



COP29
Baku
Azerbaijan

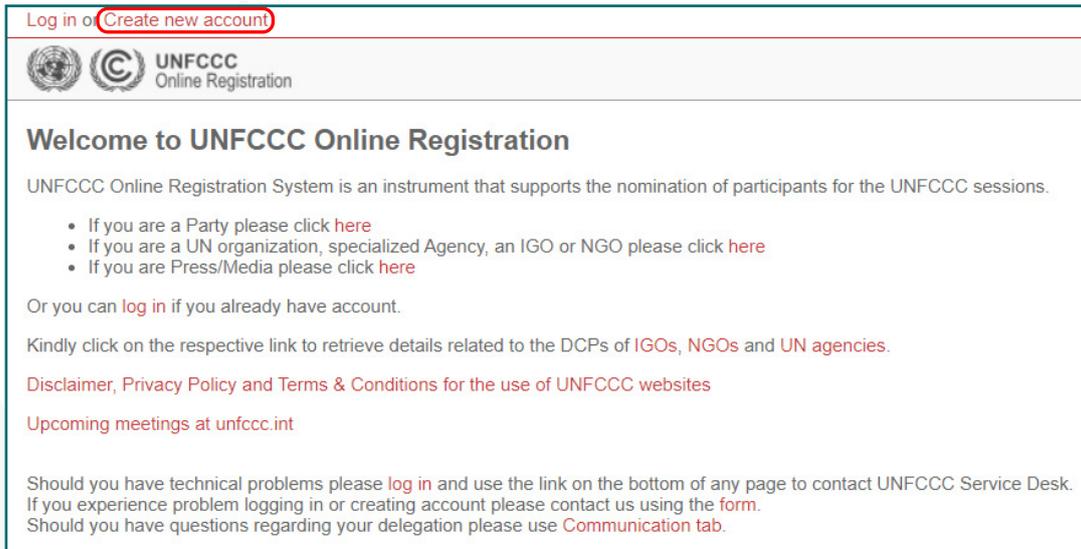
Media Accreditation Guide

This guide presents a step-by-step procedure on how to register for media accreditation with the United Nations Framework Convention on Climate Change (UNFCCC) Secretariat for the 29th session of the Conference of the Parties to the UNFCCC (COP29). The UNFCCC Online Registration System (ORS) is the sole official platform to obtain accreditation for the conference. For further information on the procedure, please visit this [link](#).

Please be advised that due to the high number of expected media accreditation requests, applications should be submitted as soon as possible. Each organization should consider the number of their accreditation requests and limit lists to the essential personnel required to cover COP29.

Registration page

Step 1. Please visit the [UNFCCC Online Registration System](#) and click **'Create new account'**.



Log in or [Create new account](#)

  UNFCCC
Online Registration

Welcome to UNFCCC Online Registration

UNFCCC Online Registration System is an instrument that supports the nomination of participants for the UNFCCC sessions.

- If you are a Party please click [here](#)
- If you are a UN organization, specialized Agency, an IGO or NGO please click [here](#)
- If you are Press/Media please click [here](#)

Or you can [log in](#) if you already have account.

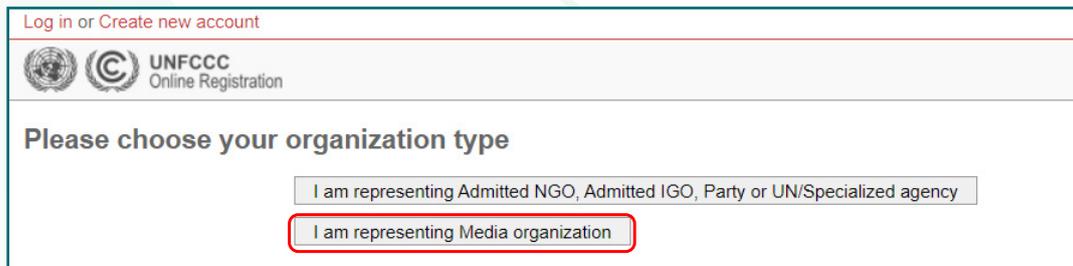
Kindly click on the respective link to retrieve details related to the DCPs of [IGOs](#), [NGOs](#) and [UN agencies](#).

