



2005 UNFCCC
November 28 – December 9, 2005
Montreal, Quebec
Questionnaire for Reserving Host Broadcaster Services

Please return this completed questionnaire before November 4th, 2005 by mail post or by fax:

2005 UNFCCC
Attention: Host Broadcaster

5647 Ferrier	Phone:	+1 514 603 0328
Mont-Royal, QC	Fax:	+1 514 731 4646
Canada	EMAIL:	domebookingoffice@sympatico.ca
H4P 1N1 Contact:		Mr. Benoit Trudeau – Technical Coordinator

Radio / Television Broadcasting Organization:

Address:

Telephone:

Fax:

E MAIL:

Name and Title of person in charge:

Projected Arrival Date:

Projected Departure Date:

Number of people accredited by your organization:

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 working space will receive a set of NTSC video and audio circuits including:

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

1. Color Black for synchronizing reference.
2. 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 also: One Television set is provided with the booth.

Audio Note. All audio circuits terminated with XLR connectors.

1. One (1) drop frame time code feed. Local time of day.
2. Three (3) translation feeds choice. (English or French available per site)
3. 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)

Radio / Television Broadcasting Organization

Arrival Date:

Departure Date:

How many TV working spaces do you require?

Please list additional Audio / Video circuits that you require.

From	To	Type

Other Requirements:

Translation Feed choose 1

English	French	
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RADIO 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 3 metres

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 working space will receive a set of audio circuits including:

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

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

Audio Note. All audio circuits terminated with XLR connectors.

1. One (1) drop frame time code feed. Local time of day.
2. Three (3) translation feed choice. (English or French available per site)
3. 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

Radio / Television Broadcasting Organization

Arrival Date:

Departure Date:

How Many Radio Broadcaster working spaces do you require?

Please list additional Audio / Video circuits that you require.

From	To	Type

Other Requirements:

Translation Feeds. Choose 1

English	French	
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EDITING SUITES RESERVATION REQUEST

TV 1 Edit Suite non-linear NTSC.

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 editing system
- 3. Audio mixer
- 4. Video, audio monitoring and scope package
- 5. Qualified editor (if needed)

Radio / Television Broadcasting Organization

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Do you require edit time in this edit suite ?

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If yes, please estimate your requirements.

Date: From: (local time) To: (local time)

Date:	From: (local time)	To: (local time)

If you need to rent dedicated editing equipment for your workspace, please describe your needs mentioning makes / models and we can try to help you arrange for this equipment.

Comments:

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Radio 1 Studio.

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

The rental includes the following:

1. One Digital Storage/Editing Device
2. ISDN CODEC & 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)

Radio / Television Broadcasting Organization

Do you require edit time in this edit suite ?

If yes, please estimate your requirements.

Date:

From: (local time)

To: (local time)

Date:	From: (local time)	To: (local time)

If you need to rent dedicated editing equipment for your workspace, please describe your needs mentioning makes / models and we can try to help you arrange for this equipment.

Comments:

STAND-UP POSITION AND INTERVIEW AREA RESERVATION REQUEST

RATE: No charge

Locations:

Host Standup position 1: Position to be determined

Host Standup position 2: Position to be determined

Host Standup position 3: Position to be determined

Host Standup position 4: Position to be determined

Host Interview area: Exit corridor of Plenary 1

The Standup Positions and Interview Area include the following:

1. Basic Lighting
2. One VANDA circuit (1 video, 2 audio) from the position to Master Control
3. 1 cue circuit from Master Control to the position.
4. Three telephone lines with telephone sets (long distance calls with calling card)
5. One qualified person to help coordinate the feed.
6. One backdrop for Interview Area

Please note that the camera, audio mixer, headphones and IFB equipment are not included.

Radio / Television Broadcasting Organization

Do you require time at the Standup Position?

If yes, please estimate your requirements in 20 minute increments.

Position #	Date:	From: (local time)	To: (local time)

Will you require additional equipment such as a camera, mixer, etc?

