



United Nations
Climate Change Secretariat

Nations Unies
Secrétariat sur les changements climatiques

Expression of Interest

Media Coverage of UN Climate Change Conference (COP28/CMP18/CMA5)

United Nations Climate Change (UNFCCC) has the pleasure to invite media organizations to apply for the booking of workspace and other facilities to assist with media coverage of the United Nations Climate Change Conference (COP28/CMP18/CMA5) taking place from **30 November – 12 December 2023** in the United Arab Emirates (UAE) at [Expo City Dubai](#).

UN Climate Change welcomes local, regional and international media attendance at COP28.

The Media Center, a purpose-built temporary structure at Expo City Dubai, will accommodate an International Broadcast Center (IBC) for television and radio broadcasters, as well as spaces for press news agencies and photographers. It will contain all the facilities detailed in this invitation to assist the media in their coverage of COP28.

For more information on the Conference venue please visit the [COP28 website](#).

Application for workspaces

Workspaces in the IBC are limited and are offered on an approval basis. Application for workspaces is now open and submissions must be received by **Monday 16 October 2023**. All applications will receive an email acknowledgement, advising them of the next steps.

Following the above deadline, allocations will be made according to the space available in the Media Center. All applicants will be notified of their application status on or before **Wednesday 1 November 2023**.

Overview of the COP28 venue

- All the main areas of the venue are at ground level. This includes the two Plenary Halls, two Press Conference rooms, Amphitheatre and Action Rooms.
- The Media Center consists of two purpose-built structures side by side with internal access. One structure is dedicated to broadcast media whilst the other is the written press and photography area, both areas contain open plan workspaces and cubicles.
- The Plenary Halls and Press Conference 1 will be within 5 minutes' walking distance of the Media Center, whilst Press Conference 2 will be within 15 minutes.



Accreditation

Only accredited media representatives with a UNFCCC conference badge will be permitted to access the Conference venue, including the Media Center. **[Online accreditation](#) is the only official channel to obtain media accreditation.**

Applications for accreditation are now open. Whilst there is no formal closing date, the application process will be closed once the media quota has been fulfilled. Notification of a closing date will be given as the numbers approach quota. For more information on media accreditation please visit the [UNFCCC website](#).

Due to the high numbers of expected media accreditation requests, applications should be submitted as soon as possible. ***Each organization should consider their number of accreditation requests and limit lists to the essential personnel required.***

Successful candidates can collect their accreditation at the registration desks at the COP28 main entrance from ***Friday 24 November 2023, 8am-6pm***. This is for advance collection only. The accreditation badge will not provide access to the site until it becomes active on ***Thursday 30 November 2023***.

For security reasons, accreditation must be collected in person at the registration desk. You will be required to display your UNFCCC registration confirmation email, as well as the original copy of the photo ID used in your application.

You will not be permitted entry to COP28 without accreditation.

Visa Requirements

All COP28 participants traveling from outside the UAE will require a visa, regardless of their national passport. Visas can be obtained only through the visa portal as described below.

The UAE Government has authorized an electronic, free of charge Special Entry Permit for all UNFCCC-registered COP28 UAE event attendees, also known as the COP28 UAE Visa. Once you have completed your UNFCCC registration you will receive a UNFCCC registration confirmation email which will include a link to apply for the COP28 UAE Visa.

Through the link, please visit the visa portal, fill out the form, upload the required documents and submit it for approval. Once approved, you will receive the visa confirmation email with a link to download your COP28 UAE Visa.

All foreign participants entering the United Arab Emirates (UAE) must have a passport which is valid for a minimum period of 6 months from your date of entry into the UAE.



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It is mandatory for all foreign UNFCCC-registered participants entering the UAE to apply for the COP28 UAE Visa, prior to arrival, using the visa application link within the UNFCCC registration confirmation email.

Processing of the COP28 UAE Visa application may take up to 72 hours after submission. Participants are therefore strongly encouraged to take the necessary steps to apply, as soon as their UNFCCC registration is confirmed. Your application status can be checked using the link in your visa application confirmation email (received after submitting the visa application).

To facilitate a seamless visa issuance process, it is imperative to provide all the required information including the UNFCCC registration code on the COP28 UAE Visa application portal.

The COP28 UAE Visa allows the holder a single entry into the UAE. Should you wish to leave the UAE and return during COP28, you must re-apply for the COP28 UAE Visa following the same process as you have previously. Please note, you can apply only after you have exited the UAE.

