

HABITAT III

GUIDELINES FOR MEDIA



United Nations

1. MEDIA REGISTRATION AND ACCESS TO THE VENUE

- ✓ All participants to the Habitat III Conference must complete the online registration form on www.habitat3.org before 1 October. All journalists and photographers must register under the type-group of Media.
- ✓ After completing the registration, media participants must submit the following documents to habitat3media@un.org on or before **7 October** 2016:
 1. A copy of your passport/national ID card;AND
 2. A copy of a valid press card/work pass; OR a letter on headed paper from your media organization outlining your role/function, signed by the Editor-in-Chief or Publisher
(For freelance journalists only):
 3. In addition to items 1 and 2 above, two (2) examples of your published work from the last 12 months.

Media accreditation for the Habitat III Conference may only be granted upon submission of these documents. The earlier these documents are submitted, the earlier we can communicate the status of your accreditation as media.

- ✓ Media participants shall receive the registration approval from the Habitat III Secretariat once documents are validated.
- ✓ For getting access to the venue, media participants may collect their badge at *Casa de la Cultura Ecuatoriana Benjamín Carrión* from 14 to 20 October, from 7:00 a.m. to 6:00 p.m. at the accreditation area.

2. MEDIA CENTER AT THE VENUE

The Habitat III Media Center is for exclusive use by accredited journalists and photographers with a Habitat III Media badge.

Opening hours

The access to the venue will be available from 7:00 a.m. until 7:30 p.m., the Media Center will remain open 24h from Saturday 15 October to Thursday 20 October.

Location

The Media Room is located in the ground floor of the *Casa de la Cultura Ecuatoriana Benjamín Carrión*.

Facilities

With over 800 square meters of open space, the Media Center is able to accommodate up to 500 journalists at a time.

This working area offers:

- ✓ Wi-Fi connection
- ✓ Computers
- ✓ Printers/Photocopy machines
- ✓ Screens broadcasting the sessions
- ✓ Co-working desks
- ✓ Booths
- ✓ Lounge area

Interview Room

Within the Media Centre, journalists may use the Interview Room, a closed and quite area to provide comfortable private talks and interviews.

Journalists interested in booking the room by slots of 1 hour may contact habitat3media@un.org.

Habitat III Support Desk

During the days of the Conference, for any media requests or updated information on the Habitat III programme, all journalists can ask at the Habitat III Support desk, located in the Media Center.

3. PRESS CONFERENCE ROOM

All official press conferences and presentations to media will be held in the Press Conference Room, located next to the Media Center but accessible to all participants, with priority to media.

The Press Conference Room, with a capacity of 200 seats, provides interpretation into three UN official languages.

Schedule

Daily briefings will be held by Habitat III Secretariat at 8:00 a.m.

In addition, as Habitat III Conference is a platform to promote the dissemination of

global urban development news, various stakeholders organizations and governments will also hold press conferences and announcements on a daily basis.

Full schedule of media briefings will be available on www.habitat3.org, in the Media Room section.

4. RESOURCES TO MEDIA

Contacts to experts

Media interested in contacting urban experts and delegations for interviews may connect to habitat3media@un.org. A list of experts and press focal points of delegations will be available at the Habitat III Support Desk of the Media Center.

Photos

Habitat III Secretariat is facilitating daily photo coverage of the sessions and activities on Flickr at www.flickr.com/photos/habitat3un. Media is invited to use these images by adding photo credit ©Habitat III.

Videos

Videos of the sessions will be available on webtv.un.org (see *WebStreaming section*).

5. COVERING HABITAT III SESSIONS

Accredited media is allowed to have access to all sessions of the Habitat III Conference. There will be a reserved space for media in the rooms hosting Opening, Closing and main Habitat III sessions.

Journalists and editors must be located at the designated press area, on first-come, first-served basis as there is a limited number of seats.

Photographers will need to be escorted by Habitat III Secretariat to get access into the Plenary Meetings and High-Level Roundtables.

6. EVENTS AND ACTIVITIES FOR MEDIA

Media is invited to Habitat III Conference not only for reporting, but also to take an active role towards the implementation of the New Urban Agenda.

The following activities are specifically addressed to journalists and communications professionals of delegations and stakeholders organizations.



Media Urban Walks: Habitat III Village

On 14 and 15 October, previous to the official Opening of the Habitat III Conference, media is invited to join a guided tour on the Habitat III Village.

Habitat III Village is a unique and live urban laboratory where urban innovations and solutions will be showcased at Quito street level to reflect on urban planning, management, and sustainable development.

Pre-registration is required by email to habitat3media@un.org, indicating day, number of people and media house/organization.

You may check the schedule on www.habitat3.org.

Urban Journalism Academy

The Urban Journalism Academy is a pioneer initiative intended for journalists and media professionals who are interested or involved in urban development.

The objective is to train media participants about coverage of social, environmental, and economic issues facing cities in the 21st century to strengthen journalists' capacity to analyze the overall process of urbanization by sharing substantive knowledge about the main issues of the New Urban Agenda and its implementation.

Tuesday 18 October

From 3:00 p.m. to 6:00 p.m.

Habitat III Press Conference Room

You may check the Academy's programme on www.habitat3.org.

Media Roundtable

The Habitat III Conference will be holding an array of roundtable meetings, in addition to the assemblies that will take place the weekend before the Habitat Conference begins.

These roundtables will present an opportunity for key partners to participate and to organize their constituencies around the substance of the New Urban Agenda, laying the groundwork for inclusive and representative implementation at every level.

Media Roundtable

Wednesday 19

From 8 a.m. to 10 a.m.



7. WEBSTREAMING

Habitat III Conference will be live broadcasted on webtv.un.org for the access of all.

You may check the schedule of the webstreaming, on www.habitat3.org.

8. TIPS ON PROMOTING HABITAT III

Official website

www.habitat3.org

Social Media Official Accounts

- ✓ Twitter
 - ① [Habitat3UN](https://twitter.com/Habitat3UN)
 - ① [JoanClos](https://twitter.com/JoanClos) – Habitat III Secretary-General
- ✓ Facebook
 - www.facebook.com/Habitat3UN
- ✓ YouTube
 - www.youtube.com/c/HabitatIII
- ✓ Instagram
 - <http://www.instagram.com/habitat3un>

Hashtags

[#Habitat3](https://twitter.com/hashtag/Habitat3)

[#NewUrbanAgenda](https://twitter.com/hashtag/NewUrbanAgenda)

[#H3Village](https://twitter.com/hashtag/H3Village)

Contact to the Habitat III Secretariat

habitat3media@un.org

Check this document online at www.habitat3.org for updates.

