



**Expression of Interest
Media Coverage**

United Nations Climate Change Conference (COP24/CMP14/CMA1.3), Katowice, Poland

The United Nations Climate Change Secretariat has the pleasure to invite your media organization under this Expression of Interest document to apply for the booking of workspace and other facilities to assist with your media coverage of the 2018 United Nations Climate Change Conference (COP24/CMP14/CMA 1.3) that will take place at the Międzynarodowe Centrum Kongresowe (International Conference Centre), in Katowice, Poland

The conference will take place from **2 – 14 December 2018**.

The conference venue will be made up of a combination of existing buildings and temporary structures.

One of the temporary structures will contain the Media Centre including an International Broadcast Centre (IBC) in which facilities to meet the needs of Television and Radio Broadcasters and Press News Agencies will be provided. Workspaces in the IBC are limited and are therefore offered on an approval basis.

Applications for workspaces are now open and submissions must be received by the deadline of **Monday, 12 November 2018**. All applications will receive an email acknowledgement, which will advise on the next steps.

Immediately following the deadline, allocations will be made according to the space available in the Media Centre. All applicants will then be notified and confirmation or otherwise will be given on or before **26 November 2018**.

Overview of the meeting venue

- The Main Entrance and Registration will be in an area at the ground level of the Spodek. This is an iconic building in Katowice in the shape of a flying saucer. This can be located at 50°15'58"N 19°01'31"E
- Adjacent to the Spodek is the International Conference Centre. Plenaries 1 & 2 and Press Conference Room 1 will be located in this location (also known as the MCK).
- Press Conference Room 2, the Media Centre and IBC will be located in a double story temporary building. This structure will be located adjacent to the Coal Mining Museum (Muzeum Śląskie (<https://muzeumslaskie.pl/pl/>))
- The distance between the MCK and the Media Centre is approximately 500 meters. There will be a covered tunnel connecting the 2 venues. You will need good walking footwear if you need to travel between these 2 areas often.
- There will be a Satellite Farm for SNG's within the Conference venue, but the final location will be communicated at a later date as this is still under review.
- There will be ample signage to guide you between the venues.



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- The official address of the venue is plac Sławika i Antalla 1, 40-166 Katowice, Poland
- For safety and security reasons there will be no vehicular access to the venue beyond the drop-off points on aleja Korfantego and aleja Rodzińskiego

Once you have your conference badge, you will have access to the Media Centre directly through a 2 entrance situated off aleja Rodzińskiego

It is recommended that you visit the official websites: <https://unfccc.int> and cop24.gov.pl for further general information regarding the Conference.

Accommodation

Media representatives accredited to cover UN Climate Change meetings are responsible for their own travel and hotel or other accommodation bookings and other personal arrangements.

Accommodation is widespread in and around Katowice but generally will be available within the range of 30-60mins to the Conference venue. Accommodation ranges from self-catering apartments to a choice and range of hotels. If you require assistance in locating and booking accommodation for your stay in Katowice please visit the following: cop24accommodation.pl

It is recommended that bookings are made as early as possible to secure rooms.

Transport

Those with UN Climate Change conference badges will have access to free transport on all methods of Katowice's transport system and from 41 cities and villages in the Zagłębiowska Metropolis.

Please visit <https://unfccc.int/> and scroll down to 'Transportation'.

There will be Courtesy Desks to assist those who need assistance at all major hubs.

A free continuous shuttle bus transport system will also operate on selected routes. The Conference badge will be your ticket for using the shuttle service. Those using the bus service for the first time will need to show their UN Climate Change accreditation confirmation letter.

The Shuttle Bus routes will be published on cop24.gov.pl. Best to check after 15 October 2018

There are NO facilities offered for the parking of private cars. Private vehicles or Taxis can be used up to the designated 'drop off' points but must immediately drive away.

Taxis are readily available throughout Katowice and will be an option for getting to the conference venue.

Upon arrival, you will need to be dropped off at the Spodek entrance and proceed to the Registration area, which will be clearly identified.

Those who are carrying heavy or bulky equipment can request assistance in ferrying equipment to the IBC if advance notice is given to Tim Davis, IBC Manager
davis.tim52@gmail.com



Accreditation

Only those accredited will have access to the Conference Venue.

Applications for accreditation are open and will close on **26 November 2018**. There will be a ceiling therefore it is recommended to apply as soon as possible.

All accreditations must be done online at <http://unfccc.int/press> Please do not arrive at the Conference venue without accreditation.

Anyone entering the conference venue from 1 December 2018 onwards will only be permitted entry with a UN Climate Change conference badge.

Accreditation badges can be collected from the Registration Area at the Spodek Entrance from 26 November 2018 between 8am-6pm. Thereafter from 1 December 2018 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 attached to the badge.

Visa Requirements

It is very important that you visit cop24.gov.pl to establish whether you require a Visa to enter Poland.

Temporary Importation of Filming Equipment – Still Cameras & Filming Equipment

There is no restriction on the temporary importation of equipment for those attending from within the European Union. All others must enter under a 'Carnet'. Please confirm this with your freight adviser.

