



**United Nations**  
Climate Change



**COP29**  
Baku  
Azerbaijan

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## **MEDIA LOGISTICS NOTE TO PARTIES**

**United Nations Climate Change Conference 2024**

**Baku, Azerbaijan**

**World Leaders' Climate Action Summit**

**Tuesday, 12 and Wednesday, 13 November 2024**



**04 November 2024**

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# WORLD LEADERS' CLIMATE ACTION SUMMIT

## I. Introduction

1. The World Leaders' Climate Action Summit (WLCAS) will bring Heads of State and Government (HoS/G) together in the Republic of Azerbaijan on Tuesday, 12 and Wednesday, 13 November 2024.
2. The UNFCCC secretariat has communicated a [Message to Parties](#), outlining more details on the WLCAS programme. An updated Message to Parties containing additional and more comprehensive information on the arrangements for the Summit will be communicated soon.
3. This note includes information for media and official photographers/videographers who will be travelling to COP29 with Heads of State and Government.

## II. Accreditation

4. Only accredited individuals with a UNFCCC conference badge will be permitted to access the COP29 site.
5. Media teams accompanying (HoS/G) must be registered in [ORS](#) as part of the delegation. This is the only official channel for media registration and the secretariat will not accept applications for accreditation via any other channel.
6. Also, all Parties must send a Note Verbale to the Ministry of Foreign Affairs (MFA) of the Republic of Azerbaijan via [media\\_accreditation@mfa.gov.az](mailto:media_accreditation@mfa.gov.az) providing details about their designated media representatives prior to the start of the conference.
7. A Note Verbale must include:
  - Full name of each media representative
  - Affiliated media organization(s)
  - Position (e.g., journalist, photographer, videographer)
  - Passport number and nationality
  - Copy of the passport

## III. Visa

8. The Azerbaijani Government has authorized an electronic, free of charge Special Entry Permit for all UNFCCC registered COP 29 Azerbaijan event attendees, also known as the 'COP29 Special Visa'. Once UNFCCC accreditation has been confirmed, individuals will receive a confirmation email from the UNFCCC which will include a link to apply for the COP29 Special Visa. Through the link, individuals should visit the [official electronic visa portal](#) and supply the information requested. Once approved, a visa confirmation email with a link to download the COP29 Special Visa, will be shared. The 'COP29 Special Visa' can be obtained through either diplomatic representations and consulates of the Republic of Azerbaijan abroad as well.
9. For more detailed information please visit the [here](#).

#### **IV. Bringing in Media Equipment for Arrivals on the HoS/G Flight**

10. Permits are required for the temporary importation of media equipment during the conference. To facilitate customs clearance and security checks, each Party must attach a comprehensive list of media equipment that their delegation intends to bring to the event to the above-mentioned Note Verbale and send it to the Ministry of Foreign Affairs (MFA) of the Republic of Azerbaijan via [media\\_accreditation@mfa.gov.az](mailto:media_accreditation@mfa.gov.az) before the start of the conference.
11. The list must include:
  - Type and description of each piece of equipment (e.g., camera, tripod, microphone)
  - Serial numbers, if applicable
  - Quantity of each item
  - Purpose for use (e.g., filming, broadcasting, photography)
12. Upon receipt of the complete equipment list, the Ministry of Foreign Affairs (MFA) of the Republic of Azerbaijan will coordinate with customs and security personnel to ensure smooth entry of the equipment. Parties will receive an approval confirmation from the Ministry of Foreign Affairs (MFA) of the Republic of Azerbaijan within 7 working days once the equipment list has been cleared for use during the conference.

#### **V. Customs Clearance for Media Equipment on Commercial Flights**

13. Any media equipment that will be temporarily brought to Azerbaijan must be declared via the [E-customs: Electronic Customs Services portal](#). The declaration must be submitted no later than 72 hours before arrival in the country.
14. Upon arrival in Azerbaijan, the following documents must be presented to the customs officer at the airport:
  - Acknowledgement letter
  - QR code from the [COP29 Radio Spectrum Management Portal](#) (if you are bringing radio-electronic equipment)
  - Simplified declaration for passengers (hard copy or QR code)
15. The declaration must be presented along with the declared goods to the customs officer upon departure from Azerbaijan.
16. Please refer to the [Temporary Import Declaration Guide](#) for guidance on the declaration process. Additionally, check the [Information for travelers](#) section on the official website of the State Customs Committee of the Republic of Azerbaijan.

#### **VI. Accessing the COP29 site – Spectrum Licensing**

17. Attendance at COP29 requires the registration of all radio-electronic equipment and the submission of a request for temporary radio spectrum allocation. This process is contingent upon the approval of accreditation via the [UNFCCC Online Registration System](#), along with the submission of a Note Verbale to the Ministry of Foreign Affairs (MFA) of the Republic of Azerbaijan, through the [COP29 Radio Spectrum Management portal](#). The portal serves as the sole official channel for submitting

equipment registrations and spectrum requests. Submissions made via email, or any other alternative methods will not be processed.