[Disclaimer](#), [Privacy Policy](#) and [Terms & Conditions](#) for the use of UNFCCC websites

[Upcoming meetings at unfccc.int](#)

Should you have technical problems please [log in](#) and use the link on the bottom of any page to contact UNFCCC Service Desk. If you experience problem logging in or creating account please contact us using the [form](#). Should you have questions regarding your delegation please use [Communication tab](#).

Step 2. Click **'I am representing Media organization'**.

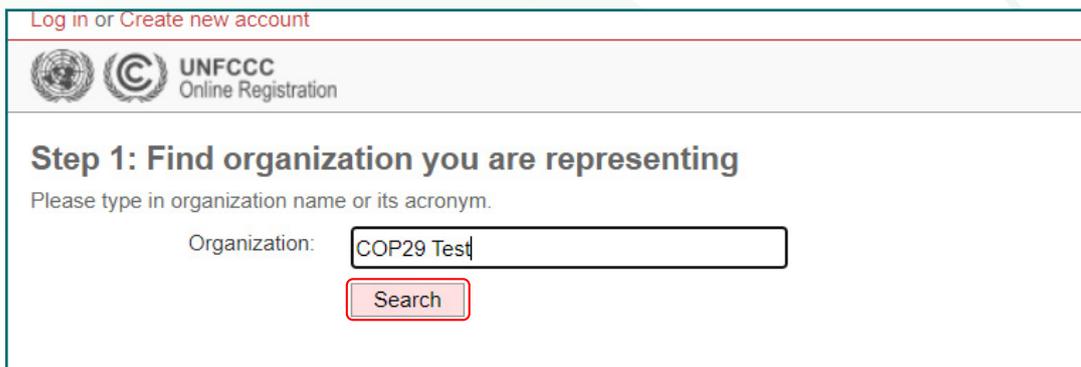


Log in or [Create new account](#)

  UNFCCC
Online Registration

Please choose your organization type

Step 3. Type the name of your organization and click **'Search'**.



Log in or [Create new account](#)

  UNFCCC
Online Registration

Step 1: Find organization you are representing

Please type in organization name or its acronym.

Organization:

Step 3.1 If your search did not return any results, a pop-up screen will appear. Close the screen, then fill in the required details, and click **'Save and Continue'**.

Log in or Create new account

 UNFCCC
Online Registration

Step 1: Find organization you are representing

Please type in organization name or its acronym.

Organization:

Can not find organization you representing? Please type its name and choose country.

Organization name:

Country of organization:

Re-type security code from the picture:



The search did not return any results 02 Jul 2024 09:41 CET

Log in or Create new account

 UNFCCC
Online Registration

Step 1: Find organization you are representing

Please type in organization name or its acronym.

Organization:

Can not find organization you representing? Please type its name and choose country.

Organization name:

Country of organization:

Re-type security code from the picture:



New Media account creation

Step 4. Fill in your personal details and click **'Save and continue'**.

Note: The accreditation system only recognizes valid email addresses. Please provide your official organization email address if you have one.

[Log in](#) or [Create new account](#)

 **UNFCCC**
Online Registration

New Media account creation

Please ensure that the email address you enter is correct and the email account is secure.
The Online registration System will generate an email invitation and send it to the email account you specify.
The invitation will expire three calendar days after it is created.

Your personal details

Organization: COP29 Test (Azerbaijan)

Salutation: * [v]

Given name: * [?]

Family name: * [?]

Email address: * [?]

Confirm e-mail address: * [?]

Re-type security code from the picture:



Note: A green notification will appear at the top of the screen asking you to check your inbox.

