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Notes
World Summit for Children

Print Name of Person Submit Images

Signature of Person Submit

Number of images without cover

JOHN MANFREDI

John Manfredi

13



29-30 September 1990
United Nations • New York


World Summit for Children • Sommet Mondial pour les Enfants • Cumbre Mundial en favor de la Infancia

مؤتمر القمة العالمي من أجل الطفل • Всемирная встреча на высшем уровне в интересах детей • 世界儿童问题首脑会议

INTEROFFICE MEMORANDUM

21 June 1990

TO: Members of the Management Committee

FROM: R.Y. Freiberg 

SUBJECT: A Guide for Electronic Media Journalists

Further to my earlier memo, please find attached the first rough draft of the above prepared by Bill Hetzer for your comments. This will be a part of the Aide-Memoire, and your comments in writing, at this afternoon's meeting will be appreciated.

Thank you very much for your continuing understanding and vigilance.

Distribution

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World Summit for Children

A GUIDE FOR ELECTRONIC MEDIA JOURNALISTS

Introduction

The Radio-Television section of this Aide Memoire is intended to be a comprehensive reference for electronic media journalists on every aspect of the World Summit for Children. It includes media services and materials (audio and video tapes) available to broadcasters.

An information desk will be staffed at all times during the weekend of the Summit at the Media Briefing Center located in Conference Room 4.

Information contained in this guide relates to:

- a. Electronic Media Briefing Center;
- b. Audio and video copies of available open sessions and events;
- c. Suggested list of radio & TV facilities available for use by broadcasters at the United Nations
- d. Radio & TV facilities outside of the United Nations
- e. Availability of audio video feeds.

A floor plan for the appropriate United Nations rooms to be utilized during the Summit should be included here.

A space plan for the Electronic Media Briefing Center should be included here.

TV facilities - floor plan and directions.

Radio facilities - floor plan and directions.

Television Facilities

Due to limited space during the Summit, direct media access to the various sessions will not be possible. All open proceedings of the Summit will be covered by United Nations Television (UNTV) on a pool basis. Access for electronic media journalists will be available at certain limited locations to observe and record some activities. All the proceedings of the Summit which are open to the public and media will be covered by Closed Circuit Television (CCTV) in various locations throughout the United Nations Secretariat.

There are a number of ways in which this material will be available:

1. The CCTV will be relayed through monitors located in the Media Briefing Center, Conference Room 4. Audio will be available in the floor language, (i.e., as spoken) and in official U.N. languages, English, French, Spanish, Chinese, Russian and Arabic.
2. The United Nations has direct television lines to NR, TOC from where audio and video feeds can be taken. These video feeds should be pre-arranged with commercial facilities with lines to NR. Included is a list of suggested facilities. English, French and the floor language will be available at NR, TOC.
3. TV video and audio pool feeds will be available at the Media Briefing Center. Audio feeds in the floor language and interpretation in the official U.N. languages will be available.
4. In addition to the regular TV news service provided by UNTV, video coverage from the opening and closing ceremonies and other Summit activities will be supplied on request by completing a Media Request Form in advance. Request forms are included in this Aide Memoire and will also be available at the information desk at the Media Briefing Center. Video tapes can be requested on:

SYSTEM	FORMAT
NTSC	VHS, BETAMAX, BVU, BETACAM, BETACAM SP and ONE INCH
PAL	same as above
SECAM	same as above

5. Some commercial facilities can record the UNTV pool feed from NR, TOC and supply editorial services to broadcasters. These services are supplied on a cost basis and advance reservations must be made with such suppliers to assure availability. A suggested list of facilities in New York which can receive a feed from NR, TOC is included in the Aide Memoire.

6. All satellite distribution from the Summit is the responsibility of each individual broadcaster. Arrangements can be made through a commercial facility with lines to NR, TOC and an international gateway. A list of international gateways in the U.S. for television services is included in the Aide Memoire.
7. B roll background footage on issues related to children will be available for broadcasters at the Electronic Media Center. These short documentary features will have international soundtracks and printed script information. Limited copies will be available in BVU and BETACAM formats in NTSC. PAL and SECAM copies can be ordered in advance by using the Media Request Form.
8. A list of areas where individual broadcasters can set up their own cameras is available through the Media Briefing Center Information Desk. Accreditation must be obtained in advance from the Media Liaison and Accreditation Office at the United Nations.

Radio Facilities

Due to the limited space during the Summit, direct media access to the opening and closing sessions will not be possible. All open proceedings will be covered on a pool basis by the UN audio feeds in the floor language (ie as spoken) with simultaneous interpretation available in the official UN languages.

There are a number of ways in which this material will be available to radio broadcasters

1. The audio pool feed will be available at the Media Briefing Centre in the floor language and by interpretation in official UN languages through use of (1) Mult-boxes and (2) miniature jacks (SONY 1/8 inch miniplug). Audio feeds are also available at NR, TOC through commercial facilities, (see 5 below).
2. Analogue telephone lines will be available on the Third Floor. Payment by credit card is the only service available.
3. In addition to the regular audio news service provided by UN radio, audio coverage of actuality from the opening and closing sessions will be packaged and available in all official languages on advance completion of the Media Request Form. Tapes will be at 7 1/2 ips on reel or cassette.
4. Phones for line-feeds will also be available in the U.N. International Broadcasters Centre, on advance booking.
5. A suggested list of commercial studios in the vicinity of the U.N. is attached for those broadcasters who wish to hire studio space for production purposes.

SUMMIT RADIO-TV SERVICES
September 29-30, 1990
United Nations, New York

Questionnaire for Radio & Television Broadcasters

NAME & ADDRESS OF BROADCAST ORGANIZATION:

TELEPHONE NO. _____ TELEX NO. _____ FAX NO. _____

CONTACT NAME & POSITION:

1. Will a representative (s) of your broadcast organisation be coming to the United Nations to cover the World Summit for Children?

