



CF/RAI/NYHQ/SP/SSC/2002-01264

Full Item Register Number [auto] **CF/RAI/NYHQ/SP/SSC/2002-01264**

Ext Ref: Doc Series/Year/Number **SP/SSC/WSC**

Record Item Title

10. Media (WG IX). A Secretariat Information Note - Media Guide to the World Summit for Children.

Date Created / on Correspondence 29-Sep-1990
Date Registered 13-Sep-2002
Date Closed

Primary Contact **James Grant (Former Executive Director)**
Owner Location **Office of the Executive Director, UNI = 5001**
Home Location **Q, FI 04, Rm 400, Row 031, SU 003, Lev 04, Pos 10**
Current Location **Special Session & Global Movement For Chil =**

Fd1: Type: IN, OUT, INTERNAL INTERNAL
Fd2: Sender Ref or Cross Ref
Field 3

File Container Record ID **CF/RAF/ZW/S0001-1994-539149684**
File Container Record (Title) **World Summit for Children, NY Missions Focal Point Manual Chapters c**

N1: Number of pages 22
N2: Doc Year 0
N3: Document Number 0

Full GCG Code Plan Number
Record GCG File Plan

Da1: Date Published Da2: Date Received Date 3 Priority

Record Type **A01ed Item Spec Proj - CF/RAI/NYHQ/SP/SSC**

Electronic Details **No Document** DOS File Name

Alt Bar code = RAMP-TRIM Record Number **CF/RAI/NYHQ/SP/SSC/2002-01264**

Notes

Folder Key Subject: *Conference Services, Catering, Briefing Mission Focal Points Note & UNICEF Source Book, etc. etc.*

Folder Confidential: *Restricted*

=====*Returned by B Desmoulins = 31 Jul 2002, initially withdrawn 25-Mar-1999. Kept in Rec & Archive*

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JOHN MANFREDI

John Manfredi

22

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BACK OF

COVER SHEET



World Summit for Children
Sommet Mondial pour les Enfants

Arrangements Note No. 3

MEDIA GUIDE

3

CF/WSC/1990/GEN-016
27 August 1990

A Secretariat Information Note

MEDIA GUIDE

to the

World Summit for Children

This Information Note addresses issues regarding media accreditation as well as administrative and logistical arrangements pertinent to media participants in the World Summit for Children, to be held in New York at United Nations Headquarters on Saturday evening and Sunday, 29-30 September 1990. A revised note will be issued closer to the dates of the Summit, if necessary, to reflect any changes.

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I. MEDIA GUIDE

1. Accreditation

- (a) Journalists (print/photo/radio/television) seeking to cover the World Summit for Children must obtain United Nations press credentials from United Nations Headquarters in New York. [Journalists already accredited with the United Nations please see paragraph (d)]. Those who do not possess United Nations press passes must file by 15 September 1990 a completed accreditation form (attached), accompanied by a letter of assignment from their editor or publisher and two recent 1 1/2" x 1 1/2" (3.8 x 3.8 cm) passport type photographs of the applicant with:

MEDIA ACCREDITATION AND LIAISON UNIT
Dissemination Division, Department of Public Information (DPI)
Room S-250
UNITED NATIONS
New York, N.Y. 10017

Journalists are requested to submit their applications as early as possible.

- (b) United Nations press passes may be picked up at the United Nations Secretariat in New York, room S-250, Monday through Friday, from 9:30 a.m. to 6:00 p.m. until Thursday, 27 September 1990, upon presentation of two photo ID's, such as passport, national press credentials, police press pass, work ID or driver's license. Journalists are requested to enter the United Nations through the visitor's entrance located at 45th Street and First Avenue, walk through the magnetometer and have all equipment checked.

Please note: From Friday, 28 September through Sunday, 30 September press accreditation cards can be picked up at UNICEF House, 3 United Nations Plaza, 44th Street at First Avenue in New York. In case access to this area is restricted, journalists are asked to go to the corner of 44th Street and Second Avenue from where they will be guided to UNICEF House by security personnel.