Please visit: https://ec.europa.eu/taxation_customs/specific-use_en

Also visit:

<https://kiq.pl/uslugi/karnety-ata-legalizacja-swiadectwa-pochodzenia-certyfikacja/dla-eksporterow/karnety-ata/>

Filming Licenses

Filming within the Conference venue is unrestricted in all public areas only. Filming within the meeting rooms is not permitted although there will be limited access to the Plenary Halls. Further details in this regard will be contained in a bulletin that will be available online from Saturday, 1 December 2018

Filming in and around Katowice or anywhere else in Poland (outside of the Conference venue) is unrestricted and will not require special permissions as long as the filming content is for 'News' and not 'Documentary'-type coverage. As guests in Poland please respect the local laws and do not infringe on people's privacy or cause obstruction.



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Use of Airwave Frequencies & Radio Communication

A list of free-to-use frequencies will be made available to ensure there is no duplication when using wireless microphones.

For those who intend to use walkie-talkie radio communication, you will be required to seek the approval of the Poland Office of Electronic Communications. Please advise Tim Davis, IBC Manager davis.tim52@gmail.com, who will provide the necessary application form.

Host Broadcaster

The Host Broadcaster will be **Telewizja Polska**. TVP were also the Host Broadcaster at COP 14 in Poznan and COP 19 in Warsaw so come with a wealth of experience.

Apart from covering the Conference they will be managing and running the Master Control Room (MCR) in the Media Centre with help on hand for anyone with any difficulties in the IBC. TVP in cooperation with European Broadcasting Union (EBU), they will also offer a range of commercial services including servicing 2 Stand Up positions.

For those who may be interested in any of their services please contact:

Monika Krasnodebska - Monika.Krasnodebska@tvp.pl +48 785 985 134

CC: Ivan Stojanovic - Stojanovic@eurovision.net +381 63 20 66 11.

Open Press Working Area

- Approximately 300 workspaces including desk, chairs and electrical sockets will be available.
- 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:
 - Positions provided with free-for-use Laptops with RJ45 plugNplay wired Internet access.
 - Positions provided with free-for-use RJ45 plugNplay wired Internet access.
 - Other workspaces will be unserviced with only desk, chair, lighting and power. These are free-for-use for those who have their own computers that can connect to the WiFi.
- XLR connectivity will be centrally located for audio capture in Floor and English languages. The audio will only be from Plenary 1 & 2.
- WiFi connectivity will be available throughout the Media Centre.
- CCTV Monitors will be available within the Open Press Writing Area providing live coverage of all proceedings including a scrolling agenda of the meetings.
- Press News Agencies with over 6 journalists attending can apply for a larger dedicated space within the IBC.

Television and Radio Workstations

- 76 open plan workstations are available (2m wide x 800mm deep x up to ceiling) including worktop, 3 chairs, electrical sockets, SDI connection to the Host Broadcasters feed, RJ45 plugNplay wired internet connections and a CCTV monitor to follow proceedings.
- Those who need to capture audio only this will be accessed through XLR that will deliver the Host Broadcasters feed.



- The open plan workstations will be arranged next to each other 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 your Expression of Interest).
- Each workstation will be allocated one lockable cabinet (120cm x 45cm x 60cm).
- There will also be a limited number of 'larger' lockable cubicles for Broadcasters who warrant the space. These will be allocated on a first come, first served basis and an indication of this space should be given in your Expression of Interest. The lockable cubicles will not be soundproofed and will not have a ceiling.
- WiFi access will be available throughout the Media Centre.
- Positions for SNG vehicles or Flyaway Dishes will be available. Requests to reserve a parking position should be included in your Expression of Interest. Further information regarding access to the parking will be given in due course.

There will be a communal lockable storage area for those requiring to store their flight boxes or other items during the period of the Conference. Please contact Tim Davis, IBC Manager davis.tim52@gmail.com when you are onsite.

SNG's & Flyaways

Broadcasters who intend to bring their own uplink services must include this in their applications. This should include whether it will be an SNG or Flyaway.

Further information regarding the facilities available in the parking area will be advised in due course.

- 32amp power will be provided.
- Independent power supplies, including generators will not be permitted.

Any satellite equipment brought into Poland is unrestricted if coming from within the European Union. Others will need to come into Poland under a 'Carnet'.

Please visit the following link to ensure you are conversant with any licenses that may be required from the 'Office of Electronic Communications'

<https://bip.uke.gov.pl/jak-uzyskac-rezerwacje--pozwolenie--zezwozenie-tresc/sng.7.html>

If you need to apply for a license please advise Tim Davis, IBC Manager davis.tim52@gmail.com who will provide the digital forms to be completed.

Those without their own uplink facilities and who require this service can book onsite or through Dorota Krasnodebska dorota.krasnodebska@tvp.pl (Mobile +48 605 605 375) who will be providing commercial services.



