<sup>th</sup> - 10<sup>th</sup> November**.

All vehicles being imported into Azerbaijan will need permission to do so. Please contact [mediaservices@cop29.az](mailto:mediaservices@cop29.az) for further information.

**SNG vehicles are not permitted access to the site without a booking in place.** Please contact the IBC Manager with arrival and departure dates as soon as they are known.

**From 11<sup>th</sup> November 2024 entry and exit to the satellite farm can only be undertaken between 10pm – 6am.** This procedure will be effective for any movement of SNG vehicles in and out of the venue during COP29.

## 6 Other Media Facilities and Services

### 6.1 Pool signal

Television and radio broadcasters will receive ‘live’ pool feeds provided by the host broadcaster. Pool signals will be provided to all TV workstations and TV cubicles in the International Broadcasting Centre (IBC). The Video format of the pool feed is HD-SDI 1080i 50 or 1080i 59,94 with embedded audio, available through BNC connector. For Radio Broadcasters, the Audio feed will be delivered at line level (+4 dBu), available through XLR connectors.

### 6.2 Host Broadcast Footage and Official Photography

High quality photographs from official photographers are provided on the [UN Climate Change Flickr account](#). This is an open platform, and no login credentials are required.

All the pool feeds (media) will be available from the Host Broadcaster’s file server as XDCam50Mbps and H.264 7Mbps files. The process for direct access to the file server will be given in due course.

Alternatively, requests can be submitted to the help desk in the Media Center to obtain a copy of a meeting on a USB stick. The recordings will be in H.264 format, USB sticks will be made available from the help desk and must be returned for re-use.

### 6.3 Internet connectivity

The conference venue is being fed by a 40gb/s internet connection. The network has been configured in such a way so that all users have access to the full incomer and there is no throttling or segregation of that connection.

All internet connections will be capable of a minimum of 10mb/s u/d and burstable up to 100mb/s u/d. The use of routers is not encouraged to extend the internet, however, if you consider this is required, please advise the IBC Manager. Routers are not to be installed without permission.

## 6.4 IPTV Facility

The Host Broadcaster will cover all proceedings from gavel-to-gavel from Plenaries 1 & 2, the two Press

Conference rooms, Amphitheatre and any other high-level sessions. All the coverage will be available for monitoring on the IPTV network in the IBC and across the venue.

## 7 Permits and Processes

Permits will be required for:

- Temporarily import media equipment into Azerbaijan
- Film and photographing in Azerbaijan
- All wireless/radio frequency devices entering Azerbaijan

Details on how to apply for permits will be given in due course or when they are available.

Drones will not be permitted for use at COP29 and are not allowed to be brought into Azerbaijan.

### 7.1 Registration of radio-electronic equipment and spectrum allocation

With attending United Nations Climate Change Conference (COP 29/CMP 19/CMA 6) you must register your radio-electronic equipment and request temporary radio spectrum allocation upon approval of your accreditation via the [UNFCCC Online Registration System](#) through this [COP29 Radio Spectrum Management Portal](#).

The COP29 Radio Spectrum Management portal is the only official channel for equipment registration and spectrum request submissions. Requests submitted by email or other alternative channels will not be processed.

You are advised to refer to the Technical Guide for regulations on the use of radio-electronic equipment and the allocation of temporary radio spectrum, as well as the User Guide for detailed instructions on the use of the portal.

You can find links to the guidelines [here](#).

The deadline for all registrations and request submissions is **October 20, 2024, at 12:00 a.m. GMT+4**. Please note that any request submitted after this deadline may experience delays in its processing.

Note: Following the approval of the requests, all equipment that will be brought to Azerbaijan must be declared via the customs website. Further information with regard to this process will be communicated at a later date.

Upon arrival at the conference venue, you are required to bring their registered and approved radio-electronic equipment to the designated desks for technical inspection and labelling procedures.

Please note that any equipment that is not registered or has not passed the on-site technical inspection will not be labelled and permitted entry to the conference venue.

For any questions or assistance with the request submission process, please contact us at [mediaservices@cop29.az](mailto:mediaservices@cop29.az)

## 8 Logistical Information

### 8.1 Dates Facilities are Available

All the above-mentioned media facilities will be available from **Monday 11<sup>th</sup> November 2024** through to the end of COP29, scheduled for **Friday 22<sup>nd</sup> November 2024**.

The Media Center will be accessible 24 hours a day, with reduced services overnight.

The Media Center will be available for set-up on **Sunday 10<sup>th</sup> November 2024**, by prior approval only. Those requiring an earlier set-up date to advise the IBC Manager.

Entry to the COP29 venue earlier than **11<sup>th</sup> November 2024** is by request only and should be stated clearly in your Expression of Interest.

### 8.2 Open Day

There will be an 'open day' provisionally slated for **Tuesday 29<sup>th</sup> October 2024** to tour the facilities of the Conference venue including the Media Center, Plenary & Press Conference rooms, stand-up positions, studio locations and satellite farm.

An indication of your intention to attend the open day must be submitted with your Expression of Interest. Only two people from each media house may attend. Still cameras will be permitted to capture pictures. No video or film cameras will be allowed.

This tour is open to all accredited media who will be attending COP29 (excluding written press journalists).

The tour will take up to 2 hours commencing from 10am. Further details regarding the open day will be shared with those who have registered to attend, in due course.

## 9 Application for Media Facilities and Services in Green Zone

Detailed information regarding the media facilities and services at the Green Zone will be provided in a document to be issued at a later date.

## 10 Submission of Applications for Media Facilities in Blue Zone

All Applications must be submitted on the Online Booking Form which is available at <https://forms.gle/UWn9XYhrua8MhKWK6>

All Applications are to be submitted as early as possible with a closing deadline of **Monday 14<sup>th</sup> October 2024**.

Further information will be provided in a document which will be issued before or on **20<sup>th</sup> September 2024**.

## 11 Contact

Tim Davis,  
IBC Manager, UN Climate Change Conference COP29 email: [davis.tim52@gmail.com](mailto:davis.tim52@gmail.com)