Please describe your additional equipment requirements.
(additional charges will apply for additional equipment)

If you require dedicated unilateral standup positions, please indicate the locations you wish to have these installed. (additional will charges apply)

POWER SUPPLY REQUIREMENTS

Special power requests will be quoted on an individual basis.

Radio / Television Broadcasting Organization

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Will you have any power supply requirements in your editing booth(s) that are in addition to the power already supplied. If so, please indicate the requirement and the exact location for the service.

Will you have any power supply requirements elsewhere? If so, please indicate the requirements and the exact location for the service.

Comments:

ELECTRONIC NEWS GATHERING (ENG) CREWS

The host broadcaster may be able to provide electronic news gathering (ENG) crews (i.e. camera equipment, sound equipment, camera operator, sound operator and vehicle).

Radio / Television Broadcasting Organization

Do you wish to retain the services of a dedicated ENG crew for the duration of the meetings?

If not, do you wish to retain the services of an ENG crew on an hourly rate basis (Betacam SP NTSC)?

If yes, please estimate your requirements:

Date	From (local time)	To (local time)

Comments

TRANSMISSION

Beyond the limits of the International Broadcast Centre, the responsibility for obtaining transmission and coordination services is that of the International Broadcaster.

The Host Broadcaster makes signals available to the International Broadcast Centre. Broadcasters wishing to establish a permanent radio or television link must do so from the space assigned to them in the Centre and they will have to request it specifically.

For any order for transmission services, a copy must be sent to the Host Broadcaster so that these services 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

Radio / Television Broadcasting Organization

Have you already reserved transmission services for the meetings?

If yes, are these services dedicated or occasional?

Date:	From: (local)	To: (local)

Note: For additional telephone / ISDN services, additional services and to lift dialing restrictions on Host provided phones, orders must be submitted directly to :

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

However, the following information will be useful to us.

Number of lines and number of phone sets:

Service commencement date:

Service end date:

Registration of Radio Equipment

NOTICE TO PARTICIPANTS IN THE UNFCCC 2005

In Canada, the coordination of the radio frequency spectrum and associated radio systems is performed by Industry Canada's, Spectrum, Information Technologies and Telecommunications division.

If you are planning to **install and operate** a radio system at the UNFCCC Summit 2005 and do not already hold a radio station licence issued by Industry Canada, the following information will be of assistance to you.

The Quebec district office of Industry Canada, will issue a **short term authority** for the installation and operation of your radio systems at this event upon the receipt of a completed application form.

The information provided by your application will allow us to review and coordinate the assignment of radio frequencies at this event so that the possibility of interference conflicts between radio systems is minimal. Please send your request well in advance, allowing the maximum time to review your proposal before the event. Note that the installation or operation of a radio apparatus without authority is prohibited under Section 4 of the Radiocommunication Act.

All requests are handled on a **first come basis** and frequency assignments will be subject to availability. Furthermore, you must accept the licence conditions of no protection/non interference basis, with the understanding that should harmful interference be caused to other licensed stations by your operation, you may be required to modify your station parameters (change of frequency, power, etc.) or cease operation.

In order to accurately perform this task, we require the information listed on the next page to be faxed, mailed or emailed to:

Spectrum Management and Telecommunications – Quebec area.
Attn: David Parcigneau
5 Place Ville-Marie, 8^e étage
Montreal, (Quebec) Canada. H3B 2G2
Phone: +1 514 283 6151 Fax: +1 514 283 7035
Email: parcigneau.david@ic.gc.ca

For requested information please refer the form on next page:

Radio technical information request*

Organization :
Contact name and phone number :
E-Mail :

	System 1	System 2	System 3	System 4
Base station TX frequency (MHz)				
Base station RX frequency (MHz)				
Tx RF power (Watts)				
Make and model number of base station				
Frequency range of base station MHz (E.g. 440-470)				
Number of mobile units				
Make and model number of mobiles units				
Frequency range of mobile units				
Number of portable units				
Make and model number of portable units				
Frequency range of portable units				
System bandwidth (kHz)				
Programmable on site? (Yes/No)				
Comments				

*Ce formulaire est aussi disponible en français sur demande.