



**XII<sup>e</sup> SOMMET  
DE LA FRANCOPHONIE**  
Ville de Québec · 2008



***HOST BROADCASTER***  
**Services and rate card**



**XII<sup>e</sup> Sommet de la francophonie**  
October 17– 19, 2008  
Québec City, Québec, Canada  
Broadcasting Services

## **1. Guidelines for reservations**

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The Host Broadcaster Master Control will operate within the International Broadcast Center (IBC) at the Centre des Congrès de Québec in Québec City. Although the Master Control will operate 24 hours a day, the reservation centre located at the services counter will be open 12 hours a day from 7:00am to 7:00pm. When the reservation centre is closed, clients can contact the supervisor on duty at the Master Control.

The supply of services will be conditional on their availability and will be awarded on a “first come, first served” basis

All prices are in Canadian dollars and are subject to a 5% Goods and Services Tax (GST) and a 7,5% Quebec Sales Tax (QST). The reservation centre accepts payments by VISA, American Express, Master Card, bank deposits and in Canadian and U.S. dollars.

Some Broadcaster site visits are being scheduled before August 22, 2008. Please contact the Secrétariat d'organisation du XII<sup>e</sup> Sommet de la Francophonie at [medias@francophoniequebec2008.qc.ca](mailto:medias@francophoniequebec2008.qc.ca).

All reservations must be received before **Friday August 22, 2008**.

A deposit equivalent to 100% of the cost of reservations is required before Friday, August 29, 2008. Invoices will be issued via fax once the reservation requests have been filed.

Upon confirmation by the Host Broadcaster of the availability of services, the reservation will only be considered firm after receipt of the deposit payment.

All bookings canceled on less than 72 hours notice will be billed at 50% of the price of the initial reservation. For cancellations on 72 hours notice or more, the full initial deposit will be refunded or credited to the account.

### **Broadcast Standard**

The working sessions and the conference productions will be produced and archived in High Definition 1080i/29.97 fps format. These main delivery of signals to the IBC will be Standard Definition NTSC SD 4:3. The International

Broadcasting Centre is fully equipped with NTSC television distribution equipment. Video standards conversion equipment and NTSC-PAL standard conversion equipment will be available for conversion between analog PAL & NTSC, and HDTV on a limited fee-for-use basis. Please note that there are no PAL standard VTR facilities. NTSC Tape playouts can also be performed in the following tape formats: Digital Betacam, Betacam SX, IMX, DVC PRO 50, DVC PRO 25 and DVCAM.

### **Broadcast Reservations / Bookings / Inquiries**

All facility requests should be transmitted in writing, by fax or by email by using the [Host Broadcaster Questionnaire](#).

XII<sup>e</sup> SOMMET DE LA FRANCOPHONIE 2008

To the attention of: Host Broadcaster

5647 Ferrier

Mont-Royal (Québec) Canada H4P 1N1

Phone: +1 514 603-0328

Fax: +1 514 731 4646

Email: [domediffuseurhote@rogers.com](mailto:domediffuseurhote@rogers.com)

For information, please contact Mr. Benoit Trudeau, Director of Operations

## **2. Pricing of Broadcasting Services**

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### **2.1 Broadcaster Edit Suit (working space)**

Located in the IBC at the Centre des Congrès de Québec, Québec City

**Rate: \$1500 for the duration of the Summit**

Dimensions: Approx. 3 meters x 3 meters

Each booth includes:

1. Two 15A, 1.8 kW, 120V, 60 Hz circuits
2. Two tables 182 x 45 cm
3. One table 182 x 76 cm
4. One telephone line and one handset. Calling card long distance dialing.  
All other telephone services or option should be ordered through Bell Special Event. See point "10. Telecommunications products and others services".
5. Two chairs, one wastebasket, one recycling bin, one coat rack

Each Broadcast Edit Suite will receive a set of NTSC (4:3) video and audio including:

**Video, internet and cable distribution**

1. Color Bars for synchronizing reference.
2. Four (4) MULTI selective routing system outputs (sources determined by the MCR including the lock off beauty of Québec City).
3. One (1) feed of the Broadcast Information Channel (quad split).
4. One (1) return tie line to the IBC Master Control.
5. One Internet line.
6. One Local Cable feed.

All video signal cable will be terminated with BNC connectors.

Note: Televisions sets are not included in the Broadcast Edit Suits but are available upon request through Host Broadcaster at a charge of \$75.00 for the duration of the event.

**Audio**

1. One (1) drop frame time code feed. Local time of day.
2. Two (2) audios each associated with the first three multi-selective outputs of the router system.
3. One (1) audio with the fourth multi-selective output of the router system.
4. One (1) feed of the Broadcast Information Channel (paging system).
5. One (1) audio (tone) associated with color bars.
6. Two (2) return tie lines to the IBC Master Control (follows video source)

English translation of certain events will be available on request and will be distributed on the audio portion of the return tie line.