 **UNFCCC**
Online Registration

 Invitation email to Ms. Humay Hasanli has been sent. Please check your inbox 02 Jul 2024 11:05 CET

Welcome to UNFCCC Online Registration

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- If you are a Party please click [here](#)
- If you are a UN organization, specialized Agency, an IGO or NGO please click [here](#)
- If you are Press/Media please click [here](#)

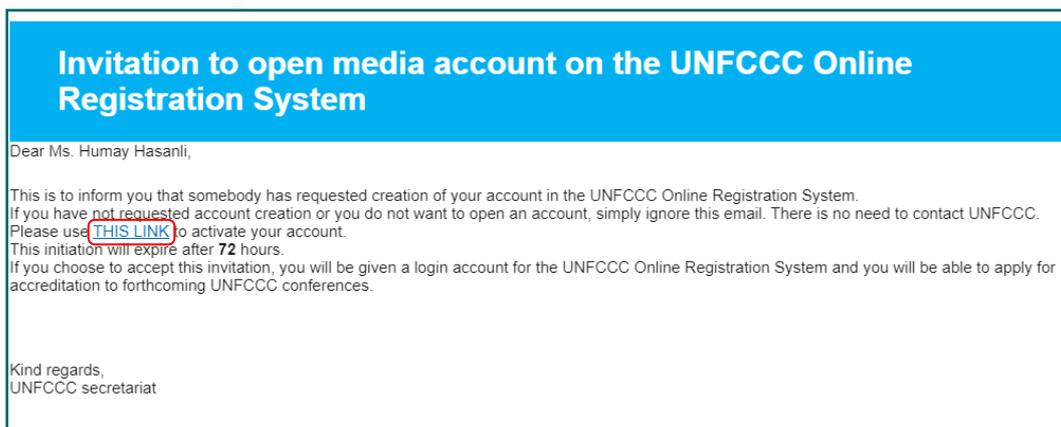
Or you can [log in](#) if you already have account.

Kindly click on the respective link to retrieve details related to the DCPs of IGOs, NGOs and UN agencies.

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[Upcoming meetings](#) at [unfccc.int](#)

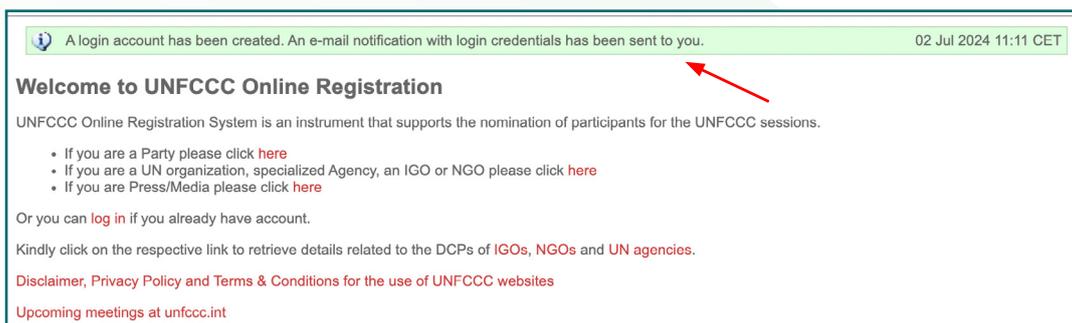
Step 5. Check your inbox and click **'THIS LINK'** to activate your account.



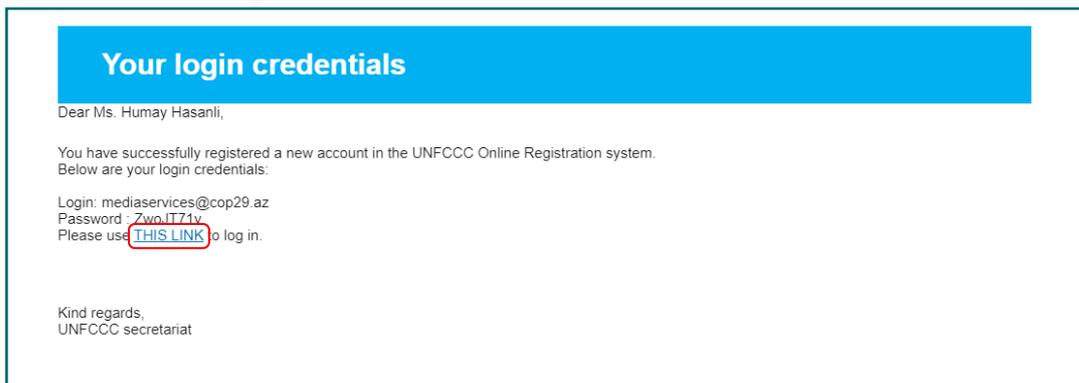
Step 5.1 The link will direct you to the **'Account creation for Media applicants (Press)'** page. Choose your secret question and secret answer, then click **'Save settings'**.