All enquiries regarding visa arrangements should be addressed directly to visas@unfccc.int.

Accommodation

Media representatives accredited to cover COP28 are responsible for their own travel and accommodation bookings.

Hotel accommodation is widespread in and around Dubai and Abu Dhabi and is available within 30-60 minutes travel time of Expo City Dubai.

An accommodation portal is available on the [COP28 website](#) offering a range of accommodation to suit varying budgets. If you are unable to find appropriate accommodation options on the portal or require a larger group booking, please contact the appointed travel company, bnetwork, directly. Contact details for bnetwork can be found under the accommodation heading on the [COP28 website](#).

bnetwork and COP28 will continue to add new accommodation to the portal in the lead up to COP28 however, we recommend that bookings are made as early as possible.

Transport

Dubai is an easy city to navigate with an extensive public transport network including Dubai metro, Dubai tram, buses and taxis.

Dubai Metro

The **Dubai Metro's red line** connects various locations throughout the city, including Dubai International airport, to the Expo 2020 metro station situated at the entrance of COP28 at Expo City Dubai.



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All Blue Zone accredited delegates will be provided with free transport cards for the duration of the event. The nol cards will be available for collection from the delegation gift desk on site, after arrival.

For further information and to plan your journey visit the [RTA website](#).

Taxis

Taxis are readily available throughout Dubai. The easiest way to use these services is:

Dubai Taxi Corporation (DTC): Download the app or visit the [DTC website](#).

Careem: Download the app or visit the [Careem website](#).

Uber: Download the app or visit the [Uber website](#).

Taxis can be used up to the designated drop-off point at the COP28 entrance.

Parking

For those who wish to self-drive, there is a dedicated parking facility for Blue Zone delegates, including media, situated approximately 650 meters from the COP28 entrance. A free shuttle service, with the capability to carry equipment, operates from the car park to the entrance. Access to the car park is upon display of your UNFCCC accreditation.

Buses

For information on bus travel and to plan your journey visit the [RTA website](#).

Up-to-date information regarding bus services from designated hubs in Abu Dhabi to COP28 will be posted on the [COP28 website](#) as it becomes available.

Please visit the [COP28 website](#) for further information regarding transport to COP28.

Virtual Participation

Closer to the Conference, the COP28 platform will be accessible to all registered participants of the UN Climate Change Conference in Dubai. The platform allows participants to watch and join meetings according to accreditation type, network with other participants and create self-service online meetings. For more information on joining the COP28 platform please visit the [UNFCCC website](#).

Open Press Working Area

- Over 500 workspaces including desks, chairs and electrical sockets will be available in the Media Center.
- **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:
 - o 50 positions with free-to-use laptops with internet access.
 - o 250 positions with free-for-use RJ45 plug and play wired internet access.



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- o All other workspaces will be un-serviced, with a desk, chair, lighting and power. These are free-for-use for those who have their own computers that can connect to WiFi.
- Press news agencies with more than 6 journalists attending can apply for a dedicated cubicle within the Media Center.
- XLR connectivity will be centrally located in the open press writing area for audio capture in floor & English languages from Plenaries 1 & 2.
- IPTV monitors will be available within the open press writing area providing live coverage of all proceedings including a scrolling agenda of all scheduled plenary and side event meetings.
- An information help desk will be prominently positioned at the entrance to the Media Center.
- An IR headset system will be available to monitor the 'live' audio from Plenaries 1 & 2. This will be selectable between floor and English languages.
- Lockable storage cabinets are available for storing valuables.

Television and Radio Workstations

- The Master Control Room (MCR) operated and run by the Host Broadcaster will be located in the broadcast area. A help desk will also be available to provide technical and other general support to all media.
- 130 serviced open plan workstations will be available (2.4m wide x 1.4m deep), including worktops and chairs for 3 people, electrical sockets, 1x RJ45 plug and play wired internet connection and an IPTV monitor to follow proceedings. Media should bring their own wired headphones with 3.5mm connection for monitoring audio at their workstations.
- The workstations will be arranged next to each other. The number of personnel attending must be included in your Expression of Interest.
- The Host Broadcaster's pool feeds will be selectable through a matrix unit which will be available for selection between several sources, including the two Plenary Halls, the two Press Conference rooms and Amphitheatre for recordings to be made through an SDI output connection with all the UN languages embedded.
- Radio workstations will offer all Host Broadcaster audio only feeds on XLR connectors through a similar matrix.
- Lockable storage cabinets are available for storing valuables.