All audio circuits will be terminated with XLR connectors.

Please note that additional units of working space (size approx) as above but not including the above mentioned broadcast circuits will be available for the duration of the meetings for a cost of \$500 per unit for those broadcasters that require larger or combined working areas.

## **2.2 Radio edit suite (working space)**

Located in the IBC at the Centre des Congrès de Québec, Québec City

**Rate: \$500 for the duration of the Summit**

Dimensions: Approx. 3 meters x 3 meters

Each booth includes:

1. Two 15A, 1.8 kW, 120V, 60 Hz circuits
2. Two tables 182 x 45 cm
3. One table 182 x 76 cm
4. One telephone line and one handset. Calling card long distance dialing  
All other telephone services or option should be ordered through Bell Special Event. See point “**10. Telecommunications products and others services**”.
5. Two chairs, one wastebasket, one recycling bin, one coat rack

Each Broadcast Edit Suite will receive a set of audio circuit including:

### **Audio, internet and cable distribution**

1. One (1) drop frame time code feed. Local time of day.
2. Two (2) audios each associated with the first three multi-selective outputs of the router system.
3. One (1) audio with the fourth multi-selective output of the router system.
4. One (1) feed of the Broadcast Information Channel (paging system).
5. One (1) audio (tone) associated with color bars.
6. Two (2) return tie lines to the IBC Master Control (follows video source).
7. One Internet line.
8. One Local Cable feed.

English translation of certain events will be available on request and will be distributed on the audio portion of the return tie line.

All audio circuits will be terminated with XLR connectors.

Please note that additional units of working space (size approx) as above but not including the above mentioned broadcast circuits will be available for the duration of the meetings for a cost of \$500 per unit for those broadcasters that require larger or combined working areas.

### **3. Stand-up camera positions (4) and interview area (2) reservation request**

Located in the IBC at the Centre des Congrès de Québec, Québec City

**Rate: \$100 for 20 minute window**

Host Standup Position 1: Press Centre (Room 2000)

Host Standup Position 2: Press Centre (Room 2000)

Host Standup Position 3: Foyer (outside Room 400)

Host Standup Position 4: Foyer (outside Room 400)

Interview Area #1: Room 2102B

Interview Area #2: Room 2103

These Stand-up positions and Interview Areas will include the following:

1. Basic Lighting.
2. One NTSC 4:3 Vanda circuit (1 video, 2 audio) from the Stand-up position to Master Control.
3. One IFB cue circuit from Master Control to the position.
4. Three Telephone lines with telephone sets (long – distance with calling card).
5. One qualified person to help coordinate the feed.
6. One back drop in Interview room.

Please note: The rental does not include the camera equipment, audio equipment, intercom or IFB equipment. There will be a qualified coordinator at this position to help with these live hits. Depending on the demand, the Host Broadcaster may supply a camera operator with camera for an additional charge. This position does not include the cost of transmissions outside the IBC.

### **4. Bookable edit suit (2): Video edit suite Non-linear NTSC**

Located in the IBC at the Centre des Congrès de Québec, Québec City

**Rate: \$250/HR with qualified editor**

The rental includes the following:

1. One Sony (multiformat playback) DVW M2000 (SP, SX, IMX, Digibeta)
2. Final Cut pro non-linear system
3. Audio equipment and mixer
4. Qualified editor

## **5. Bookable radio studio**

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Located in the IBC at the Centre des Congrès de Québec, Québec City

**Rate: \$100/HR with qualified editor**

The rental includes the following:

1. One Digital Storage/Editing Device
2. One ISDN CODEC & 1 POTS unit
3. Three Microphone & headset Systems
4. Audio mixer, audio monitoring
5. One ISDN line (long distance by calling card)
6. Qualified operator

## **6. Video playout service and video copying service, located in the IBC**

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**Rate: \$150/HR (minimum 30 minutes)**

The Host Broadcaster will serve the clients only with NTSC 4:3 equipment. High definition may be ordered upon request at an additional charge. All playouts must be ordered and paid for through the reservation centre.

Video copying service does not include tape. Betacam SP, Digital Betacam, Betacam SX, IMX, DVC PRO 25/50, and DVCAM tape formats will be available.

Cost of Cassettes: TBC

Tapes can be purchased through the reservation centre.

Note: Video playout service does not include the cost of transmissions outside the IBC.

## **7. Internal audio and video circuits (Vanda) within the International radio and Tv Broadcast centre**

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**Rate: \$500 per installation**

The Host Broadcaster can supply a NTSC 4.3 VANDA circuit (one non – equalized video circuit and two audio circuits) from the space allocated to the clients to any location in the International Broadcasting Centre (IBC) and the surrounding

areas (up to a maximum of 150 meters). High Definition and SDI 16:9 circuits can be requested at an additional charge. (See point 13)

## **8. Other Equipment**

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For any other equipment the Host Broadcaster will provide a list of local vendors to facilitate these requests.