The image shows a web form titled "Account creation for Media applicants (Press)". At the top, there is a link "Log in or Create new account" and the UNFCCC Online Registration logo. The instructions state: "Please pick your secret question and the answer to proceed. The answer will be used to verify your identity when recovering a forgotten password. Please ensure that the secret question and answer you enter is really a secret!". The form fields are: "E-mail address (cannot be changed): mediaservices@cop29.az", "Full name (cannot be changed): Ms. Humay Hasanli", "Please choose your secret* question: What is my mother's maiden name? [?]", and "Secret answer*: Hajibayli [?]". A "Save settings" button is located at the bottom of the form.

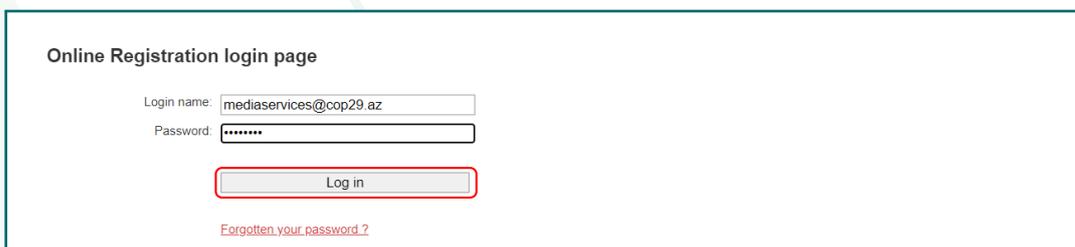
Note: A green notification will appear at the top of the screen confirming that your login credentials have been sent to your inbox.



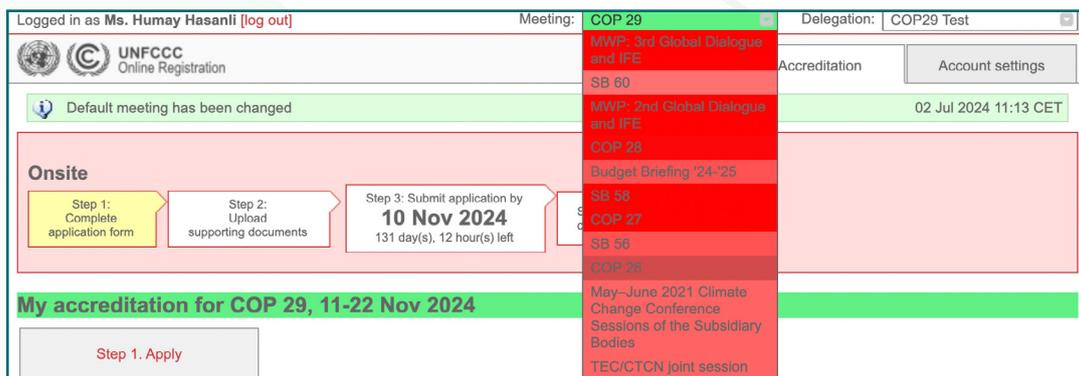
Step 6. Check your inbox and click **'THIS LINK'** to log in.



Step 6.1 The link will open the **'Online Registration login page'**. Fill in your login details and click **'Log in'**.

