

## **UNITED NATIONS MEDIA ADVISORY**

### **Media accreditation**

Members of the media who wish to be accredited to cover the WCDR should submit an application form, relevant information required, together with a letter of assignment on official letterhead from the Editor or Bureau Chief. Media accreditation form with instructions is available at the WCDR website [www.unisdr.org/wcdr](http://www.unisdr.org/wcdr).

For accredited members of the media, passes will be issued starting 9:00am on 14 January 2005 at the United Nations Accreditation Centre (2F of the main building, Kobe Portopia Hotel) upon presentation of two forms of photo identification (passport, official national press pass, driver's licence, employee identification etc.)

All members of the press corps accompanying Heads of State or Heads of delegation must complete an application form for accreditation, attached to an official letter from the Permanent Mission on Embassies concerned, listing the names of the media representatives with their functional titles and affiliation, addressed to the Conference secretariat.

Members of the media accompanying Heads of State or Government or Heads of delegation must present themselves to the Accreditation Centre, where they will have their photographs taken and be issued a WCDR ground pass upon presentation of national passports and another valid photo identification.

Any enquiries with regard to media accreditation should be directed to:

For foreign press:

Ms. Yuki Matsuoka

Tel: 078-306-0470 (after 14 January)

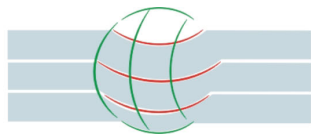
For Japanese press:

Ms. Takako Izumi

Tel: 078-306-0465 (after 14 January)

### **Pre-Conference media briefing**

A pre-Conference briefing will be held from 18:00p.m. on 17 January 2005 at 301 of International Convention Centre (ICC). Details on media activities during the Conference will be shared in this briefing. Please be noted that NO cameras are allowed in this briefing.



## **Media Centre**

The UN will establish a Media Centre for the press corps on the 3<sup>rd</sup> floor at ICC. Those who wish to use this space need to wear the authorised Conference pass.

It will be open as following schedule;

- 9:00am - 17:00pm on 15 and 16 January
- 9:00 am on 17 January – 21:00pm on 22 January (24hours operation during this period)

It will provide the following services and assistance:

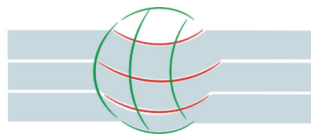
- Seats: About 100 seats are available. In principle, one seat (maximum three when crowded) is available for each organization due to a large number of press registration received. Those who wish to use these seats are advised to stop by the information desk in the media centre to pick up a nameplate of each organization.
- Three TV displays for monitoring the main meeting rooms (Owada), Japanese news TV channels and CNN.
- Telephone lines: Three pay phones for both International and domestic calls upon purchase of a telephone card.
- Electrical outlets: 100v/60hz plug for each seat, to enable journalists to connect their own laptops and other electrical equipments.
- LAN port and cables to Internet and printers for each seat
- Two PCs connected to Internet and printers
- Three Copy/Fax machine, for free of charge
- One copy machine, for free of charge
- Documents distribution, including press releases.
- Area for TV crews

Due to limited availability of workspaces with computers, journalists are advised to bring their own laptops.

An information desk in the Media Centre will assist journalists with both substantive and organizational questions.

A snack vending machine will be available in front of the media centre and restaurants will be open in main buildings of the meeting site.

United Nations, Government of Japan and Kobe Convention & Visitors Association have no responsibility to any kind of troubles such as damage and robbery of equipment and other



carrying in the media centre.

### **Briefings for journalists**

UN daily briefings for journalists will be held at 18:30p.m. by the Spokesperson of the Conference. All briefings will take place in the room 301 of the ICC. Government of Japan will also hold briefings (in Japanese only) at 19:30p.m. in the room 403 of the ICC.

All types of media are welcome to cover the UN briefings, while NO TV cameras and photographers are expected to cover the briefings by the Government of Japan.

Attendance at there briefings will be limited to accredited journalists.

### **Press conferences and Interviews**

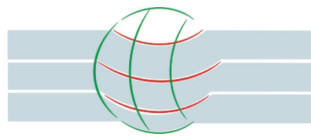
Head of state, head of government, head of delegation, UN senior Officials or NGOs will hold press conferences. The location and list of the press conferences will be announced daily on the information boards in the media centre, in the Daily Programme and on the WCDR website.

Interviews can be arranged in advance by calling Ms. Brigitte Leoni, WCDR media relations officer in Geneva before 12 January 2005 at tel. 41 22 917 49 68. After 15 January 2005, the request should be made to Ms. Brigitte Leoni (for foreign press) and Ms. Haruko Kishida or Ms. Noriko Minai (for Japanese press) at tel. 078-306-0405 in the Portopia Hotel. There will be some rooms available in the Portopia Hotel that could be used for interviews.

