



***Press Conference Booking Guidelines  
For Admitted Observer Organizations  
At June Climate Meetings and COPs***

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## 1 Background

The UNFCCC Secretariat has established guidelines for admitted observer organizations on how to book press conferences during official sessions.

The purpose of these guidelines is to ensure that all admitted observers have a fair opportunity to make use of the limited number of press conference slots to communicate their messages to the media, while also maintaining the orderly flow of press conference activities. They outline:

1. the procedures for requesting a press conference slot,
2. the selection process,
3. the criteria for eligibility,
4. operational rules for the use of press conference rooms.

Clear and accessible rules help promote efficient scheduling and support the broader goal of transparent and multi-stakeholder communication to media on climate action during critical international negotiations.

## 2 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. Upon your registration, you agreed to follow the Code of Conduct for UNFCCC Events. Please consult the Code of Conduct for UNFCCC Events [online](#).

## 3 Applying for Press Conference Slot and Selection Process

### 3.1 Eligibility criteria

All Parties, UN organizations, Intergovernmental Organizations duly admitted by the COP and Non-Governmental Organizations duly admitted by the COP can only apply for a press conference slot if they wish to hold one.

The list of admitted NGOs can be found [here](#). The list of admitted IGOs can be found [here](#).

Current applicants for admission and provisionally admitted organizations are not eligible to apply for a press conference slot.

For information on the admission process for observer organizations, please click [here](#).

### 3.2 Submission of the application

All requests must be submitted via the designated press conference booking form (<https://forms.gle/q8TwQ3uFfSL6jUSx8>) in the given timeline.

The timelines for applications, selection and allocation will be published on the website.



### 3.3 Selection and allocation

#### 3.3.1 Selection criteria

The following criteria are taken into consideration for the selection of press conference applications and their allocation in the schedule\*:

- Feasibility of the proposed dates and times for the press conference;
- Efforts to ensure a balance among NGO constituencies, geographic regions, and thematic topics, including but not limited to gender and climate change, disability and climate change, and the perspectives of indigenous peoples;
- Consideration of the overall availability of press conference slots and the volume of applications received.

\*The order of criteria does not represent a given priority of consideration.

#### 3.3.2 Allocation and status of booking

To ensure equitable access, admitted observer organizations are permitted to hold one press conference per day.

During the June Climate Meetings, all press conferences are held in a single press conference room. Consequently, priority for booking is given to briefings by Parties and the UN Climate Change Secretariat.

At the Conferences of the Parties (COPs), Press Conference Room 2 is specifically reserved for admitted observer organizations.

A Press Conference Booking Confirmation will be sent by email to the Press Conference Organizer.

Every effort will be made to preserve the date and time of the confirmed press conference booking. However, the secretariat reserves the right to cancel confirmed press conference booking at any time to manage the competing demands. If the confirmed slots must be rescheduled or cancelled, the Press Office will engage with the designated contact person to explore alternative arrangements that are as convenient as possible.

## 4 Logistical and setup information

There is no fee associated with the use of the press conference room.

Press conferences are booked under the name of the requesting organization, and at least one representative of the organization must be present to lead or moderate the session for accountability reasons.

All press conferences are webcast live and made available on-demand. They are accessible to the public through the Schedule of Events page and the UN Climate Change mobile application.

A laptop and projector are available in the press conference room. Presentations must be provided directly to the technical team on site prior to the start of the press conference.

Each press conference is allotted a maximum of 30 minutes. As press conferences are scheduled back-to-back, it is essential that the time limit is strictly observed.



Food and beverages are not permitted inside the press conference room.

The press conference room is configured in a theatre-style seating arrangement, featuring a head table equipped with microphones.

Participants are responsible for supplying their own nameplates and for organizing any interpretation services needed for their press conference.

More detailed information and guidelines about press conferences can be found on our [Press and Media page](#).

## 5 Notification of Media

Participants are solely responsible for the preparation of their own media distribution lists and for notifying media representatives of their respective press conferences.

UN Climate Change staff will facilitate the dissemination of media advisories and other relevant materials to accredited members of the press via a webpage designated for third-party press releases and media advisories. Participants are required to adhere to the established submission procedures when providing press materials. How to submit a media advisory can be found on the [Press and Media page](#).

In line with the commitment to environmental sustainability and the reduction of paper consumption, announcements of all scheduled press conferences will be made available on the UN Climate Change website and broadcast on CCTV screens throughout the conference venue.

## 6 Contact

For any inquiries, the Press Office can be contacted at [pressconf@unfccc.int](mailto:pressconf@unfccc.int).