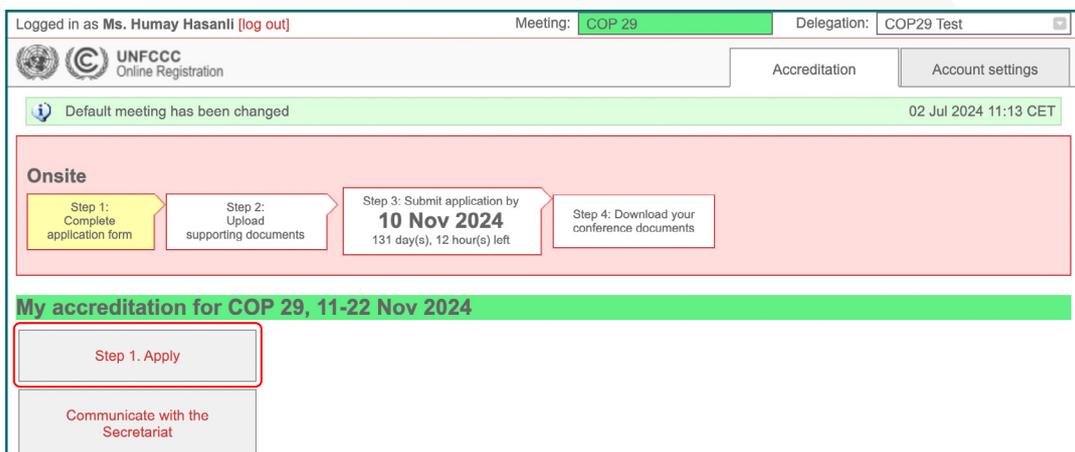


Step 7. Select **'COP 29'** from the dropdown list.



Application page

Step 8. To begin the registration, click **'Step 1. Apply'**.



Create/Update participant

Step 9. Fill in the information as required.

Note: All information must be exactly as it appears in the passport or other official photo identification document that the participant intends to present at the registration desk upon arrival at COP29.

Create/update participant

Personal information

Salutation [?]

Given name* [?]

Family name* [?]

No last name in the passport [?]

For COP and SBs, the UNFCCC secretariat considers that this information will help enhance the overall transparency of participation in the UNFCCC process and encourages all conference participants to provide this information. It notes that in cases where participants choose not to provide the information, that choice will be made publicly available.

[Please click here for more information about the fields for the relationship with nominee](#)

Relationship to nominator* [?]

Functional title* [?]

Department* [?]

Home organization* [?]

Date of birth (DD/MM/YYYY)* [?]

Passport number ONLY* [?]

Nationality* [?]

Residence country* [?]

Residence city* [?]

Personal, secure email address for this participant (used by participant to access online services) [?]

Phone number [?]

Participation parameters

Badge type* [?]

* - mandatory field * - must be completed before confirmation

- Click [?] for further explanation on any of the required information.
- Please **do not** click on the box next to **'No last name in the passport'**, if you have a family/last name in your passport.
- **'Relationship to nominator'** refers to your relationship to your organization.
- Select **'Paid relationship/contract with the nominating entity'** if you work for an official Media Organization.
- Select **'Paid relationship/contract with an affiliate/member of the nominating entity'** if you are a freelancer and have been contracted.

For COP and SBs, the UNFCCC secretariat considers that this information will help enhance the overall transparency of participation in the UNFCCC process and encourages all conference participants to provide this information. It notes that in cases where participants choose not to provide the information, that choice will be made publicly available.

[Please click here for more information about the fields for the relationship with nominee](#)

Relationship to nominator* [?]

Functional title* [?]

Department* [?]

Home organization* [?]

Date of birth (DD/MM/YYYY)* [?]

Relationship to nominator dropdown options:

- Please select ---
- Paid relationship/contract with the nominating entity**
- Paid relationship/contract with an affiliate/member of the nominating entity**
- Unpaid advisory capacity
- Partner/sponsorship of the nominating entity
- Guest of the nominating entity
- Other (please specify)
- Choose not to disclose

- **‘Functional title’** refers to your job title in your organization.
- **‘Department’** refers to the department you work for in your organization.

Relationship to nominator*	Choose not to disclose	[?]
Functional title*	<input type="text"/>	[?] ←
Department*	<input type="text"/>	[?] ←
Home organization*	<input type="text"/>	[?]

- Select the **‘Badge type’** as required.

