



October 14th, 2005

Dear Colleague:

Dome Productions have been chosen to serve as Host Broadcaster for the United Nations Climate Change Conference, being held in Montreal, Quebec Canada from November 28 till December 9, 2005

As Host Broadcaster, we will provide foreign and domestic broadcasters with live color pictures and international sound of major events including the welcoming and opening ceremonies, plenary sessions, side events and press conferences.

A fully equipped International Broadcast Centre (IBC) will be located at the Palais de Congrès de Montréal. A fully equipped television master control will distribute signals within the IBC and feed outgoing transmissions. We will supply a number of services such as working space, edit suites, stand-up areas, etc. as outlined in the attached questionnaire. Broadcasters will be responsible for ordering their own broadcast circuits coming out of the IBC.

All delegation press offices and briefing centres will be located within the Palais des Congrès de Montréal, along with the print media working area.

Attached you will find a copy of our questionnaire as well as a rate card. Your response to the questionnaire will help focus our service to best meet your needs for this complex event. We would ask you to please complete and return the attached documents as soon as possible. A Broadcasters Handbook outlining all services and a detailed schedule of coverage will be available on site.

The Host Broadcaster will be conducting Broadcaster site visits in Montreal for this event on the following date:

Friday October 28th	9h00-12h00	Foreign Broadcasters/Agencies
Friday October 28th	14h00-17h00	Canadian Broadcasters/Agencies

Please contact Benoit Trudeau <mailto:domebookingoffice@sympatico.ca> at the Host Broadcaster booking office for more information if you wish to attend a site survey.

The Government of Canada, along with Dome Productions, is honored to be your host in Montreal this November. If there is anything we can do to assist you in planning your coverage, please do not hesitate to contact us.

Sincerely.

Mary Ellen Carlyle
Project Manager
Enclosure