# 2005 UNFCCC

November 28 – December 9, 2005

Montreal, Quebec

Host Broadcaster Services and Rate Card



# 2005 UNFCCC November 28 – December 9, 2005 Montreal, Quebec

# **Broadcasting Services**

### 1. Guidelines for reservations

The Host Broadcaster Master Control will operate within the International Broadcast Center (IBC) at the Palais des Congrès in Montreal. Although the Master Control will operate 24 hours a day, the reservation centre will be open 12 hours a day. When the reservation centre is closed, clients can contact the supervisor on duty at the Master Control.

The supply of services will be conditional on their availability and will be awarded on a "first come, first served" basis

All prices are in Canadian dollars and are subject to a 7% Goods and Services Tax (GST) and a 7,5% Quebec Sales Tax (QST). The reservation centre accepts payments by VISA and American Express, bank deposits and in Canadian and U.S. dollars.

Broadcaster site visits are being scheduled for October 28<sup>th</sup>. Please contact the Host Broadcaster for details.

All reservations must be received before Friday, November 4th 2005

A deposit equivalent to 100% of the cost of reservations is required before Monday, November 18th 2005. Invoices will be issued via fax once the reservation requests have been filed.

Upon confirmation by the Host Broadcaster of the availability of services, the reservation will only be considered firm after receipt of the deposit payment.

All bookings canceled on less than 72 hours notice will be billed at 50% of the price of the initial reservation. For cancellations on 72 hours notice or more, the full initial deposit will be refunded or credited to the account.

### **Broadcast Standard**

The International Broadcasting Centre is fully equipped with Betacam SP, NTSC television equipment. Video standards up and down conversion equipment and NTSC-PAL standard conversion equipment will be available for conversion between analog PAL & NTSC, and HDTV on a limited fee-foruse basis Please note that there are no PAL standard VTR facilities. NTSC Tape playouts can also be performed in the following tape formats: Digital Betacam, Betacam SX, IMX, DVC PRO 50, DVC PRO 25 and DVCAM.

# **Broadcast Reservations / Bookings / Inquiries**

All facility requests should be transmitted in writing, by fax or by email:

2005 UNFCCC

Attention: Host Broadcaster

5647 Ferrier Mont-Royal, (Quebec) Canada H4P 1N1

Phone: +1 514 603 0328

Fax: +1 514 731 4646

Email: domebookingoffice@sympatico.ca

Telephone Contact: Mr. Benoit Trudeau

**Technical Coordinator** 

## 2. Pricing of Broadcasting Services

### TELEVISION BROADCASTER WORKING SPACE

Located in the IBC at the Palais des Congrès, Montreal.

Rate: No charge for the duration of the meetings.

Dimensions: Approx. 3 metres x 5 metres

#### Each booth includes:

1. Two 15A, 1.8 kW, 120V, 60 Hz circuits

- 2. Three tables 182 x 76 cm
- 3. 2 telephone lines and 2 handsets. Calling card long distance dialing.
- 4. 6 Chairs, 1 wastebasket, 1 recycling bin, 1 coat rack
- 5. Local cable television feed: Which will include UNFCCC Message Board channel, Plenary 1, Plenary 2 and Press Conference Theatre.

Each TV booth will receive a set of video and audio circuits including:

#### Video

- Color Black for synchronizing reference.
- Four (4) MULTI selective routing system outputs (sources determined by the MCR)
- 3. One (1) feed of the Broadcast Information Channel. ( quad split )
- 4. One (1) return tie line to the IBC Master Control.

Note: All video feeds will be terminated with BNC connectors.

Note also: One Television set is provided with the booth.

### **Audio**

- 1. One (1) drop frame time code feed. Time of day.
- 2. Two (2) translation feeds choice. (English & French available)
- 3. Three (3) of the four (4) MULTI selective outputs of the routing system ( Floor sound that follows video source )
- 4. One (1) feed of the Broadcast Information Channel (paging system)
- 5. Two (2) return tie lines to the IBC Master Control (follows video source)

All audio circuits will be terminated with XLR connectors.

Please note that additional units of working space (size approx) as above but not including the above mentioned broadcast circuits will be available for the duration of the meetings for those broadcasters that require larger or combined working areas.

# STANDUP CAMERA POSITIONS (4) AND INTERVIEW AREA

Stand up positions will be determined Interview Area will be located at exit corridor of Plenary 1.

These positions will have a permanent link with the Master Control and will include:

- 1. One video line from Stand-up position to Master Control.
- 2. Two audio circuits from Stand-up position to Master Control.
- 3. One cue audio circuit from Master Control to standup area.
- 4. Three Telephone lines with telephone sets (long distance with calling card)
- 5. One back drop for Interview Area

Rental rate: No charge

Please note: The rental does not include the camera equipment, audio

equipment, intercom or IFB equipment. There will be a qualified coordinator at this position to help with these live hits. Depending on the demand, the Host Broadcaster may

supply a camera operator for an additional charge.

