

**Cyprus Talks
and
Conference on Cyprus**

Geneva, 9-15 January 2017

Correspondents' Handbook

***United Nations Information Service
at Geneva***

Covering the Cyprus Talks

Dear correspondent,

The Cyprus Talks will resume in Switzerland at the United Nations in Geneva (Palais des Nations) from 9 to 11 January 2017, and be followed by a Conference on Cyprus starting on 12 January.

Representatives of the mass media – press, photo, radio and television – need to be accredited by the United Nations Office at Geneva (UNOG) to cover these events.

This handbook provides some useful information to help you do your job as effectively as possible, including rules on media coverage and access to services at the Palais des Nations.

The Cyprus Talks will be held in private, but every effort will be made to keep you informed of key developments as information becomes available. You will be informed of scheduled photo opportunities or press conferences and stakeouts as early as possible by e-mail, keeping in mind that these could sometimes be organized with little advance notice.

Please refer to the Cyprus Talks page on the UN Office at Geneva website (www.unog.ch) for regular updates on possible press briefings or conferences and other relevant information.

Please note that the spokespeople for the Cyprus Talks are:

Aleem Siddique	+357 22 61 4408 / +357 996 16197 (mobile) siddiquea@un.org
Spokesperson for UN Special Advisor on Cyprus	
Baris Burcu Turkish Cypriot Official Spokesperson	+90 542 880 1327 baris.burcu@kktcb.org
Nikos Christoulides Greek Cypriot Official Spokesperson	+357 99558813 nchristodoulides@presidency.gov.cy

Media coverage: a few simple rules

Journalists play an essential part in the work of the United Nations, and we make every effort to facilitate their coverage of UN activities. A few simple rules, however, apply.

- **Filming is not permitted in private meetings, dining areas, cafeterias, bars or the meditation room.**
- **Filming of security installations and security staff is not allowed; prior authorization is necessary from UN Television for specific requests.**
- Television and photo coverage may be carried out from designated areas only, when these are set up, i.e. Hall XIV for press stakeouts, Room III for press conferences, etc.
- Live stand-ups **are not allowed** during press conferences and stakeouts. Journalists can conduct interviews after the press briefing, outside the room.
- Boom microphones are not allowed in conference rooms.
- Use of flash and/or torches is not allowed.
- All media may film and/or take photos at press conferences. Authorization from UN Television is required for all other filming and photography.
- Filming for advertising or commercial purposes is not permitted.
- Safety and security regulations must be respected at all times; **do not leave bags of any kind unattended.**

Please note:

- Media accreditation is valid for coverage of UN activities at the UN in Geneva only and does not constitute an endorsement for any other activities on UN premises.
- The Press and External Relations Section of the UN Information Service may revoke accreditation at any time if it is put to improper use; if it is determined that the accreditation has not been used to cover United Nations events; if it has been used to abuse the privileges accorded to UN-accredited media, or if the personal or public conduct is not consistent with the best interests of the Organization.
- The press pass is personal, not transferable, and may not be loaned to other individuals; UN Security will confiscate any pass from any individual to whom it was not issued.
- Temporary press accreditation is given for the duration of the event covered by the correspondent.

Useful Contacts

Security at Pregny Gate	022 91 72953
United Nations Information Service (UNIS)	022 91 72302/72325 press_geneva@unog.ch
UN Photo – Radio - TV	022 91 74632 untv@unog.ch
Accreditations	022 91 74359 accreditation-media@unog.ch

Access to the Palais des Nations

Once you have been accredited for the Cyprus Talks, you can retrieve your press badge from the Security Service at Pregny Gate (8-14 Avenue de la Paix, Geneva), which is open from 8 a.m. – 5 p.m. from Monday to Friday. **Please note that on Monday 9 January only, badges can be retrieved from 7 a.m. onwards.**

Once you have your badge, access to the Palais des Nations through Pregny Gate is possible between 6 a.m. and 5 p.m. from Monday to Friday. All visitors undergo an X-ray check.

During weekends, access will only be possible if official meetings are scheduled to take place. Otherwise, the Palais des Nations will not be accessible for temporarily accredited journalists.

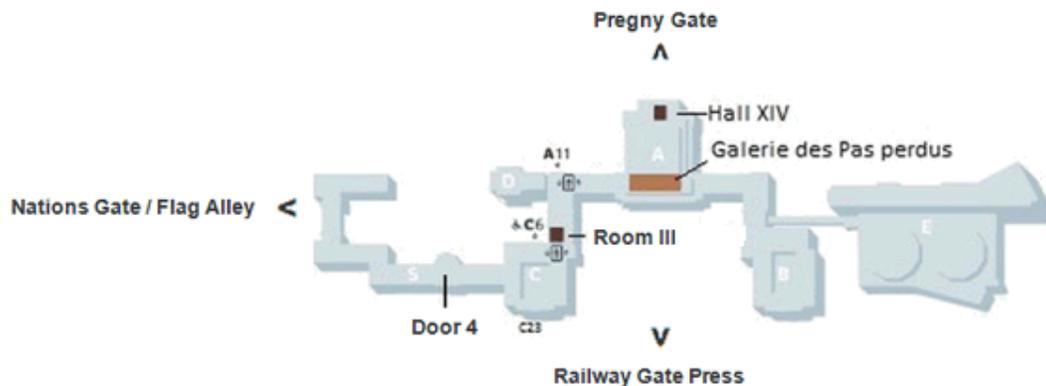
The buildings' access doors will be under electronic control from 7 p.m. to 7 a.m. (Monday to Friday). During the weekend, Door 21 will remain open should official meetings take place and access to the Palais be permitted.