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- There will be a limited number of larger, lockable cubicles for broadcast agencies with more than 6 personnel attending. An indication of interest in these spaces is to be given in your Expression of Interest. The lockable cubicles will not be soundproofed and will not have a ceiling.

The Host Broadcaster's coverage is unrestricted and is made available free-for-use. Those who offer a credit for the use of the material can give credit to '**COP28 Host Broadcaster**'.

WiFi will be available throughout the Media Center.

All the Host Broadcaster's pool feeds can also be followed 'live' on public webcast, or via the COP28 platform.

There will be a communal lockable storage area for those needing to store flight boxes or other larger items during the period of the Conference. Please contact the IBC Manager when you are onsite if you require this.

Media File Copies

All the pool feeds (media) will be available on the Host Broadcaster's file server as XDCam50Mbps and H.264 7Mbps files.

Broadcasters who require dubs of meetings will be able to directly access a logged database of the contents available on the server and select files for download. This is not an edit server, and playback or editing directly on the server will not be possible.

This service will **only** be available across the local network from within the Media Center. The access address and password will be available from the IBC Manager.

Alternatively, requests can be submitted to the help desk in the Media Center to obtain a copy of a meeting on a USB stick. The recordings will be in H.264 format, USB sticks will be made available from the help desk and **must be** returned for re-use.

IPTV Facility

The Host Broadcaster will cover all proceedings from gavel-to-gavel from Plenaries 1 & 2, the two Press Conference rooms, Amphitheatre and any other high-level sessions. All the coverage will be available for monitoring on the IPTV network in the IBC and across the venue.

Internet Connectivity

The COP28 site will be fed by a 40gb/s internet connection. The network will be configured in such a way so that all users have access to the full incomer, there is no throttling or segregation of the connection. As such dedicated bandwidth segments will not be available.



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All internet connections will be capable of a minimum of 10mb/s u/d and burstable up to 100mb/s u/d. The use of routers is not encouraged to extend the internet, however, if you consider this is required, please advise the IBC Manager. Routers are not to be installed without permission.

Any requests for dedicated internet provision can be submitted to mediaservices@cop28.com detailing your requirements.

SNG Vehicles & Flyaway Kits

Broadcasters who intend to bring their own uplink services must include this in their Expression of Interest. This should include whether it will be an SNG vehicle or flyaway kit.

Further detailed information regarding the services available in the satellite parking area will be provided in due course. In general:

- Independent power supplies, including generators, will not be permitted.
- Single phase and triple phase power outlets ranging from 16 Amps to 63 Amps will be provided.
- Pool feeds will be available from a central position in the satellite parking area.
- Fiber connections to stand-up positions and studios will also be available from a central position in the satellite parking area.
- Broadcasters will be responsible for cabling from the centrally positioned fiber patch box to their SNG/flyaway.
- Space will be available for flyaway dishes to be mounted on top of a container located in the satellite parking area, with access for technical equipment inside the container.
- Convenient access to the Media Center.

The satellite 'farm' will be open for the parking of SNG vehicles between **24 - 27 November 2023**.

All vehicles arriving at the satellite farm must have a booking in the Delivery Management System (DMS) and will undergo security screening before entering the site. All personnel on board SNG vehicles must have accreditation badges, collected prior to entry. Further information regarding routes will be communicated as part of the booking process.

SNG vehicles are not permitted access to the site without a booking in place. Please contact the IBC Manager with arrival and departure dates as soon as they are known.

From 29 November 2023 entry and exit to the satellite farm can only be undertaken between 10pm – 6am. This procedure will be effective for any movement of SNG vehicles in and out of the venue during COP28.

Stand-up Positions

A total of 40 stand-up positions will be available.



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Of these, 20 positions will be 'serviced' with 1x 4-way power supply, 1x RJ45 internet connection and fiber connected to the satellite farm. Broadcasters will be responsible for cabling from the fiber patch boxes to their stand-up position.

The remaining 20 positions will be 'un-serviced' but will be provided with 1x 4-way power supply and 1x RJ45 internet connection, designed for those transmitting through internet devices.

Lighting kits with a key light and back light are available for use in the stand-up positions.

