

**MEDIA ADVISORY
UNITED NATIONS FRAMEWORK CONVENTION
on CLIMATE CHANGE**

Bali, 3 – 14 Desember 2007

1. Introduction

The Government of the Republic of Indonesia and the UNFCCC will be organizing United Nations Framework Convention on Climate Change (UNFCCC) in Bali on 3 to 14 December 2007.

2. Accreditation/ registration

- a. Accreditation is required to representatives of recognized media agencies assigned to cover the event.
- b. Registration could be done online through http://unfccc.int/press/calender_of_events/accreditation/items/3168.php. Accreditation will be granted upon presentation of valid press credentials, including
 - i) a completed accreditation form (submitted online, by fax or mail);
 - ii) a letter of assignment on official letterhead of a media organization signed by the Publisher/Assignment Editor, Editor-in-chief or Bureau Chief or director of the TV/radio programme, specifying in the name and functional title of the journalist;
 - iii) a photocopy of a valid press card/work pass; and
 - iv) a photocopy of the applicant's passport/national ID cards.

All credentials must be sent to:

UNFCCC Secretariat

F (+49 228) 815 1999

E press@unfccc.int

W www.unfccc.int

- c. Those who send their application form through fax are to put their e-mail address (if any). The applicants are to present their original documents when collecting Badges.
- d. Online registration requires a digital copy of the assignment from editor/ executive of media agencies.
- e. On-site registration will not be available.
- f. Accreditation badges (ID) may be collected at the Media Secretariat and Media Center and must be worn at all times in a visible spot.

3. Visa Requirements

Journalists/reporters are **required** to apply for a journalist visa at the nearest **Indonesian Embassy/ Representative Offices**.

4. Media Pool

For covering the Opening Ceremony and other 'open session' events, photographers and cameramen will be given access to enter the venues. However, should the space availability does not permit, Media Pool may be applied. In this regard, special media overpasses will be issued and they must be worn at all times together with ID Badges. Others may observe or follow the events at the Media Center in which CCTV will be provided.

5. Media Center

- a. Media Center will be located in the Westin Hotel, Nusa Dua, Bali and will be operational on Sunday, December 2, 2007. Selected documentation, including statements, speeches, press materials and announcements will be available at the Media Center.
- b. Upon request, Media Secretariat at the Media Center will also arrange Press Conferences, Press Briefing, and Press Interview by official spokes persons. Media Secretariat will also facilitate Press Conference, Press Briefing, and Press Interview for other delegates on 'first come first serve' basis.
- c. Media Center provides computers with internet accesses as well as an internal telephone line. CCTV will be provided by 'In-house broadcaster'. Local/long distance/international pay-phones and Media booths are also available at the user expenses.

6. Media Booths

The Media Center in the Westin Hotel provides media booths at a first come first served basis. Media booths are available at the Media Center on a commercial basis. Arrangements for renting the facilities should be made in advance. For further enquiries please contact **MEDIA SECRETARIAT**.

7. Accommodation and Travel Arrangements

Media representatives will be responsible for their own travel arrangements, reservation and payments of hotel accommodation.

For further information regarding to this matter, please visit: **www.climate.web.id**.

Please note that press/media representatives accredited to cover UNFCCC meetings are responsible for their own travel and hotel bookings. The secretariat is not in a position to make these arrangements.

8. Customs Clearance Requirements

The lists of equipment **must be legalized by Indonesian Embassies/ Representatives** for importation and exportation purposes.

Jakarta, 29 Oktober 2007