- (c) Journalists accompanying a Head of State or Government should contact their own government press office, which will inform the country's Permanent Mission to the United Nations. The United Nations Media Accreditation and Liaison Unit will co-ordinate with the Permanent Missions the issuance of United Nations press accreditation cards for journalists arriving with a Head of State or Government. Accreditation cards including special colour access passes will be delivered to the journalists by a member of their Mission upon arrival in New York.

- (d) Journalists already accredited with the United Nations will require - in addition to their United Nations press credentials - special colour access passes issued by United Nations Security and Safety Services to enter the United Nations during the Summit. Accredited journalists will obtain these special colour access passes upon presentation of their valid United Nations Press ID at room S-250 until Thursday, 27 September and from 28 September through 30 September at UNICEF House, 3 United Nations Plaza, at 44th Street and First Avenue in New York.
- (e) Journalists should make their own accommodation arrangements.

2. Media facilities

- (a) The two principal media facilities during the World Summit will be the permanent press area on the third floor of the United Nations Secretariat Building and a media centre in the General Assembly building. Both areas will be staffed by information personnel. Tables, chairs and typewriters will be available on a first-come-first-served basis. These areas will have TV monitors to allow journalists to follow the Summit proceedings and 'mult-boxes' to enable journalists to make their own sound recordings.
- (b) In the media centre, simultaneous interpretation of the Summit proceedings will be available in Arabic, Chinese, English, French, Russian and Spanish. The Summit Secretariat will maintain an information desk in the media centre to assist with information and logistical support.
- (c) Correspondents wishing to transmit pre-recorded material will find telephones with voice couplers in the third floor press area and outside the media centre. Telephones will accept coins or credit cards. A limited number of telephone facilities for live transmissions will be available at the United Nations radio studios; radio studio facilities are available on a first-come-first-served basis through advance booking.
- (d) Telegram, telex and fax facilities will be available in the commercial offices of the Western Union and MCI International situated on the third floor, adjacent to the press area. Additional fax facilities will be available at the media centre. Payment for services is the responsibility of the journalists. Photocopiers will be available in the media centre.

3. Access to Summit meeting rooms

Although all efforts will be made to assist the media, space and security considerations will restrict access to the press gallery and visual media booths of the Summit meeting chambers (General Assembly Hall and Economic and Social Council Chamber). Both areas can accommodate only a limited number of media representatives. In order to gain access -- on a pool basis -- to the press gallery and media booths, special tickets will be distributed one hour before each session from room S-250 (Accreditation and Liaison Unit), the third floor liaison desk and the media centre. Television crews will not have access to the visual booths. United Nations Television (UNTV) will provide pool coverage of all open meeting sessions, including news conferences.

NOTE: No photo or television cameras will be allowed on the floor of the meeting chambers. NO FLASH will be permitted in the visual booths.

UNTV will also pool cover all arrivals and departures, as well as all other Summit events.

Non-United Nations television crews will be able to cover bilaterals between Heads of State or Government and one-on-one interviews. Journalists who have arranged interviews with a Head of State/Government inside the United Nations premises MUST contact the Media Accreditation and Liaison Unit in advance to ensure all technical requirements are met and to be escorted to the interview/bilateral location. TV crews are not allowed to walk without a United Nations Liaison Officer in the United Nations Compound.

not UNICEF

4. Press conferences and briefings

News conferences and briefings will be arranged and press releases frequently issued. A pre-Summit news conference is expected on Saturday, 29 September. An official news conference is expected at the end of the Summit on Sunday, 30 September.

5. Documentation

Documentation will be available from the Media Documents Distribution Counter, room S-390, and at the media centre. A Summit Media Kit in English, French and Spanish, will include guidelines on procedures, maps, logistical information, lists of participants in the Summit and other material. In addition, information kits and other background material on specific issues concerning the state of children worldwide and efforts to improve their condition will also be made available at the media centre.

All official Summit documents, including the Declaration and Plan of Action to be adopted by the Summit, will be available in Arabic, Chinese, English, French, Russian and Spanish. Press releases will be issued in English and French.

