



Inter-Parliamentary Union
For democracy. For everyone.

Fourth World Conference of Speakers of Parliament

United Nations Headquarters, New York
31 August to 2 September 2015



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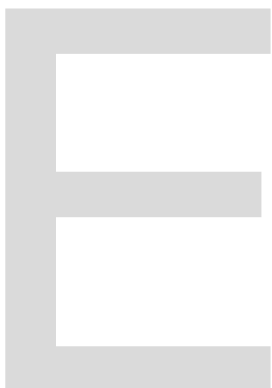
Important information note for parliamentary press and non-UN media accredited to the Speakers' Conference

Accreditation

1. Official photographers and camera crews **accompanying national delegations** to the Speakers Conference must apply for **media** accreditation through the UN accompanied by a letter from their relevant Mission. If this is your first time at UN HQ, please apply [here](#). If not, please apply at this [link](#)
2. All media not accredited to the UN press corps in New York must also apply for accreditation at the above links.

Access to and around the UN

3. Parliamentary and non-parliamentary media accredited to the Speakers' Conference can only gain access to the UN through the **Visitors' Entrance at 46th Street and 1st Avenue between 8 a.m. and 7 p.m.** If this entrance is closed, access may be possible through 43rd Street. There will be no access to the UN after this time unless a meeting is still ongoing.
4. Once inside the UN and having had their equipment screened by security, all accredited audio visual media **must** make their way to the UN Media Accreditation and Liaison Unit (**MALU**) on the 2nd floor of the Secretariat, room **S-250** or ask security to call MALU on **3-6934**. Staff from MALU will escort audio visual media to media booths in the General Assembly (GA) Hall.
5. Print media and parliamentary press can access the press gallery by taking the elevator in the GA lobby to the 4th floor. They will be required to show their press pass.
6. Accredited correspondents may have access to the General Assembly Hall for stand-ups or interviews only if the GA is not in session and with prior approval and escort from MALU.
7. All media have access to the second floor of the **Secretariat Building** (press conference room **S-237**, MALU and Office of the Spokesperson of the UN SG),
8. All media have access to the third and fourth floors of the Secretariat Building (offices of UN-based correspondents and working area for other temporary accredited media on the fourth floor)
9. All accredited media have access to areas in the First Basement in front of the conference rooms and do not require an escort. However, for any filming in this area, media will need to inform MALU and be escorted by MALU staff during the filming.



Restricted areas

10. The entire **2nd floor of the UN Conference Building is a restricted area**. If media access is required, please contact MALU.
11. No media is authorized on the floor of the General Assembly Hall or on the floor of a conference room while a meeting is taking place.
12. Media access to the UN Security Council stakeout is only possible when the Security Council is in session.
13. No media can go above the fourth floor of the UN without escort from MALU.
14. For TV “stand-ups”, accredited media need to inform MALU, which will notify UN Security and escort the TV crew. Stand-ups are recommended in the Rose Garden with the UNHQ backdrop or outside the UN on 1st Ave. **Media can also use the MALU studio on the 4th floor** (sound-proof room with UN emblem backdrop).
15. TV crews will not be permitted in the Delegates Dining Room on the 4th floor. Filming in these areas is only permitted with prior approval by MALU.
16. There is **no media access** to the reception on 31 August. Official parliamentary photographers will only be given access if they hold an invitation card.

Detailed information on media access rules and procedures can be found at:

<http://www.un.org/en/media/accreditation/guidelines.shtml>

Press conferences

1. All IPU or national delegation press conferences will be held in the Press Briefing Room S-237 on the second floor of the Secretariat.
2. National delegations wanting to hold a press conference must submit a written request to sas@ipu.org
3. Media advisories and press releases issued by IPU will be distributed by the UN Media Documentation Centre – e-mail: mdc@un.org

Access to photos and video

1. There will be no media access, including official parliamentary media, to the UN for the Women Speakers’ Meeting.
2. No media or parliamentary press will be allowed into the media booths or into the GA Hall for the group photos.
3. Photos from the Speakers’ Conference, the group photos and the meeting of Women Speakers on 29-30 August will be made available for use on IPU’s [Flickr account](#)
4. Camera crews may film the proceedings in the GA Hall over the three days of the Conference and panel discussions on 1 September from the media booths. Photographers can also take images from the media booths.
5. Live broadcast-quality TV feeds of the proceedings of the Speakers’ Conference will also be available. Find out how images can be accessed live - http://www.un.org/en/media/accreditation/pdf/UNTV_Transmission_Guide.pdf
6. Media and national delegations may also request recorded broadcast-quality images from the GA Hall and the panel discussions from the UN audio-visual library. Requests must be made using this [form](#) and sent by e-mail only to avlibrary@un.org.
7. The Speakers’ Conference will be webcast live on UNTV and will also be accessible on www.ipu.org
8. Social media – the Twitter hashtags are: #womenSpeakers15 and #Speakersconf