

FAO Food Summit (3-5 June 2008) PRACTICAL INFORMATION FOR JOURNALISTS

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A. Accreditation

Journalists (and technical staff) representing mass media outlets who have not yet asked for advance accreditation are urged to do so as soon as possible.

The documents required are:

- 1) The media accreditation form, available in several languages at <http://www.fao.org/newsroom/en/focus/2008/1000829/>
- 2) A valid press card OR a letter of assignment on letterhead paper from the editor or bureau chief AND a recent, passport-size photo to be sent, preferably, in jpg.

Please try to submit these documents by e-mail and all at the same time to (email) mediapass@fao.org or (mail/courier) FAO - Press Office (KCIM A309), Viale delle Terme di Caracalla, 00153 Rome, Italy.

Journalists who applied for advance accreditation by the 26 May deadline may pick up their passes starting at 14:00 on Friday 30 May at an Accreditation Centre outside FAO headquarters, located at Via di San Teodoro 74 (map at right). Passes for applications made after that date will be available somewhat later.

Please note that Monday 2 June is an Italian national holiday and much of the area around FAO will be blocked off due to a parade.



Accreditation Centre hours:

Friday, 30 May: 14:00 - 17:00

Saturday, 31 May: 09:00 - 16:00

Sunday, 1 June: 09:00 - 16:00

Monday, 2 June: 10:00 - 20:00

Tuesday, 3 June: 07:30 - 20:00

Wednesday, 4 June: 07:30 - 17:00

Thursday, 5 June: 07:30 - 12:00

Press kits and other information material will be available at the Accreditation Centre as well as at a Media Centre inside FAO.

For questions on accreditation, contact:

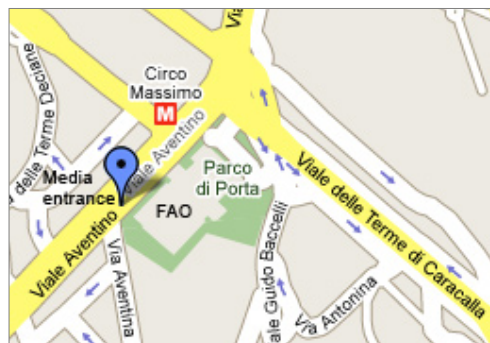
(+39) 06 570 52113

(+39) 06 570 53625

From 14:00 on 30 May only: (+39) 340 995 9764

B. Entering the FAO building

Journalists and their crews must access the FAO compound outside of Building D on the Viale Aventino side, at the corner of Via Aventina. Accredited journalists **must** have their summit pass and photo ID used during the accreditation process on hand. Summit passes must be worn and visible at all times.



C. Areas open to the media

Security will be high during the Summit and space at a premium. Media will largely need to work in the Media Centre on the ground floor.

Dignitaries and high-level participants will arrive at a special entrance on the Aventino side of FAO. A small working space – for a limited number of video crews and photographers only – will be located there to allow coverage of the arrival of delegations. Filming and photography in the arrivals area will be organized on a pool basis. Video crews and photographers accompanying a delegation may cover only the arrival of their own delegation.

The main venue for the summit will be the FAO Plenary Hall on the 3rd floor of building A. Due to spatial constraints and security considerations there will be only very limited access to the Plenary. Access to the Plenary for cameramen and photographers will be on a pool basis. Non-video and non-photo media representatives will **not** have access to the Plenary but will be able to follow the summit proceedings on closed-circuit television monitors within the designated Media Centre as well as via an online webcasting service (<http://www.fao.org/webcast/>).

More information about the video and photography pools will be available at the Media Information Desk in the Media Centre.

D. Opening of the conference

On Tuesday, 3 June at 9.00 a.m., the Summit will be formally opened in the Plenary by the President of Italy, UN Secretary-General, a Papal representative, and FAO's Director-General. Following the election of the summit chairperson, Heads of state and government, heads of delegations, and special guests will speak.

Live pool feeds from the opening ceremony will be provided by the European Broadcasting Union (EBU) and RAI and will be accessible at work stations reserved for video and radio journalists in the International Broadcast Centre. This coverage is copyright-free.