Yes _____ No _____

If yes, please give name(s) and position(s) of those who will attend:

Name & Position:

2. Will you require broadcast assistance from the Summit Radio-TV Services?

Yes _____ No _____

If yes, please indicate if you require radio and/or television services:

Radio _____ Television _____

3. If yes to above question No. 2, please answer Section 'A' for Radio Services and/or Section B for Television Services.

SECTION A - Radio Facilities

1. Will you record the Summit Radio-TV Services coverage of events at the United Nations?

Yes _____ No _____

If yes, how will you pick up this feed

Media Briefing Centre _____ NR, TOL (through commercial facilities) _____

2. Will you require interpretation when available?

Yes _____ No _____

If yes, indicate which of the following language interpretations is required:

Floor language _____
English _____
French _____
Spanish _____
Arabic _____
Russian _____
Chinese _____

3. Will you require a live feed from the International Broadcast Centre, which gives you an opportunity to voice over your comments while proceedings take place?

Yes _____ No _____

If yes, will you pick it up directly from NR

.... end of Section A (Radio Facilities).

SECTION B: TELEVISION FACILITIES

Will you record the Summit Radio-TV Services coverage of events at the United Nations?

NOTE: NTSC only.

Yes _____ No _____

If yes, how will you pickup this feed?

Media Briefing Centre _____ NR, TOC
(through a commercial facility) _____

NOTE: The Media Briefing Center will offer television audio video feeds with floor language and interpretation in the official U.N. languages.

NR, TOC will offer a video feed with separate audio feeds in :
English, French, and the floor language.

Do you require edit space in the Media Briefing Centre (to set up your own equipment)?

NOTE: Space will be limited and application must be made in advance.

Yes _____ No _____

How many spaces will you require? (Each space accommodates one suite.)

Indicate Number _____

What format edit equipment will you set up in above edit spaces?

1/2" _____ 3/4" _____ Other (please specify) _____

... end of Sectin B (TV Facilities).

4. Please note the following additional information regarding the Summit Radio-TV Services feed:
- . Audio and video feeds from UNIV Master Control will be sent directly to the NR, TOC. These signals can also be obtained at various production facilities in New York City (suggested list included).
 - . You, the broadcaster, must book your own land or satellite feed from NR, TOC to a commercial facility or international gateways. (Suggested services included.)
5. Please note that broadcasters using telephones in any United Nations facility are responsible for all long distance charges (by use of credit card, third party billing or "collect").
6. Do you have any questions regarding services or facilities?

7. This questionnaire is an application-information form only. Summit Radio-TV Services will confirm bookings in writing and will book on a first-come, first-serve basis. Priority will be given to the international broadcast community but every effort will be made to assist domestic broadcasters as well.

Please return this questionnaire as soon as possible.

If you require further information, please contact:

UNICEF
Radio/TV/Film Section (H-2F)
3 United Nations Plaza
New York, New York 10017

(212) 326-7290
Telex: 760-7848
FAX: UNICEF Radio/TV - (212) 326-7731
UNICEF (Central) - (212) 888-7465

WORLD SUMMIT FOR CHILDREN
Media Request Form (Televison)

This form is for ordering video copies of Summit events that are available from Summit Radio-TV Services. Video copies will be distributed several hours after each open event to those broadcasters who fill out this request form.

1. Video copies of coverage of selected Summit activities. Check appropriate form location.

- _____ Arrival ambiance and opening session.
_____ Additional scenes of your head of S/G if available
(Available by 3PM, Sunday, 30 September.)
- _____ Closing session.
_____ Additional scenes of your head of S/G if available
(Available by 10PM, Sunday, 30 September and early morning, 1 October.)
- _____ Declaration presentation to the General Assembly and U.N. press conference.
(Available early afternoon, 1 October 1990.)

2. B roll footage and script information (English only) of issues affecting children. This footage can be used as source footage for expanded reports.

_____ Please provide B roll footage.

3. A 20-minute documentary on the World Summit for Children will be produced by UNICEF within one month of the Summit. Copies will be available in English, French, Spanish and with an international soundtrack.

_____ Please provide a copy of this documentary for my broadcasting company.

(continued)

Media Request Form (Television) -- (cont'd.)

Requested copies of the above dubs should be recorded on:

System: _____ NTSC _____ PAL _____ SECAM

Format: _____ (please specify).

Language for wrap-up documentary:

English _____ French _____ Spanish _____

International Version _____

Name of Broadcaster:

Company _____

Contact Person _____

Address _____

Country _____

Telephone New York _____

Telephone Home Country _____

Telex _____

FAX _____

MEDIA REQUEST FORM - RADIO

This form is for ordering audio copies of Summit events that are available from the Summit Radio-TV Services. Cassette or reel copies will be distributed several hours after each open event to those broadcasters who fill out this request form.

1. Audio copies of coverage of selected Summit activities. Check appropriate location

_____ Opening session (available 12 noon
Sunday, 30 September)

_____ Closing session Available 10 p.m. Sunday 30 September
and early morning, 1 October)

_____ Declaration presentation to the General Assembly and
the UN Press Conference (available early afternoon
1 October)

2. An audio cassette or reel containing edited actuality from all open sessions - available in English, French and Spanish (by 3 pm October 1).

3. Requested copies of the above dubs should be recorded on reel-to-reel or cassette.

Reel-to-Reel _____ Cassette _____

Name of Broadcaster:

Company _____

Contact Person _____

Address _____

Country _____

Telephone New York _____

Telephone Home Country _____

Telex _____

FAX _____