6. Directory for media queries

MEDIA ACCREDITATION AND LIAISON UNIT
Dissemination Division, DPI
Room S-250
UNITED NATIONS
New York, N.Y. 10017
(212) 963-4879 (fax)
177642 (int'l telex)
126171 (domestic telex)

Pedro Guillén
Chief, Media Accreditation and Liaison
(212) 963-6934 (tel)

Sonia Lecca
Information Officer
(212) 963-6936 (tel)

Nicholas Bolshakov
Information Officer
(212) 963-6937 (tel)

Aberash Zewde
Liaison Officer
(212) 963-3866 (tel)

All the above assist in:

- (a) obtaining press accreditation (print, photo, radio, television);
- (b) obtaining special colour access passes for already accredited correspondents;
- (c) obtaining special tickets giving access to visual booths and the press gallery inside the meeting chambers;
- (d) accompanying television crews that have arranged one-on-one interviews or are covering bilaterals between two Heads of State or Government.

TELEVISION NEWS AND PRODUCTION SERVICES SECTION (UNTV)
Information Products Division, DPI
Room CB-56
UNITED NATIONS
New York, N.Y. 10017
(212) 963-3860 (fax)
177642 (int'l telex)
126171 (domestic telex)

Martin Bunnell
Chief, Television News and Production Services Section
(212) 963-7460 (tel)

Joe McCusker
Chief, Production Facilities Unit
(212) 963-7462 (tel)

Jim Ludlam
TV Pool Producer
For TV coverage call: (212) 963-7650

Rosita Jacobson
Radio Facilities Officer
For radio coverage and studios call: (212) 963-7458

Marion Karunaratne
Chief, Audio Library
For radio tapes call: (212) 963-9271

For further information on the World Summit for Children:

World Summit for Children
Secretariat (Information and Media)
3 United Nations Plaza
9th floor
New York, N.Y. 10017
(212) 326-7768 (fax general)
(212) 326-7731 (fax radio/TV)
7607848 (telex)

If you have

- substantive queries regarding the World Summit and/or issues affecting children,
- requests for documentation and background material,
- requests for interviews with Summit officers, UNICEF officials and experts
- requests for audio/video highlights packages, B-roll material and other technical assistance, please contact:

Samuel Koo

Chief of Information and Media Arrangements
(212) 326-7256 (tel)

John Usher

Information Officer (Print)
(212) 326-7259 (tel)

Jay Ross

Information Officer (Print)
(212) 326-7779 (tel)

William Hetzer

Information Officer (TV)
(212) 326-7290 (tel)

Alison Warner

Information Officer (Radio)
(212) 326-7288 (tel)

II ACCREDITATION FORM

Correspondents are requested to fill out this form and to return it before 15 September 1990
with an accompanying official letter of assignment from their Editor-in-Chief and two (2) recent photographs
1-1/2" x 1-1/2" (3.8 cm x 3.8 cm)

**WORLD SUMMIT FOR CHILDREN
MEDIA ACCREDITATION AND LIAISON UNIT**

Dissemination Division, DPI
UNITED NATIONS
Room S-250
New York, N. Y. 10017. - USA

please see next page

III. GUIDE FOR ELECTRONIC MEDIA JOURNALISTS

1. Introduction

Information personnel will be available in all media work areas at all times during the Summit weekend and an information desk at the media centre will be staffed around the clock.

Information contained in this guide relates to:

- (a) Media centre;
- (b) Audio and video copies of available open sessions and selected B-roll background issue footage;
- (c) Radio and TV facilities available for use by broadcasters at the United Nations;
- (d) A list of radio and TV facilities outside of the United Nations available for recording Summit feeds, providing editorial services and handling satellite transmissions;
- (e) Availability and location of audio/video feeds.

2. Television facilities

All open proceedings of the Summit will be covered by United Nations Television (UNTV) on a pool basis in NTSC. Access for electronic media journalists will be available at certain limited locations to observe and record some activities.

