



**COP29**  
Baku  
Azerbaijan

# **COP29 Green Zone Media Accreditation**

**Frequently Asked Questions (FAQs)**



The COP29 Green Zone, managed and delivered by the COP29 Presidency, provides a dynamic forum for participants to share their perspectives. It is a hub for discussions, panels, and demonstrations showcasing both current innovations and potential solutions for combating climate change.

This Frequently Asked Questions (FAQ) section has been compiled by the COP29 Azerbaijan Operating Company's Media Accreditation team to assist media representatives in navigating the accreditation process for the Green Zone to provide clear and concise information on relevant questions.

For further assistance, please don't hesitate to contact [mediaaccreditation@cop29.az](mailto:mediaaccreditation@cop29.az)

## 1. Who can apply for media accreditation?

Media accreditation is reserved for members of the press who represent a media organisation formally registered in a country recognised by the United Nations General Assembly. Local media representatives must be registered with the Media Development Agency of the Republic of Azerbaijan.

## 2. How do I apply for COP29 Green Zone Media Accreditation?

To apply for COP29 Green Zone media accreditation, media representatives must submit their application through the official COP29 portal at [the link](#).

## 3. Can I request Media Accreditation by email?

No. Media accreditation for the COP29 Green Zone is handled strictly through the official online application form. Any accreditation materials not sent through the Online Registration System will not be processed.

## 4. What is the difference between the Green and Blue Zone badges for media representatives?

The Green Zone badge allows media representatives to cover public events, exhibitions and discussions that are accessible to all attendees only within Green Zone.

The Blue Zone badge provides access to official UNFCCC negotiations and high-level meetings for accredited delegations and media representatives in both the Blue and Green Zones.

## 5. Is a Green Zone badge holder permitted to enter the Blue Zone?

No. Green Zone badge holders will not be allowed to enter the Blue Zone.

## 6. Is a Blue Zone badge holder permitted to enter the Green Zone?

Yes. Blue Zone badge holders will be allowed to enter the Green and Blue Zone.

## 7. What is the duration of Green Zone Media accreditation granted?

The Green Zone badges will be valid for the duration of the Green Zone's operational period, which runs from the 11th to the 22nd of November. In case of any changes to the operational period, media representatives will be notified accordingly.

## 8. What is the deadline for accreditation?

The deadline for accreditation is 30 October 2024 at 11:00 PM (GMT+4). It is recommended that you submit your application as soon as possible to avoid any last-minute issues.

## 9. What happens if I have to replace someone already accredited from my organisation?

We are aware that assignments can change at short notice. Please notify staff of any changes as soon as they become known. The applicant will have to complete the same process, but if they have the required valid materials, there may be some delays in processing.

## 10. Do I need to upload a photo through the online platform, or will it be taken at the registration desk?

Photos must be uploaded and submitted using the online form during online registration. Photos will not be taken at the registration desk.

## 11. What personal information do I need to share?

You must provide the information listed below to complete the registration process. Ensure that this information matches the details on your passport (for foreign nationals) or national ID (for locals) that you present at the registration counter:

- Full name (as it appears in the passport or other official photo identification)
- Date of birth
- Nationality
- Passport or National ID number
- Email address

## 12. What documents am I required to upload?

Once you fill in the data, you must upload the following documents:

- Letter of Assignment
- Copy of Press Card
- Copy of Passport or National ID
- Passport-sized photo (3x4 cm)
- Media Registry Certificate (only for local media representatives)

## 13. What should the letter of assignment contain?

The letter of assignment must be on the official letterhead of a media organisation and signed by the Publisher or Editor-in-chief indicating the media representative's name, position, and duration of assignment. **Unsigned letters or emails will not be accepted.**

Letters of assignment must specify the type of coverage, event or project assigned; the period for which accreditation is required; the name and professional function(s) of the individual(s) to be assigned.

If several people from the same company need an accreditation, all the names may be included in one letter; however, each applicant must upload a copy of the letter to their application form.

#### 14. To whom do I address the letter of assignment?

The letter of assignment should be addressed to COP29 Azerbaijan OC.

#### 15. How soon will I know whether I'm accredited?

Once an application is submitted via the portal, your application will be processed and reviewed. The accreditation process typically takes two weeks. All applicants will receive an email regarding the status of their accreditation including the non-successful applications.

#### 16. Can we apply for accreditation on behalf of an organisation?

No. You cannot apply for accreditation on behalf of an organisation. Accreditation is granted only to **individual representatives** from bona fide media organisations, who must submit the required documentation.

#### 17. I am a freelance journalist. Can I get accreditation?

Freelance journalists are subject to the same requirements for accreditation and must complete the full process. Freelance journalists, including photographers, must provide clear evidence they are on assignment from a specific news organisation or publication. A valid assignment letter from that news organisation or publication is required. Photography agencies must provide clear evidence of their assignment from a client news organisation or publication.

#### 18. Do you provide accreditation for social media, blogs or internet-only organisations?

No. Accreditation is not available for social media, blogs, or internet-only organisations. Only media organisations that meet the established criteria for media accreditation will be considered.

#### 19. Does approval of my accreditation allow me to bring and use radio-electronic equipment in the Green Zone?

No. Approval of your accreditation does not automatically permit you to bring radio-electronic equipment. All accredited participants must register their radio-electronic equipment (Operational devices and DSNG) and request a temporary radio spectrum allocation through the [COP29 Radio Spectrum Management Portal](#).

For more detailed information, please visit [the link](#).

#### 20. Am I required to pass my equipment through the security screening?

Yes. All equipment must go through security screening as part of standard safety procedures.

#### 21. Is filming and photography permitted in the Green Zone?

Yes. Accredited media representatives are allowed to film and photograph throughout the Green Zone. However, due to space limitations and the specifications of the event organisers, photography and videography may be limited in certain situations.

#### 22. If I miss a deadline, will I still be able to apply for Media Accreditation?

Unfortunately, applications submitted past the specified deadline will not be considered. Please submit your application on time to ensure it is reviewed and consider applying early to avoid last-minute issues.

#### 23. Are accreditations transferable?

No. Accreditations are not transferable and can only be used by the individual to whom they are issued.

#### 24. What should I do if my badge is lost or stolen?

If your media pass is lost or stolen, you must immediately report it to the Venue Accreditation Help Office (VAHO). VAHO will be inside the event venue [Baku Stadium](#) (Green Zone).

#### 25. My accreditation was approved, now what?

Once you receive the confirmation letter, you will be registered for the COP29 Green Zone. You can pick up your badge at the **UDAC** by presenting the same valid national ID or passport used in your application.

#### 26. Where can I pick up my accreditation?

Media representatives may collect their printed badges at the Uniform Distribution and Accreditation Centre (UDAC), located in the [National Gymnastics Arena](#), by presenting the same valid ID or passport used in their application.

#### 27. Do I need to wear my accreditation badge at all times?

Yes. You must wear your accreditation badge in a visible place at all times while inside the Green Zone. This ensures security and proper access control within the area.



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