Additionally, high-quality handout photographs of the opening ceremony will be made available for media use. See details below (section G).

After the opening, still photographers and video crews accompanying a head of state may film during their head of state's intervention on a limited, one-by-one basis by arrangement with the FAO TV and Photo Liaison Officers.

Access to the plenary for TV/video crews and photographers not accompanying a head of state will be extremely limited. Access will be organized on a pool basis through a system of floating passes.

FAO TV Liaison Officers:

Bou Downes, (+39) 06 570 55980 (tel),
+(39) 338726 4566 (mobile)

Elaine Sharp, (+39) 06 570 55899 (tel),
(+39) 348 258 0769 (mobile)

Charmaine Wilkerson, (+39) 06 570 56302 (tel),
(+39) 348 870 4598 (mobile)

FAO Photo Liaison Officers:

Paul Anthem, (+39) 06 5705 3428 (tel.),
(+39) 339 795 5012 (mobile)

Sherri Dougherty, (+39) 06 5705 3082 (tel.),
(+39) 348 141 6672 (mobile)

E. Working arrangements for print & online media

Starting from 14:00 hours on 2 June a working area for journalists (Media Centre) will be open on the ground floor in the FAO Atrium (160 positions) and in the FAO library (100 positions, ground floor, bldg. A). The workstations will be open 24 hours a day, with limited services between midnight and 6 a.m., until 3 hours after the conclusion of the Summit on Thursday 5 June.

Due to the large number of accredited journalists expected, workstation seats are available on a first-come, first-served basis.

All desks feature electrical outlets; only 20 have computers with direct-cable Internet access **so the media are encouraged to bring laptops with them**. Wireless Internet connectivity will be available in the entire Media Centre area. To access the Wi Fi network a password will be necessary – these can be obtained at the PROME help desk (see Section H, equipment and services). Please note that Internet access only

allows for surfing the Web or emails – not for uploading larger files. Higher-bandwidth Internet access can be arranged at the PROME help desk.

Workstations will also be equipped with audio and video boxes and infrared headsets that will transmit the audio of speeches made in the Plenary. Additional headsets will be available upon request.

20 large-screen monitors will be installed in the Media Centre and around FAO which will allow the media to follow deliberations of the summit and which will also deliver announcements regarding new, previously unscheduled events and press conferences.

The text of speeches by Summit participants will be uploaded on the conference website (<http://www.fao.org/foodclimate/>). Copies of speeches will also be made available at a Media Information Desk in the Media Centre.

F. Working arrangements for broadcast media (video, TV and radio)

RAI is providing a Broadcast Centre for use by TV, video and radio journalists that will be located on the ground floor just outside the Atrium. The Centre will be operated by EBU, which will provide live video and audio pool feeds, editing and uplink facilities.

The Centre will feature 40 work cubicles, each equipped with basic furniture and a split-screen monitor. Cubicles are being assigned upon request on a first-come, first-served basis. Video and audio signals from 4 locations will be available at the cubicles: from the Plenary, from the entrance at which heads of state and other dignitaries will be arriving, from the press conference room (Iran Room), and from the Red Room. The broadcast center will be open 24 hours a day during the Summit; however, its capacities after midnight Rome time will be reduced.

Wi Fi Internet will be available in the Broadcast Centre: to access the Wi Fi network a password will be necessary – these can be obtained at the PROME help desk in the Media Centre (see Section H, equipment and services). Please note that Internet access only allows for surfing the Web or emails – not for uploading larger files. Higher-bandwidth Internet access can be arranged at the PROME help desk.

Stand-up positions (7) will be available opposite the entrance to the Media Centre and inside the FAO Atrium. A larger interview stage (48sq.m) will be present in the area just outside the Media Centre.

For television services:

Elena Pinardi, EBU, (+39) 06 681 34 912, pinardi@eurovision.net

For radio services:

Julia Lonicer - EBU Radio, (+41) 79 230 1508, lonicer@ebu.ch

G. Working arrangements for photographers

Due to spatial constraints and security considerations there will be only very limited access to the Plenary. Access to the Plenary for cameramen and photographers will be on a pool basis. More information about the video and photography pools will be available at the Media Information Desk in the Media Centre.

