

# How to book an event for live and on-demand webcast coverage on UN Web TV

Here are the steps:



**Send an email with your request:**

**damianou@un.org**  
**justin@un.org**

Include information about your event (URL, concept note, flyer, etc.)

Please include:

**UNHQ Offices:** Coding Block

**Non-UNHQ Offices (financial sponsor):** business name and acronym, business type, address, email, phone and contact person.



**You will receive:**

1. An email confirming your provisional booking; and
2. A sale or service order from DPI Operations Branch



Have your Financial Officer sign the form and return it to:  
**operationsbranch@un.org**



**Contact MMS and BCSS:**

Contact Meeting Management Services (**MMS**) and Broadcast and Conference Support Section (**BCSS**) to ensure that your meeting is categorized as "OPEN" to allow for webcasting.

MMS:  
emeetsm@un.org

BCSS: request-for-services@un.org



**Fees:**

Cost-recovery fees for webcast services are **\$232.00** per half day of coverage (during regular business hours).

This is in addition to any other possible costs by BCSS or UNTV for other audiovisual needs.

## Benefits of webcasting your event with UN Web TV:

**SCOPE:** Live webcasting will allow your organization to reach global audiences, beyond those attending the event.

**AVAILABILITY:** Watch the event live and on-demand on multiple platforms at webtv.un.org

**SHARABILITY:** Share the video embed code on your social media platforms.

**LANGUAGES:** If interpretation is available the events will be streamed in the six UN official languages.



**Contact UN Web TV (email preferred)**

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