Residence city	Baku	[?]
Personal, secure email address for this participant (used by participant to access online services)	<input type="text"/>	[?]
Phone number	<input type="text"/>	[?]
Participation parameter	<div style="border: 1px solid gray; padding: 5px;"> --- Please select --- Media - Daily Media - TV Media - Radio Media - Photo Media - Online Media - News Agency Media - Periodical </div>	[?]
Badge type*	--- Please select ---	[?]

Step 9.1 Once you have filled in all the mandatory fields, click **‘Save and continue’**.

Create/update participant

Personal information

Salutation: [?]

Given name*: [?]

Family name*: [?]

No last name in the passport: [?]

For COP and SBs, the UNFCCC secretariat considers that this information will help enhance the overall transparency of participation in the UNFCCC process and encourages all conference participants to provide this information. It notes that in cases where participants choose not to provide the information, that choice will be made publicly available.

[Please click here for more information about the fields for the relationship with nominee](#)

Relationship to nominator*: [?]

Functional title*: [?]

Department*: [?]

Home organization*: [?]

Date of birth (DD/MM/YYYY)*: [?]

Passport number ONLY*: [?]

Nationality*: [?]

Residence country*: [?]

Residence city*: [?]

Personal, secure email* address for this participant (used by participant to access online services): [?]

Phone number: [?]

Participation parameters

Badge type*: [?]

Save and continue

* - mandatory field * - must be completed before confirmation

Step 10. Click 'Step 2. Upload documents'.

Participant's record has been created

Onsite

Step 1: Complete application form Step 2: Upload supporting documents Step 3: Submit application by **10 Nov 2024** (131 day(s), 12 hour(s) left) Step 4: Download your conference documents

My accreditation for COP29, 11-22 Nov 2024

Accreditation details	
Name	Ms. Humay Hasanli
Date of birth	22 Nov 1990
Nationality	Azerbaijan
Identification document number	Ordinary (regular, tourist) passport AA000000
Organization	COP29 Test
Department	Communications
Position	Press Officer
Media type	Media - Radio
Status	Draft

Step 1. Edit accreditation details

Supporting documents	
Press Card	Not yet provided
Letter of Assignment	Not yet provided

Step 2. Upload documents

Step 10.1 Click 'Choose file' and upload your supporting documents, then click 'Save and continue'.

Note: The Letter of Assignment should be on an official letterhead in English or in another official UN language and signed by the Publisher or Editor-in-chief, indicating the name of the media representative/s, event name and duration of assignment. One Letter of Assignment can contain details of the full crew and be uploaded for each registration application.

Upload supporting documents

You can upload up to 10 documents and hyperlinks including Press Card and Letter of Assignment up to 4 Mb each. Please use one of the following file types: Word, PDF, JPG.

Supporting documents:

Supporting documents	
Press Card	<input type="button" value="Choose File"/> No file chosen [?]
Letter of Assignment	<input type="button" value="Choose File"/> No file chosen [?]

If you don't have a press card, you are asked to submit additional materials, in line with the UN criteria.

- Print media representatives: submit 2-3 articles with your byline, published within the past four months and a link to the publication.
- Radio and TV media representatives: submit links to two recordings of reports within the past four months.
- Photographers: submit photos with credits of the issuing organization, or links to those
- Online media* must meet the following requirements:
 - The web publication must belong to a registered media organization, and have a specific, verifiable non-web address and a telephone number.
 - The website must have at least 60% original news content or commentary or analysis, including coverage of international or UN related issues.
 - The website must be updated at a minimum of once a week.
 - The applicant seeking accreditation must provide the latest data on the site's visitors or other relevant material (press citations, etc.) about the outlet's audience. The applicant must have an established record of having written extensively on international or climate change issues and must present copies of three recently published articles with his/her byline.
 - Work samples must demonstrate active engagement in covering the activities of the United Nations, and specifically the climate change process. Samples must be unaltered clippings or media products of bona fide organizations with bylines of the individual requesting accreditation.

*Subject to all other criteria, online media may include news outlets, blogs, vlogs and others.