18. It is advised to consult the Technical Guide for regulations governing the use of radio-electronic equipment and the allocation of temporary radio spectrum. The User Guide provides detailed instructions for utilizing the portal. Links to these guidelines are available [here](#).
19. The submission must be done prior to arrival at the conference venue.
20. Upon arrival at the conference venue, all registered and approved radio-electronic equipment must be presented at the designated desks in the Registration Zone for technical inspection and labelling. Any equipment that is not registered or does not pass the on-site technical inspection will not be labelled and will be prohibited from entering the conference venue.
21. For further assistance please contact [mediaservices@cop29.az](mailto:mediaservices@cop29.az).

## **VII. Access to the Media Centre**

22. Media on party delegation badges will be allowed to access the media centre from 11 November till 13 November. From the 14 November onwards, the media centre will only be accessible by those carrying media accreditation.
23. The media centre has an overall capacity of 1500, with 300 press desks and a number of unallocated broadcast workstations. Space in the media centre will be available on a first-come, first-served basis. Security at the entrance of the media center will inform media representatives if the media centre is full. There are other workstations across the COP site, however these will not offer the services available at the media centre.
24. If you want to use an unallocated broadcast workstation, please visit the IBC Information Desk.

## **VIII. Overview Media Moments and Access Arrangements**

25. There will be many media moments within the WLCAS programme to capture Head of State and Government activity at COP29. The below table outlines moments and where there will be access for travelling media and official photographers/videographers. The access has been defined based on security and the space available in each location. No exceptions will be made. All moments will be covered by the COP29 host broadcast and official photography teams, and the footage/photographs will be available to all delegations. More information on how to access the footage/photographs is outlined in chapter “Download Host Broadcast Footage and Official Photography”.
26. For the schedule of events during the WLCAS please see [here](#).

<b>Media Moment</b>	<b>Access for travelling media</b>	<b>Access for travelling official photographers and videographers</b>
Informal Arrival of HoS/G for World Leaders Climate Action Summit (WLCAS)	None	None
Handshake of HoS/G with UN Secretary General and President of Republic of Azerbaijan	None	None
Family Photo	None	None
WLCAS opening ceremony – Plenary 1 Nizami	None	Yes, if they are part of the entourage 1+3
VVIP Lounge	None	Yes, if they are part of the entourage 1+3
Delivery of National Statements – Plenary 1 Nizami	Two broadcasters and two photographers and press seats at the back of the room	Yes
Bilateral meetings of Leaders – VVIP area	Three per country	Yes, if they are part of the three per country allocation
Events hosted by the UN Secretary General	Yes, if not restricted by the organizer	Yes, if not restricted by the organizer
Round Tables hosted by the COP29 Presidency	Yes, if not restricted by the organizer	Yes, if not restricted by the organizer
COP 29 Presidency High-Level Events	Yes, if not restricted by the organizer	Yes, if not restricted by the organizer
High-Level Party Events (HLPE)	Yes, if not restricted by the organizer	Yes, if not restricted by the organizer
Gala Dinner	None	None
Press Conference Rooms 1& 2	Yes, if not restricted by the organizer	Yes, if not restricted by the organizer
Pavilions	Yes, if not restricted by the Pavilion owner	Yes, if not restricted by the Pavilion owner

## **IX. Access modalities for Bilateral Meeting Rooms**

27. Travelling media should present themselves to the Media Meeting Point, which will be located next to the Bilateral Booking Desk outside the entrance to the bilateral meeting rooms, 15 minutes before the bilateral is scheduled to start. Media should inform those at the desk what bilat they are there to capture. Media will be given an overlay pass and escorted into the bilateral rooms where they will be able to capture the first minute of the greeting between the Leaders before being escorted out. The overlay pass must be returned before departure.

## **X. Access modalities for Events hosted by the UN Secretary General**

28. Media (accredited and travelling) attendance at UN Secretary General events is at the discretion of the event organizer and if space allows.
29. If media (accredited and travelling) are allowed to enter they present themselves to the Media Meeting Point outside of each venue at least 30 minutes ahead of the event. Media will be escorted into the event locations with sufficient time to set up ahead of the event.

## **XI. Access modalities for Delivery of National Statements**

30. Those who wish to capture individual National Statements whether accredited media or travelling media (film cameras or photographers) can do so under guidance. Those interested must present themselves to the Media Meeting Point (located adjacent in the atrium outside of the Plenary Halls) at least 30mins ahead of the National Statement to be captured. Media will be escorted into the Plenary Hall with sufficient time to set up ahead of the National Statement to be captured. On completion of the National Statement the escorted media representatives must leave the room.
31. There will be a restriction for travelling media of no more than 2 film cameras and 2 photographers for each National Statement. Broadcast cameras will have access to Floor and English Clean Audio. XLR cables will be required to connect to the distribution amplifier (DA). Accredited media will be allowed entry on top of travelling media if space and security allow.