# TV 1 Edit Suite non-linear NTSC. Bookable.

RATE: \$50.00 / hour for qualified editor if needed.

The rental includes the following:

- 1. One Betacam SP NTSC videotape recorders.
- 2. Final Cut pro non-linear system
- 3. Audio mixer
- 4. Video, audio monitoring and scope package
- 5. Qualified editor (if needed)

# Radio Editing Space

Located in the IBC at the Palais des Congrès, Montreal.

The Host Broadcaster can provide an unequipped working space that can be used for radio editing by visiting radio broadcasters. Please note that this space will have the host audio signals available but will not have any outbound ISDN or transmission circuits.

On request, the Host Broadcaster will quote a rental price for dedicated audio equipment for visiting broadcasters (see sections reserved for this purpose in the accompanying questionnaire).

Dimensions: 3 metres x 3 metres approx.

Rate: No charge for the duration of the meetings.

#### Each booth includes:

- 1. Two 15A, 1.8 kW, 120V, 60 Hz circuits
- 2. Two tables 182 x 76 cm
- 3. 2 telephone lines and 2 handsets. Calling card long distance dialing.
- 4. 6 Chairs, 1 wastebasket, 1 recycling bin, 1 coat rack
- 5. Local cable television feed: Which will include UNFCCC Message Board channel, Plenary 1, Plenary 2 and Press Conference Theatre.

Each Radio booth will receive a set of audio circuits including: Note also: One Television set is provided with the booth.

### Audio

- 1. One (1) drop frame time code feed. Time of day.
- 2. Two (2) translation feeds choice. (English & French available)
- 3. Three (3) of the four (4) MULTI selective outputs of the routing system (Floor sound that follows video source)
- 4. One (1) feed of the Broadcast Information Channel (paging system)
- 5. Two (2) return tie lines to the IBC Master Control
  All audio circuits will be terminated with XLR connectors.

Please note that additional units of working space (size approx) as above but not including the above mentioned broadcast circuits will be available for the duration of the meetings for those broadcasters that require larger or combined working areas.

Note also: ISDN lines and transmission can be booked but at user's cost.

# Radio 1 Studio. Bookable.

RATE: \$50.00 / hour for qualified editor if needed.

The rental includes the following:

- 1. One Digital Storage/Editing Device
- 2. 1 ISDN CODEC & 1 POTS unit
- 3. 3 Microphone & headset Systems
- 4. Audio mixer, audio monitoring
- 5. CD, Cassette and MiniDisc formats
- 6. One ISDN line
- 7. Qualified editor (if needed)

### **VIDEO PLAYOUT SERVICE**

RATE: No charge

The Host Broadcaster will serve the clients only with NTSC equipment. All playouts must be ordered and paid for through the reservation centre.

Betacam, Betacam SP, Digital Betacam, Betacam SX, IMX DVC PRO 50, DVC PRO 25 and DVCAM tape formats will be available.

**Cost of Cassettes: TBA** 

Tapes can be purchased through the reservation centre.

# INTERNAL AUDIO AND VIDEO CIRCUITS (VANDA) WITHIN THE INTERNATIONAL RADIO AND TV BROADCAST CENTRE

RATE: \$500.00 per installation

The Host Broadcaster can supply a **VANDA** circuit (one non – equalized video circuit and two audio circuits) from the space allotted to the clients to any location in the International Broadcasting Centre (IBC) and the surrounding areas (up to a maximum of 150 metres).

#### **Transmission Services**

Beyond the limits of the International Broadcasting Centre (IBC), the responsibility of obtaining transmission and coordination services is that of the international broadcasters.

The Host Broadcaster makes its signals available to the International Broadcasting Centre (IBC). Any international broadcasters wishing to establish a permanent radio or television link must do so from the space allotted to them in the IBC and must specifically request this.

The rate for the internal VANDA circuits will apply for the installation of a circuit between the broadcasters space in the IBC and the onsite demarcation point of the local Fiber carrier.

A copy of any order for transmission services must be sent to the Host Broadcaster so that service orders can be matched.

For information, please contact:

## **Cathy Forrest**

Senior Distribution Services Representative Dome Productions 1601 Telesat Court Gloucester, ON Canada K1B 5P4

Tel: +1 613 747 5979 Fax: +1 613 747 7666

Email: cforrest@domeprod.com

# Other Equipment

For any other equipment (i.e.: ENG camera crews) the Host Broadcaster will provide a list of local vendors to facilitate these requests.

# **Telecommunications Products and Others Services**

For telephone / ISDN lines, telecommunications products / services, additional services and to lift dialing restrictions on Host provided phones, please contact:

Mr. Kerry Kilbey

Facilities & Operations, Media Centre Manager

Cop 11

Office Phone: +1 514 283 3961 Office Fax: +1 514 283 4446 Mobile: +1 514 245 2319

E-Mail: kerry.kilbey@ec.gc.ca