High-quality hand-out photographs of the conference will be uploaded on a regular basis and made available for media use. To download high-resolution photographs of the conference:

<ftp://ext-ftp.fao.org/GI/data/PhotoLibrary/faoconferencephotos>

Handout photos should be credited: ©FAO photo

A working area for journalists including photographers (Media Centre) will be open in the FAO Atrium (160 positions, ground floor) and in the FAO library (100 positions, ground floor, bldg. A). The workstations will be open 24 hours a day, with limited services between midnight and 6 a.m., until 3 hours after the conclusion of the Summit on Thursday 5 June. Due to the large number of accredited journalists expected, workstation seats are available on a first-come, first-served basis.

All desks feature electrical outlets; only 20 have computers with direct-cable Internet access so the media are encouraged to bring laptops with them. Wireless Internet connectivity will be available in the entire Media Centre area. To access the Wi Fi network a password will be necessary – these can be obtained at the PROME help desk (see Section H, equipment and services). Please note that Internet access only allows for surfing the Web or emails – not for uploading larger files. Higher-bandwidth Internet access can be arranged at the PROME help desk.

20 large-screen monitors will be installed in the Media Centre and around FAO which will allow the media to follow deliberations of the summit and which will also provide information bulletins.

FAO Photography Liaison Officers:

Paul Anthem, (+39) 06 5705 3428 (tel.), (+39) 339 795 5012 (mobile)
Sherri Dougherty, (+39) 06 5705 3082 (tel.), (+39) 348 141 6672 (mobile)

H. Equipment & services rental

The events firm PROME has been contracted to supply the media with any additional equipment & services (analogue RTG lines, 2 channel ISDN lines, ADSL lines, fax rentals, laptop and printer rentals, etc.) and will have a service desk located in the Media Centre:

For equipment and services, contact:

Lucia Lutrario, (+39) 340 563 1123, lucia.lutrario@prome.it

I. Press conferences & media briefings

Press briefings will be held on an *ad hoc* basis in the press conference room (Iran Room). These will be announced on the conference info screens and at the Media Information Desk.

Regrettably, space will be extremely limited in the Iran Room and seats will by necessity be available on a first come, first-served basis. Efforts are being made to expand the capacity of the room by placing large-screen monitors in its vestibule, and journalists will always be able to follow the proceedings of all press conferences via CC TV and the FAO webcasting service.

A **concluding press conference** by the FAO Director-General and high-level national representatives is scheduled to take place on the afternoon of **Thursday, 5 June** after the official close of the Summit (venue and exact time TBA).

J. Getting help & arranging interviews

FAO media relations officers will be standing by to assist as needed in the UEMOA Room on the ground floor of Building A adjacent to the Media Centre. A full list of FAO media officers will be available in the Media Centre, the UEMOA Room and at the Media Information Desk and on the FAO Newsroom website.

FAO media relations officers:

See full list at end of this document or visit <http://www.fao.org/newsroom/en/contacts/index.html>

K. Media information desk

An information desk for journalists located inside the Media Centre will make available Conference documents as well as the Daily Programme of the Summit, press releases and publications, the texts of speeches, and other information.

Earth Negotiations Bulletin has been contracted to provide daily in-depth coverage of the Summit. Their daily summary will be made available at the media information desk as well as online at:

<http://www.iisd.ca/ymb/wfs/>

L. Webcasting service

It will be possible to follow the Summit proceedings on the FAO website using a special webcasting service provided by RAInet. Thanks to RAInet's technology, users will be able to follow in real time the audio and video of all Plenary speeches, as well as press conferences.

The webcast site location: <http://www.fao.org/webcast/>

M. Catering services

Normal FAO cafeterias and bars will not be open to the media. Coffee machines will be located in the Media Centre, and a separate catering area will be established in the parking lot behind the Atrium, next to the International Broadcasting Centre.

N. Useful websites

FAO online newsroom, - summit info for media
<http://www.fao.org/newsroom/en/focus/2008/1000829/>

Summit website
<http://www.fao.org/foodclimate/>

Downloadable (.doc) media accreditation form
http://www.fao.org/english/newsroom/extras/accreditation_EN.doc

O. FAO media information officers

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