Media Centre

A media centre for journalists will be open from 8 a.m. in Room V (Salle V), on the first floor of Building A (above Door 6). Space will be available on a first-come, first-serve basis.

Press briefings and stakeouts

Press conferences of the United Nations will be generally held in Press Room III, located on the 1st floor of building A, access through Door C6. Because of security checks, audio-visual equipment must be brought to the room one hour before the start. The room has a limited capacity of about 200 places. The Media Centre will be used for any overflow. Press conferences will be webcast live on webtv.un.org.



From 9-11 January 2017, media stakeouts will take place in Hall XIV, located on the 3rd floor of Building A, behind the Assembly Hall. You can reach Hall XIV from the Galerie des Pas perdus (access from door A11 or C23).

When the Conference on Cyprus starts on 12 January 2017, stakeouts will be held at Door 4 of Building S.

All press briefings and press conferences will be announced by e-mail to accredited journalists, and announcements published on the NEWS AND MEDIA page at www.unog.ch. Click on the tab ABOUT UNOG to find NEWS AND MEDIA.

Television

After accredited personnel has picked up their passes at Pregny Gate, SNG vehicles ("sat vans") will be able to access UN grounds through the Chemin de Fer entrance (2 Avenue de la Paix, opposite World Meteorological Organization), also beginning at 8 a.m.

- Parking is located in the Cour d'Honneur area by the Armillary Sphere, equipped with 16A power plugs.
- SNG drivers are to provide a mobile phone number to: untv@unog.ch
- Feed point (PAL signal, HD/SDI, BNC connection) is located by the wall between doors 21 & 23.
- SNG producers are invited to provide, on a daily basis, the time slot of their last transmission (this is to help ensure lighting in the UN building at night): untv@unog.ch

Radio

In Room III (press conferences) and Room V, each table workstation is equipped for private listening and audio outputs (XLR) at "line level". Each individual seat is also equipped for private listening. Audio outputs (XLR) are available for recorders / cameras.

Photo opportunities

With the agreement of the parties involved, and at a pre-determined date and time, efforts will be made to give visual media access to photo opportunities such as the arrival of delegations, the start of meetings, etc. We will keep you informed of such opportunities by e-mail.

For some events, a limited photo and video pool, managed by UNTV, may need be arranged. As access will be restricted, pools are likely to consist of no more than one or two major news agency media, selected on the basis of their capacity to distribute pool visual material quickly to the greatest number of media worldwide; in addition UNTV house feed and UN photo pool images will be available to all media.

UNTV and Photo will distribute photos and footages regularly. Broadcasters interested in receiving notifications of available material should contact untv@unog.ch.

You can find **UN photos** of the Cyprus Talks on **UN Geneva's Flickr account**.

Please note that media must attribute the source: **UN Photo/ (name of photographer)**

Services available to the media

Bars and restaurants

A cafeteria, a restaurant and several bars are available at the Palais des Nations:

NAME	LOCATION	OPENING HOURS
Cafeteria	Building A Ground floor	8:15 a.m. - 5 p.m.
Bar Palette	Building E 6th floor	8:15 a.m. - 5 p.m.
Serpent Bar	Building E 1st floor	9 a.m. - 5:15 p.m.
Press Bar	Building C Ground Floor/door 6	8:30 a.m. - 6:30 p.m.
Delegates Lounge	Building C/A 3 rd floor	8:30 a.m. - 4:45 p.m.
Delegates Restaurant <i>(call 022 917 35 88 for reservations)</i>	Building A 8 th floor	Noon to 2:30 p.m.

Please note: The sale of alcohol, including beer, is prohibited in all bars and restaurants of the Palais des Nations before 11:30 a.m. and in the afternoon from 3 p.m. to 5 p.m.

Wi-Fi

There are several free public Wi-Fi hotspots at the Palais des Nations. Conference rooms are also equipped with wireless connections.

Telephones

To make internal calls (numbers beginning with 022 917 XX XX), dial the last five digits. To make external calls, dial 0 followed by the number of your call recipient, including the prefix 022. In-house phones can only make internal calls.

Bank

A UBS branch is at your service at door 6, open from 8:30 a.m. to 4:30 p.m. An area UBS cashpoint is also at your disposal at door 41.

SAFI Shop

A small supermarket, selling food and non-food items, is located in the basement of Building S and can be accessed through door S1. SAFI is open from Monday to Friday from noon to 6:30 p.m.

Medical Service

The UNOG Medical Service is located in the basement of Building S, near door S2. It is open from 8 a.m. to 5 p.m. Outside these hours and for emergencies, contact the Security and Safety Service at 72900 or 72902.

Useful information

UNOG News

The website of the United Nations Office at Geneva is at www.unog.ch. A page dedicated to the Cyprus Talks has also been created, accessible directly from the homepage or under NEWS & MEDIA (under ABOUT UNOG).

Webcast

Press conferences, briefings and statements held at the Palais des Nations can be viewed live or as archived material under: www.webtv.un.org. You can also see there the live schedule and watch other United Nations meetings.

UN News Center

The primary United Nations news source is the UN News Center website, which is constantly updated and available at the following address: www.un.org/news.

This page contains a wide-variety of information of interest to journalists.

Journalists can also subscribe to the UN news email service at the following address: <http://www.un.org/apps/news/email/>.

Social media

The United Nations Office at Geneva manages several social media accounts, including:

Twitter: @UNGeneva

Facebook: UNGeneva

Instagram: ungeneva



UNOG
THE UNITED NATIONS OFFICE AT GENEVA

United Nations Office at Geneva
Palais des Nations
Avenue de la Paix 8-14
1211 Genève 10
Tel: (+4122) 917 12 34
Fax: (+4122) 917 01 23
Website: www.unog.ch