The following materials and other services will be available:

- (a) UNTV pool coverage will be relayed through monitors located in the third floor press area and the media centre. Audio will be available in the floor language, (i.e., as spoken) and in Arabic, Chinese, English, French, Russian and Spanish. In the third floor press area English interpretation will be available.
- (b) TV video and audio pool feeds will be available at the media centre for use by individual broadcasters.
- (c) The UNTV has direct television lines to NR (the local post and telecommunications) from where audio and video feeds in the floor language will be available.

- (d) Arrangements to pick up the audio/video feeds can also be made with commercial facilities (see attached list) which can record the UNTV pool feed from NR (the local post and telecommunications); advance reservations are suggested.
- (e) All satellite distribution from the Summit is the responsibility of each individual broadcaster. Broadcasters are to book their own land or satellite feed from NR (the local post and telecommunications) to a commercial facility or international gateway.
- (f) Areas where individual broadcasters can set up their own cameras will be designated.
- (g) In addition to the live pool coverage provided by UNTV, packaged video highlights will be supplied by the Summit Secretariat (attached Media Request Form to be completed). These 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

Furthermore, B-roll background footage on issues related to children will be available for broadcasters at the media centre. 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 attached Media Request Form.

3. Radio facilities

All open proceedings will be covered on a pool basis through the United Nations audio feeds in the floor language (i.e. as spoken) with simultaneous interpretation available in Arabic, Chinese, English, French, Russian and Spanish.

The following materials and other services will be available to radio broadcasters:

- (a) The audio pool feed will be available at the media centre in the floor language and by interpretation in six languages through use of "mult-boxes". Audio feeds in the floor language are also available at NR (the local post and telecommunications). Advance reservations for these audio feeds are suggested.

- (b) The telephone system at the United Nations is digital. Analogue telephone lines will be available in the third floor press area and in the media centre. Payment by coin/credit card/call-collect.
- (c) In addition to the United Nations Radio feed, packaged audio highlights will be available in English, French and Spanish (attached Media Request Form to be completed). Recordings will be on reel or cassette.
- (d) United Nations radio studio facilities will be available on a first-come-first-served basis through advance booking.
- (e) A list of commercial studios in the vicinity of the United Nations is attached for broadcasters who wish to hire studio space for production purposes.
- (f) All satellite distribution from the Summit is the responsibility of each individual broadcaster. Broadcasters are to book their own land or satellite feed from NR (the local post and telecommunications) to a commercial facility or international gateway.

Commercial radio facilities

Full House Productions
Suite 324
150 Fifth Avenue,
New York, N.Y. 10011
(212) 645-6222
Contact: Phil Lee

Howard Schwartz Recordings
420 Lexington Avenue,
New York, N.Y. 10170
(212) 687-4180
Contact: Beth Levy-Davis

Beevee Sound
211 East 43rd Street,
New York, N.Y. 10017
(212) 949-9170
Contact: Bruno Vineis

Pisces Music
12 East 46th Street
New York, N.Y. 10017
(212) 682-1860
Contact: Jim Petrie

Commercial television facilities

American Video Channels
321 West 44th Street
(212) 789-3333
Contact: Yair Tropen

ENG crews, editing, studio facilities, and transmit/receive capability.

MTI-Modern Telecommunications Inc.
1 Dag Hammarskjold Plaza
885 Second Avenue
(212) 355-0510, 759-7465/61
Contact: Gray Winslow

ENG crews, editing, studio facilities, and transmit/receive capability.

Transvideo Production Services
506 West 57th Street
(212) 265-4141
Contact: Sy Yoskowitz

ENG crews, editing studio in any format or standard. Transmit and receive in PAL SECAM, and NTSC. Full studio facilities.

