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| **UNFCCC PRESS CONFERENCEREQUEST FORM****Requesting for:****[ ]  Party [ ]  UN [ ]  IGO [ ]  NGO****complete and send to:** **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). |