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| **UNFCCC PRESS CONFERENCE REQUEST FORM**  **Requesting for:**  **Party  UN  IGO  NGO**  **complete and send to:** [**pressconf@unfccc.int**](mailto:pressconf@unfccc.int) | | | | | | | | | | | | |
| **Delegation/Organization:** | | | |  | | | | | | | | |  |  |
|  |  | | |  | | | | | | | | |
| **Date(s) of requested press conference(s) (DD.MM.YYYY):** | | | |  |  | |  | |  | |  | |
|  | | | |  |  | |  | |  | |  | |
| **Time(s):** | | | |  | | | | | | | | |
|  | | | |  | | | | | | | | |
| **Indicate additional access (besides press)** | | |  | **Other Parties** | **UN** | | **NGOs** | | **IGOs** | |  | |
|  | |  | |  |  | | | |  | |  | |
| **To be webcast:** | |  | | **Yes** | **No** | |  | |  | |  | |
| **To be announced (CCTV):** | | | | **Yes** | **No** | | | |  | |  | |
|  |  | | |  | | | | | | | | |
| **Title to be announced (OPTIONAL):** | | | |
|  |  | | |  | | | | | | | | |
| **Presentation:** | | | | **Yes** | **No** | | |  | |  | |
| **Name of Contact Person:** | | | |  | | | | | | | | |
|  | | | |  |  | |  | |  | |  | |
| **Mobile number:** | | | |  | | | | | | | | |
|  | | | |  | |  |  | |  | |  | |
| **E-mail:** | | | |  | |  |  | |  | |  | |
| Please note that:   * Only registered government representatives and admitted observer organizations ([IGOs](https://unfccc.int/process/parties-non-party-stakeholders/non-party-stakeholders/admitted-igos) and [NGOs](https://unfccc.int/process/parties-non-party-stakeholders/non-party-stakeholders/admitted-ngos)) may hold a press conference. * All requests will be allocated on a first-come, first-served basis with close alternatives being offered should the time slot be already reserved. * Press conference services are provided between the hours of 09:00-18:00 (last slot starts at 17:30). * Each press briefing is 30 minutes in length, maximum * All press conferences must be requested no later than 16:00 local time the day before the desired date. Requests received after this time will be dealt with; however, the desired timeslot cannot be guaranteed. * Titles of press conferences (if any) must be submitted no later than 16:00 local time the day before the desired date. * Same day requests must be received at least 2 hours before the requested time. * A laptop and beamer are available in the room. Presentations should be delivered to the technical team in the room * No food or drink allowed inside the press conference room   More information can be found on our [webpage for press conferences](https://unfccc.int/about-us/press-and-media#Press-conferences). | | | | | | | | | | | | |