Submit additional materials:

Description: [\[?\]](#)

File: No file chosen [\[?\]](#)

Hyperlink: [\[?\]](#)

Once you have uploaded your documents, click on "Step 3. Submit application"

Step 10.2 If you don't have a press card, you will be asked to submit additional materials:

- Print media representatives: submit 2-3 articles with your byline, published within the past four months and a link to the publication.
- Radio and TV media representatives: submit links to two recordings of reports within the past four months.
- Photographers: submit photos with credits of the issuing organization, or links to those
- Online media* must meet the following requirements:
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 - The website must have at least 60% original news content or commentary or analysis, including coverage of international or UN related issues.
 - The website must be updated at a minimum of once a week.
 - The applicant seeking accreditation must provide the latest data on the site's visitors or other relevant material (press citations, etc.) about the outlet's audience. The applicant must have an established record of having written extensively on international or climate change issues and must present copies of three recently published articles with his/her byline.
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*Subject to all other criteria, online media may include news outlets, blogs, vlogs and others.

Step 10.3 Enter the relevant information as noted above and click '**Save and continue**'.

Note: The hyperlink should begin with <https://>

Submit additional materials:

Description: [?]

File: No file chosen [?]

Hyperlink: [?]

Once you have uploaded your documents, click on "Step 3. Submit application"

Step 11. Following this, a pop-up will appear to confirm the submission of your application. Click **'OK'** and then click **'Step 3. Submit application'**.

The screenshot shows the UNFCCC Online Registration portal. At the top, it says "Logged in as Ms. Humay Hasanli [log out]". The main header includes the UNFCCC logo and "UNFCCC Online Registration". Below this, there is a progress bar with four steps: Step 1: Complete application form, Step 2: Upload supporting documents, Step 3: Submit application by 10 Nov 2024 (131 day(s), 12 hour(s) left), and Step 4: Download your conference documents. A green notification banner at the top reads "My accreditation for COP 29, 11-22 Nov 2024". Below this is a table of accreditation details:

Accreditation details	
Name	Ms. Humay Hasanli
Date of birth	22 Nov 1990
Nationality	Azerbaijan
Identification document number	Ordinary (regular, tourist) passport AA000000
Organization	COP29 Test
Department	Communications
Position	Press Officer
Media type	Media - Radio
Status	Draft

Below the table is a button "Step 1. Edit accreditation details". Underneath is a section for "Supporting documents" with two rows: "Press Card" (image.png) and "Letter of Assignment" (image.png), each with a "Delete" button. Below this is a button "Step 2. Upload documents". At the bottom, a button "Step 3. Submit application" is highlighted with a red box. On the right side, a pop-up window titled "onlinereg.unfccc.int says" is open, showing "Submit application" and a message: "Please be aware after submitting your application, it will not be possible to further edit the information on the form. If you have not yet submitted all required supporting documents, you may log on later and upload them." The pop-up has a "Continue?" link and "OK" and "Cancel" buttons, with the "OK" button highlighted by a red box.

Note: A green notification will appear at the top of the screen confirming that you have submitted your application.

The screenshot shows the UNFCCC Online Registration portal after submission. At the top, it says "Logged in as Ms. Humay Hasanli [log out]". The main header includes the UNFCCC logo and "UNFCCC Online Registration". Below this, there is a navigation bar with "Meeting: COP 29" and "Delegation: COP29 Test". There are buttons for "Accreditation" and "Account settings". A green notification banner at the top reads "You have submitted your application to the Secretariat" with a timestamp of "02 Jul 2024 10:25 CET". Below this is a message: "Thank you. You have submitted an application for media accreditation to COP 29 . Please note that you are NOT yet accredited to COP 29 . Your application will be reviewed and you can expect to receive a response within 3 to 5 working days. You may be asked to submit additional materials. Please check the status of your application online. Do not call the UNFCCC secretariat about the status of your application. What next? Should you have technical problems accessing ORS Please contact our support desk using the form. Should you have questions on your accreditation, please contact the Secretariat." A red arrow points to the notification banner.

Your registration is now complete.

You will receive an email notification only once your application has been processed.

If you require any further support with your application, please contact press@unfccc.int.



COP29

Baku
Azerbaijan