Those using internet transmission through WiFi will not need a reserved stand-up position as they will be free to transmit from all open areas of the venue, provided they do not cause an obstruction.

All positions will be allocated at the end of the booking process to enable even distribution between applicants.

Interest in booking a 'serviced' or 'un-serviced' stand-up position must be included in the Expression of Interest, advising how transmission will be made (i.e., SNG, flyaway, internet, other).

Commercial uplink service providers will be on site and details will be provided upon request.

Studios

Studio spaces will be available but are limited in number.

Those who have already contacted the secretariat to secure studio space need to reconfirm this interest in their Expression of Interest.

Each space will be 5m x 5m, provided with 1x RJ45 hard wired internet connection, electrical strips and furniture comprising 2 pcs trestle tables (1.2m x 600mm) with 2 chairs, 1pc bar-type high round table, (450mm diameter) with 3pcs bar stool chairs.

Lighting will be the responsibility of those occupying the studios.

Should additional furniture need to be brought into the venue this can only be done on **Monday 27 November 2023** and must be coordinated with mediaservices@cop28.com.

If studio 'sets' are required these will be the responsibility of those occupying the studios. Dates will be agreed as to when any construction can be undertaken. Designs of studio sets to be constructed must be submitted to the IBC Manager as soon as possible. This is necessary to obtain clearances. The relevant risk assessments and Method Statements will be required to be submitted and approved prior to any works commencing.

There will not be a dedicated 'radio studio' onsite but there will be two soundproofed bookable 'quiet rooms' from where radio broadcasters can submit their reports or podcasts. The quiet room will be



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large enough to be used as an ad hoc 2/3 camera studio. There will be a conference backdrop, furniture comprising of a round table and 4 chairs, 1x RJ45 hard wired internet connection and electrical strips. Ambient lighting will be provided.

The quiet rooms are located in the Media Center and will be on a bookable basis at the IBC Manager's office (also located in the Media Center).

Dates Facilities are Available

All the above-mentioned media facilities will be available from **Thursday 30 November 2023** through to the end of COP28, scheduled for **Tuesday 12 December 2023**. The Media Center will be accessible 24 hours a day, with reduced services overnight.

The Media Center will be available for set-up from **Wednesday 29 November 2023**, by prior approval only. Those requiring an earlier set-up date to advise the IBC Manager.

Entry to the COP28 venue earlier than **30 November 2023** is by request only and should be stated clearly in your Expression of Interest.

Delivery of Bulk Equipment

Delivery of bulk equipment by vehicle, to a point as close as possible to the Media Center, can be done **only on Monday 27 November 2023**.

To facilitate bulk equipment delivery, it will be necessary to have a booking in the Delivery Management System, including details of the vehicle registration number, type and model. Please contact mediaservices@cop28.com to arrange your bulk equipment delivery.

All personnel on board vehicles delivering equipment must have accreditation badges, collected prior to entry.

Further information regarding routes to be taken will be shared as part of the bookings process. The delivery vehicle will be required to leave the venue as soon as the equipment is offloaded.

From **28 November 2023** onwards all equipment must be hand-carried through the COP28 main entrance.

Those arriving at the COP28 venue with heavy or bulky equipment may request assistance in ferrying equipment to the Media Center. Please advise mediaservices@cop28.com should this service be required.



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Open Day

There will be an 'open day' provisionally slated for **Tuesday 14 November 2023** to tour the facilities of the Conference venue including the Media Center, Plenary & Press Conference rooms, stand-up positions, studio locations and satellite farm.

An indication of your intention to attend the open day must be submitted with your Expression of Interest. Only two people from each media house may attend. Still cameras will be permitted to capture pictures. No video or film cameras will be allowed.

This tour is open to all accredited media who will be attending COP28 (**excluding written press journalists**).

The tour will take up to 2 hours commencing from 10am. Further details regarding the open day will be shared with those who have registered to attend, in due course.

Permits and Processes

Permit to temporarily import media equipment into the United Arab Emirates (UAE)

For international media wishing to temporarily import media equipment into the UAE, a permit issued by the relevant government authorities **must** be requested in advance and approved prior to arrival in order to clear customs. Further information regarding the steps involved in obtaining this permit will be shared in subsequent communication.