Requests for press conferences must be made in writing by a senior official of the delegation wishing to hold them, and should include the name(s) of the speaker(s), their title(s) and the subject to be discussed. Also to be included are the telephone and fax numbers in Kobe of the persons to be contacted confirm arrangements.

Press conferences will run no longer than 30 minutes. Should the delegations wish to have interpretation services, they should contact Ms. Noriko Minai at tel. 078-306-0405.

Attendance at press conferences will be limited to accredited journalists. The only exceptions are the press attaché and a limited number of other officials of the same delegation directly concerned with the press conference, as well as United Nations officials covering the press conferences.



# World Conference on Disaster Reduction

18-22 January 2005, Kobe, Hyogo, Japan

To facilitate media contacts, delegations are invited to provide the name and telephone number in Kobe of the person in the delegation who journalists may contact to request interviews or other information. Until 12 January 2005, please provide that information to Ms. Brigitte Leoni in Geneva at tel. 41 22 917 49 68. After 15 January 2005, please contact Ms. Brigitte Leoni at tel. 078-306-0405.

## **Audio-Visual Services**

Betacam / VHS duplication service will NOT be provided. Duplication of conference materials after the event will be available from the UN visual materials library in Geneva, approximately 8 weeks later.

UN photo coverage will NOT be available for this conference.

Listening - Infrared headsets will NOT be available for this conference.

## **Pool coverage**

Owing to logistics and space considerations, some visual media coverage, including opening/closing ceremonies, will be done by selected media pools. Detailed procedures of pool coverage will be provided on site upon each ceremony/meeting. VIP press conferences will also have limited recording taps available.

## **Audio-Visual coverage in the Meeting room**

Television crews, photographers and journalists are free to cover any of the meetings that are open to media, except above mentioned pool coverage. However, following meetings are planned NOT open to media;

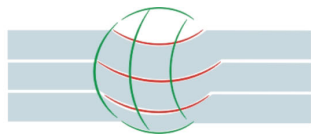
- All drafting committee meetings
- All regional coordination meetings
- All bilateral meetings
- Other private or closed meetings

*\*\*Bilateral meetings, which can be covered by media, will be announced in the media centre.*

Details will be announced on the information boards in the media centre.

Please be noted that there are limited or no recording taps in each meeting room as follows;

- Ohwada - Ten audio lines for English, 10 for French, 10 for Japanese and 20 for original
- Kairaku - Ten audio lines for English, 10 for French, 10 for Japanese and 20 for original



# World Conference on Disaster Reduction

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Waraku - Ten audio lines for English, 10 for French, 10 for Japanese and 20 for original  
IKUTA, Nunobiki, Kitano and Kikusui – NO recording taps

## **United Nations press release coverage**

Press releases in English and Japanese may be obtained at the information desk, at the documents distribution counter near the Ohwada Plenary Room and in the media centre.

## **Background material**

A press kit containing information on the Conference has been issued by the secretariat and has been posted on the WCDR website at <[www.unisdr.org/wcdr](http://www.unisdr.org/wcdr)>.

For information on negotiations and issues, suggestions for interviews and other related assistance, contact media relations staff as indicated below.

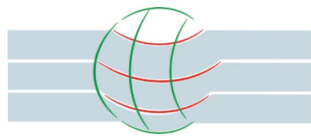
## **Official Website of the Meeting**

Information on all aspects of the Conference can be found at the following Internet websites: <<http://www.unisdr.org/wcdr>> and <<http://www.iisd.org>>.

This website will be updated daily during the Meeting and contain news, practical information and statements related to the Meeting as well as information on accreditation procedures for representatives of the media.

Selected information in Japanese is also available at <<http://www.unic.or.jp/info/wcdr/wcdr.htm>>.

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**Contact Information**

Media Office at Media Centre (ICC) Tel: 078-303-3203	
Mr. Akio Nomura Media Coordinator Tel: 078-306-0405	Mr. Don Nanjira Conference Spokesperson Tel: 078-306-0405
Ms. Brigitte Leoni Media Relations Officer Tel: 078-306-0405 or 078-303-3203	Mr. Rolando Gomez DPI Media Relations Officer Tel: 078-306-0405 or 078-303-3203
Ms. Noriko Minai Press Liaison Officer (focal point for press conferences and interviews) Tel: 078-306-0405	Ms. Haruko Kishida Press Liaison Officer (Japanese press focal point) Tel: 078-306-0405
Ms. Yuki Matsuoka Programme Officer (Focal point for media accreditation - foreign press) Tel: 078-306-0470/0465	Ms. Takako Izumi Programme Officer (Focal point for media accreditation - Japanese press) Tel: 078-306-0465