## **9. Transmission services**

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Beyond the limits of the International Broadcasting Centre (IBC), the responsibility of obtaining transmission and coordination services is that of the international broadcasters.

The Host Broadcaster makes its signals available to the International Broadcasting Centre (IBC). Any international broadcasters wishing to establish a permanent radio or television link must do so from the space allotted to them in the IBC and must specifically request this.

The rate for the internal VANDA circuits will apply for the installation of a circuit between the broadcasters space in the IBC and the onsite demarcation point of the local Fiber carrier.

A copy of any order for transmission services must be sent to the Host Broadcaster so that service orders can be matched.

For information, please contact:

**Cathy Forrest**

Senior Distribution Services Representative

Dome Productions

1601 Telesat Court

Gloucester (Ontario) Canada K1B 5P4

Phone: +1 800 558 4128 or +1 613 747 5979

Fax: +1 613 747 7666

Email: [cforrest@domeprod.com](mailto:cforrest@domeprod.com)

## 10. Telecommunications products and others services

Take note that all additional telephone or ISDN services should be forwarded to:

Patricia Fartaish  
Bell/Événements spéciaux  
700 De La Gauchetière ouest, Bureau 5S2  
Montréal (Québec) H3B 4L1  
Phone: 514 870-1870 / 1 800 472-5113  
Fax: 514 391-1322 / 1 800 473-7299  
Email: [evenements.speciaux@bell.ca](mailto:evenements.speciaux@bell.ca)  
[Form for additional telephone or ISDN services](#)

To help the Host Broadcaster in coordinating installation, please, copy your request to: [domediffuseurhote@rogers.com](mailto:domediffuseurhote@rogers.com).

## 11. Special Electrical services

Special power requests will be quoted on an individual basis.  
Additional charges for use and installation will be applicable upon your request.  
For additional use, please fill out the [Host Broadcaster Questionnaire](#).

## 12. Electronic news gathering (ENG) crews

**Rate: \$250/per hour or \$150/30 minutes**

For usage in the press center or in the nearby area of the Centre des congrès de Québec. Beyond these premises, additional cost may apply.

Included:

- One Digital Betacam NTSC 4:3/16:9;
- One Tripod;
- One Frezzi light;
- Batteries and chargers;
- One lighting kit;
- One audio kit for reporter (no wireless);
- One cameraman and one sound operator.

### **13. High Definition or other standard**

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- Working space, HD TV
- Stand Up positions, HD
- Interview area, HD
- Stand up positions, unilateral HD
- Conversions
- HD Editing suite
- SD 16:9 and SDI 16:9

Upon request, each of these options is available in HD-SDI, SDI 16:9 or SD 16:9 at additional costs. For more information, contact Mr. Benoit Trudeau. All reservation must be received no later than August 22, 2008.

### **14. Registration of radio equipment (RF)**

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#### **NOTICE TO PARTICIPANTS**

In Canada, the coordination of the radio frequency spectrum and associated radio systems is performed by Industry Canada's, Spectrum, Information Technologies and Telecommunications division. See [Notice to participants](#)

To obtain the right to install and operate a radio frequency system and to coordinate the use of the frequencies during the XII<sup>e</sup> Sommet de la Francophonie, we ask all participants who will use radio frequencies to fill out the information in the [Simplified Form for Technical Information](#) from Industry Canada and send it to the liaison agent from Industry Canada. Please send also a copy to the [Host broadcaster](#) to help out coordination of frequencies during the summit.

Alain Bouffard  
Agent gestion du spectre  
Industry Canada  
1141, route de l'Église, 5<sup>th</sup> floor  
Sainte-Foy (Québec) G1V 3W5  
Phone: 418 648-7474 or 514 496-1797  
Fax: 418 648-2279  
Email: [spectre.region.quebec@ic.gc.ca](mailto:spectre.region.quebec@ic.gc.ca)

## Annex

### Summary of rate card

<b>Workspace Edit suit – Télévision</b> (aprox, 3m x 3m)	<b>\$1500</b> for the duration of the Summit
<b>Workspace Edit suit – Radio</b> (aprox, 3m x 3m)	<b>\$500</b> for the duration of the Summit
<b>StandUp positions and Interview room</b>	<b>\$100/20 minutes</b>
<b>Edit suit non-linear NTSC</b> With qualified editor	<b>\$250/per hour</b>
<b>Edit suit – Radio</b> With qualified editor	<b>\$100/per hour</b>
<b>Video playout service and video copying service</b>	<b>\$150/per hour</b> (minimum 30 minutes)
<b>Tapes</b>	<b>TBC</b>
<b>VandA circuits ( within the IBC)</b>	<b>\$500</b> per installation
<b>Internet Line</b>	<b>TBC</b>
<b>Local Cable line</b>	<b>TBC</b>
<b>Power outlet 110V/15 Amp.</b>	<b>TBC</b>