Unitel
515 W. 57th Street
(212) 265-3600
contact: Irene Goldberg

ENG crews, editing, studio facilities, and transmit/

Visnews
630 Fifth Avenue
(212) 698 4500
Contact: Ann Romano - Doug McNeal

ENG crews, editing, studio facilities, and transmit/ 24 HRS service

Keystone Communicatiions
45 West 45th Street
(212) 869-4575
Contact Keitha Fairnurst

Editing and transmit/receive capability

WTN (World Television News)
1995 Broadway N.Y.
(212) 362 4440
Contact: Sharri Berg

ENG crews editing, studio facilities and transmit receive capability
24 HRS service

IV. QUESTIONNAIRE FOR RADIO AND TELEVISION BROADCASTERS

This questionnaire is an application-information form only. Summit Secretariat Radio-TV Services will confirm bookings in writing and will book on a first-come-first-served 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 to the address listed below as soon as possible.

If you require further information, please contact:

Summit Secretariat
Radio and TV Services (H-2F)
3 United Nations Plaza
New York, N.Y. 10017
(212) 326-7290 (tel)
760-7848 (telex)
(212) 326-7731 (fax UNICEF radio/TV)
(212) 888-7465 (fax UNICEF general)

NAME AND ADDRESS OF BROADCAST ORGANIZATION:

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

CONTACT NAME AND POSITION:

Will a representative(s) of your broadcast organization 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 and Position:

(Questionnaire for Radio and Television Broadcasters -- continued)

Questionnaire for Radio and Television Broadcasters -- (continued)

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

Radio _____ Television _____

If yes please turn to section "A" for Radio Services and/or section "B" for Television Services.

(Questionnaire for Radio and Television Broadcasters -- continued)

Questionnaire for Radio and Television Broadcasters -- (continued)

SECTION A: Radio Facilities

Will you record the pool coverage of Summit events?

Yes _____ No _____

If yes, how will you pick up the floor language feed?

Media centre _____ NR (local post and telecommunications
switchboard/through commercial facilities). _____

Will you require interpretation of the floor language when available?

Yes _____ No _____

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

Arabic _____
Chinese _____
English _____
French _____
Russian _____
Spanish _____

Will you require a live audio feed in the United Nations radio studios (opportunity to voice over your comments while proceedings take place)?

Yes _____ No _____

Do you have any further questions regarding services or facilities?

End of section A (Radio Facilities).

Questionnaire for Radio and Television Broadcasters -- (continued)

SECTION B: Television Facilities

Will you record the pool coverage of Summit events?

NOTE: NTSC only.

Yes _____ No _____

If yes, how will you pick up this feed?

Media Centre _____ NR (local post and telecommunications
/through a commercial facility) _____

NOTE: The media centre will offer television audio video feeds with floor language and interpretation in Arabic, Chinese, English, French, Russian and Spanish.

Do you require edit space in the media 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 _____

Do you have any further questions regarding services or facilities?

End of section B (TV Facilities).

V. MEDIA REQUEST FORM (Television)

This form is for ordering packaged video highlights of Summit events 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. Mark appropriate column.

Arrival ambiance and opening session
 Additional scenes of your Head of State or Government, if available

Closing session and official press conference
 Additional scenes of your Head of State or Government, if available

Declaration presentation to the General Assembly

2. B-roll footage and script information (English and French) 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 Summit Radio-TV Services 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.

(Media Request Form for Summit Highlights (Television) -- continued)

Media Request Form for Summit Highlights (Television) -- (continued)

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 _____

VI. MEDIA REQUEST FORM - (Radio)

This form is for ordering audio highlights of Summit events 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. Mark appropriate column.

_____ Opening session

_____ Working sessions

_____ Closing session

_____ Declaration presentation to the General Assembly and official press conference

2. An audio cassette or reel containing edited actuality from all open sessions - available in English, French and Spanish.

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

Reel-to-Reel _____ Cassette _____

4. Audio packs containing 15-minute radio programmes will be available in English, French and Spanish. Please provide a copy of this pack for my radio station _____.

English _____

French _____

Spanish _____

(Media Request Form for Summit Highlights (Radio) -- continued)

Media Request Form for Summit Highlights (Radio) -- (continued)

Name of Broadcaster:

Company _____

Contact Person _____

Address _____

Country _____

Telephone New York _____

Telephone Home Country _____

Telex _____

Fax _____