## **XII. Access modalities for Round Tables hosted by the COP29 Presidency**

32. Media (accredited and travelling) attendance at Round Tables hosted by the COP29 Presidency is at the discretion of the event organizer and if space allows.
33. If media (accredited and travelling) is allowed to enter they present themselves to the Media Meeting Point outside of each venue at least 30 minutes ahead of the event. Media will be escorted into the event locations with sufficient time to set up ahead of the event.

## **XIII. Access modalities for COP 29 Presidency High-Level Events**

34. Media (accredited and travelling) attendance at COP 29 Presidency High-Level Events is at the discretion of the event organizer and if space allows.
35. If media (accredited and travelling) is allowed to enter they must present themselves to the Media Meeting Point outside of each venue at least 30 minutes ahead of the event. Media will be escorted into the event locations with sufficient time to set up ahead of the event.

#### **XIV. Access modalities for High-Level Party Events**

36. Media (accredited and travelling) attendance at High-Level Party Events is at the discretion of the event organizer and if space allows.
37. If media (accredited and travelling) is allowed to enter they must present themselves to the Media Meeting Point outside of each venue at least 30 minutes ahead of the event. Media will be escorted into the event locations with sufficient time to set up ahead of the event.

#### **XV. Access modalities for Press Conference Rooms**

38. Travelling media will be allowed to access the Press Conference Room 1 “Karabakh” and Press Conference Room 2 “Natavan”.
39. However, be advised that some press conferences may be restricted.

#### **XVI. Access modalities for Pavilions**

40. If your Head of State or Government is visiting your country pavilion as part of their programme, travelling media and official photographers/videographers will be able to access pavilions and capture footage/photographs.
41. If your Head of State or Government is visiting another party or observer pavilion, access for media and official photographers/videographers is at the discretion of the pavilion owner and if space allows.

#### **XVII. Download Host Broadcast Footage and Official Photography**

42. Access to images from the Official Photography team is via the [UNFCCC Flickr account](#). The account is an open platform and login details are not required.
43. Access to the Host Broadcast footage is via a wired network connection to the Media Library Server. The Media Library Server provides high-resolution files in XDCAM codec with 50 MB/sec and low-resolutions files in H.264 codec with 7 MB/sec for download. This will be available in the TV cubicles, open-plan workspaces, and offices within the media centre. Media will be able to use the unassigned broadcast workstations within the media centre to access the host broadcast feed. The Media Library will not be accessible over Wi-Fi. A username and password will be required to access the Media Library. A user guide and helpdesk will be provided.
44. Broadcasters can also request the footage on a USB stick from the Dubbing and Recording Reception desk within the media centre. USBs must be returned after the footage has been downloaded for reuse.

#### **XVIII. Booking a Press Conference Room**

45. There will be two press conference rooms within the COP29 Blue Zone site: Press Conference Room 1 “Karabakh” and Press Conference Room 2 “Natavan”. Press Conference Room 1 “Karabakh” is located next to the VVIP Lounge and Plenary 1 “Nizami”. Heads of State or Government are encouraged to use Press Conference Room 1 “Karabakh” for its proximity to the VVIP lounge. The room has a capacity of 200 people, with a riser at the back for broadcast cameras



with access to Clean Audio. XLR cables will be required to connect to the DA. It has a dual stage set up with a top table for 6 people and a single lectern.

46. Live stand-ups are not permitted in the Press Conference Rooms.
47. If you wish to hold a closed press conference to your travelling media or country specific accredited media only, the Country press officer will be responsible – in collaboration with the Press Conference Room Manager – for managing access at the door.
48. To book a press conference please visit the press and media page on the [UNFCCC website](#) and complete a [press conference request form](#).
49. The completed form should be sent to [pressconf@unfccc.int](mailto:pressconf@unfccc.int). Press conference rooms are available from 09:00 – 18:00 every day and will be allocated on a first-come first-served basis. Each press conference can last for a maximum of 30 minutes.
50. The press conference schedule can be found [here](#).

## **XIX. Filming outside of the COP29 site**

51. Media representatives intending to conduct filming or photography outside the COP29 venue (Baku Stadium) are required to complete the [Registration Form for Filming and/or Photography Outside the COP29 Venue](#). The completed form must be submitted to [mediaservices@cop29.az](mailto:mediaservices@cop29.az) with the subject line "Registration Form for Filming and/or Photography Outside the COP29 Venue" no later than 10 days prior to the intended filming date.

## **XX. Further contacts**

52. All questions regarding media accompanying HoS/G and access should be directed to [mediaservices@unfccc.int](mailto:mediaservices@unfccc.int) and [mediaservices@cop29.az](mailto:mediaservices@cop29.az).