Arrival and Departure of SNG's & Flyaways:

It is recommended that SNG or Flyaways are parked in position at the venue by **30 November 2018**. Access on this date is not restricted but **must be coordinated with Tim Davis, IBC Manager davis.tim52@gmail.com** This date is for the parking of the SNG or Flyaway **only**. Actual set-up can only commence on Saturday, 1 December 2018

Those who bring their SNG or Flyaways after 30 November 2018 will first have to undergo security screening at the Security Search Park which is located close to but outside the Venue perimeter. The vehicle will then be 'escorted' to the Conference Venue - and this can only be done between 11pm - 6am! This procedure will be effective for any movement of SNG's in/out of the Conference venue during the Conference.

All personnel on board SNGs must have accreditation badges.

All movement of SNGs from arrival to departure must be coordinated with Tim Davis, IBC Manager davis.tim52@gmail.com. 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 do so **only** on Friday, 30 November 2018.

It will be necessary to advise Tim Davis, IBC Manager davis.tim52@gmail.com of the vehicle registration number, type and model + all on board: names, ID and mobile numbers, and an approximate time of arrival.

Entry and exit will be off roads: Dobrowolskiego onto Goreckiego followed by Jerzego Haralda. The delivery vehicle **MUST** leave the venue as soon as the equipment is offloaded.

From 1 December 2018 onwards – everything must be hand-carried through the main entranceway.

Stand Up Positions

Up to 20 stand up positions will be available and your interest in booking these must be included in your Expression of Interest. Allocations will be made at the end of the booking process to enable even distribution between applicants.

The final location of the Stand Up positions remains to be confirmed, but they will be in a covered outdoor location. The anticipated backdrop will be the Spodek, which will be very visibly branded with nighttime lighting effects. They will be located close to the Plenaries and far from the Media Centre. It will not be possible to cable between the Stand Ups and the Media Centre – that distance being over 500metres. Cabling between SNG's & Stand Up positions will range between 100-300 meters.

All positions will be allocated by Tim Davis, IBC Manager davis.tim52@gmail.com



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- A strip of 4x 16amp Schuko power outlets will be provided.
- It will be up to the Broadcasters to provide cabling and lighting, plus all necessary equipment.

Please provide an indication as to how you will be uplinking from your stand up position, i.e. SNG, Flyaway, Other.

Open Day

There will be an 'Open Day' to tour the facilities for acquaintance of the Conference venue including the Media Centre, Conference & Press Conference Rooms, Stand Up position and Satellite Farm.

This tour is open to all Media (excluding writing press journalists) who will attend the COP. A provisional date is given as **Tuesday, 20 November 2018 commencing from 10am**. This is subject to confirmation. Further information regarding meeting place and time will be given to those expressing interest.

This will be the only opportunity to visit the conference venue ahead of the official opening on 2 December 2018.

An indication of your intention to attend must be submitted with your booking. Only 2 people from each Media House, may attend. Still cameras will be permitted to capture pictures. No video/film cameras.

Commercially Available Services

Additional services (e.g. telephone, independent Internet, ISDN lines etc.) will be available on a commercial basis.

Those requiring these services are requested to submit your requirements to:
cop24-commercial@mtp.pl

The deadline for these bookings will be 24 November 2018.

There will not be a dedicated 'Radio Studio' onsite but there will be a soundproofed 'Quiet Room' from where Radio Broadcasters can submit their reports. This will be available on a booking arrangement through the IBC Manager



Summary

Requests for any of the facilities included in this Expression of Interest must be included in the Applications being submitted noting:

1. Approximate number of personnel in your team
2. Designation i.e., Text reporting, TV or Radio
3. Commercial Services that may be required
4. Interest in Stand Up positions and any relevant related requirements.
5. Whether space for an SNG Truck or Flyaway is needed. If so please provide:
 - Make, registration and overall dimensions of the vehicle.
 - In the case of Flyway's the base area needed.
 - The dates that you intend to arrive and depart (from the Satellite Farm)
6. Whether you are interested in attending the 'Open Day'
7. An indication of your intended date of arrival and departure (into the Media Centre)
8. Any specific requirements over and above those mentioned in this document

Important Facts

- Power Supply in Poland is 230volts@50Hz. Electrical plugs are European standard 2 pin Schuko.
- The Broadcast Signal will be HD 16x9 PAL or NTSC delivered through SDI connection with embedded audio. Your Expression of Interest application must indicate which format you will require.
- Wired Internet speeds are expected to be a minimum of 4mbs.
- Catering and refreshments will be available within the Media Centre

CCTV Facility

The Host Broadcaster will cover all proceedings from gavel-to-gavel from Plenaries 1 & 2 and the 2 Press Conference Rooms. All the coverage will be available for monitoring on the CCTV network and will be available to those who have access to the distributed feeds. This is **ONLY** in the IBC within the Media Centre.

The Host Broadcaster's coverage is unrestricted and available for free use.

Dates Facilities are Available

All the above-mentioned Media Facilities will be available from Sunday, 2 December 2018 through to the end of the Conference scheduled for Friday, 14 November 2018.

The Media Centre will be available for 'set-up' from Saturday, 1 December 2018. Those requiring an earlier set-up date please advise. These requests will be subject to confirmation, as they will have to be passed through 'Security'.

All Expressions of Interest should be submitted by email to the IBC Manager, Tim Davis, as early as possible with a closing deadline of **Monday, 12 November 2018**

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.