Permit to film and photograph in the United Arab Emirates (UAE)

A permit to film and photograph in the UAE, outside the COP28 venue must be requested and approved by the relevant government authorities prior to any filming taking place. This permit will not be required to film and photograph within the COP28 venue. Further information regarding the steps involved in obtaining this permit will be shared in subsequent communication.

Spectrum Management

All wireless/radio frequency devices entering the United Arab Emirates (UAE), regardless of if they will be operated or not, require customs clearance from the UAE Telecommunication and Digital Government Regulatory Authority (TDRA). Additionally, any wireless/radio frequency equipment used within the COP28 venue must be authorised for use on site by the COP28 Spectrum team in collaboration with the TDRA. Equipment not authorised for use on site by the TDRA and the COP28 Spectrum team or which does not pass the on-site testing process will not be tagged and will not be permitted into COP28. Further information regarding the spectrum authorization and customs processes will be shared in subsequent communication.

To ensure the high number of frequency requests can be managed, media are strongly encouraged to minimize frequency requests and bring wired devices where possible.



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Tools of the Trade

Certain items have been identified which will not be permitted at COP28. Further information on restricted and prohibited items as well as exceptions to these outlined as 'tools of the trade' for accredited media will be shared in subsequent communication.

Drones will not be permitted for use at COP28 and are not encouraged to be brought into the UAE.

Important Facts

- In the UAE the standard power plug is type G, with three rectangular pins in a triangular pattern. The standard voltage is 230 V, and the standard frequency is 50 Hz.
- There are two major mobile network operators offering coverage throughout the UAE; Du and Etisalat.
- There are three main SIM card services in Dubai: Virgin Mobile, Du and Etisalat.
- There will be no availability for landlines or ISDN telephone connectivity.
- The Host Broadcaster pool feed signal standard will be HD-SDI 1080i. Broadcasters may select frame rates of 25 frames per second or 29.97 frames per second, as well as resolution down to SD-SDI from their router panels.
- Internet speeds are expected to be a minimum of 10mbs u/d expandable to 100mbs. Both hard wired and WiFi.
- WiFi will be available throughout the Conference venue.
- Catering and refreshments will be available within the Media Center.

For up-to-date information about COP28, please visit the [UNFCCC website https://unfccc.int/cop28](https://unfccc.int/cop28) and the [COP28 website. https://www.cop28.com/](https://www.cop28.com/)

Persons of Determination

Registered media who identify as a Person of Determination and require assistance at COP28 should contact mediaservices@cop28.com with details of their requirements.

The Green Zone



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The COP28 host country have this year included the addition of a Green Zone adjacent to the Blue Zone at Expo City Dubai. The Green Zone is open to delegates and guests of the Blue Zone, public and private sector, NGOs and the general public and will host sponsor and stakeholder hubs, curated content and programming and community engagement.

Included within the Green Zone will be an additional Media Center accessible to Blue Zone accredited media, as well as Green Zone only accredited media. There will be security-controlled access points within the Blue Zone for cross over into the Green Zone.

Media with UNFCCC accreditation for COP28 will have full access to the Green Zone and are **not** required to complete the Green Zone accreditation process.

For further information regarding the Green Zone please visit the [COP28 website](https://www.cop28.com) or email your queries to mediaservices@cop28.com.

Summary

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

1. Number of personnel in your team. Please note: each organization should consider their number of accreditation requests and limit lists to the essential personnel required.
2. Designation i.e., text reporting, TV or radio.
3. Interest in stand-up positions.
4. Whether space for an SNG vehicle or flyaway kit is needed.
If so, please provide:
 - a. Make, registration and overall dimensions of the vehicle.
 - b. Base area required for flyaway's.
 - c. Arrival and departure dates for the satellite farm.
5. Whether you will be using a LiveU for transmission.
6. If you are interested in attending the 'open day' on **14th November 2023**.
7. Anticipated arrival and departure dates for the Media Center.
8. Interest in a studio space. Please re-confirm your interest if you have already contacted the secretariat to secure studio space.
9. Whether you will be bringing your own router.
10. Any specific requirements over and above those mentioned in this document.

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 16 October 2023**.

Any alterations to the facilities being offered that may occur due to logistical, technical or security reasons will be advised in a 'fact sheet' document which will be appended to all successful applicants when confirming allocations.



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Contact:

Tim Davis,
IBC Manager, UN Climate Change Conference COP28 email:
davis.tim52@gmail.com

Any other general COP28 media queries can be directed to mediaservices@cop28.com.