



COP29
Baku
Azerbaijan

COP29 Green Zone Media Accreditation Portal User Guide

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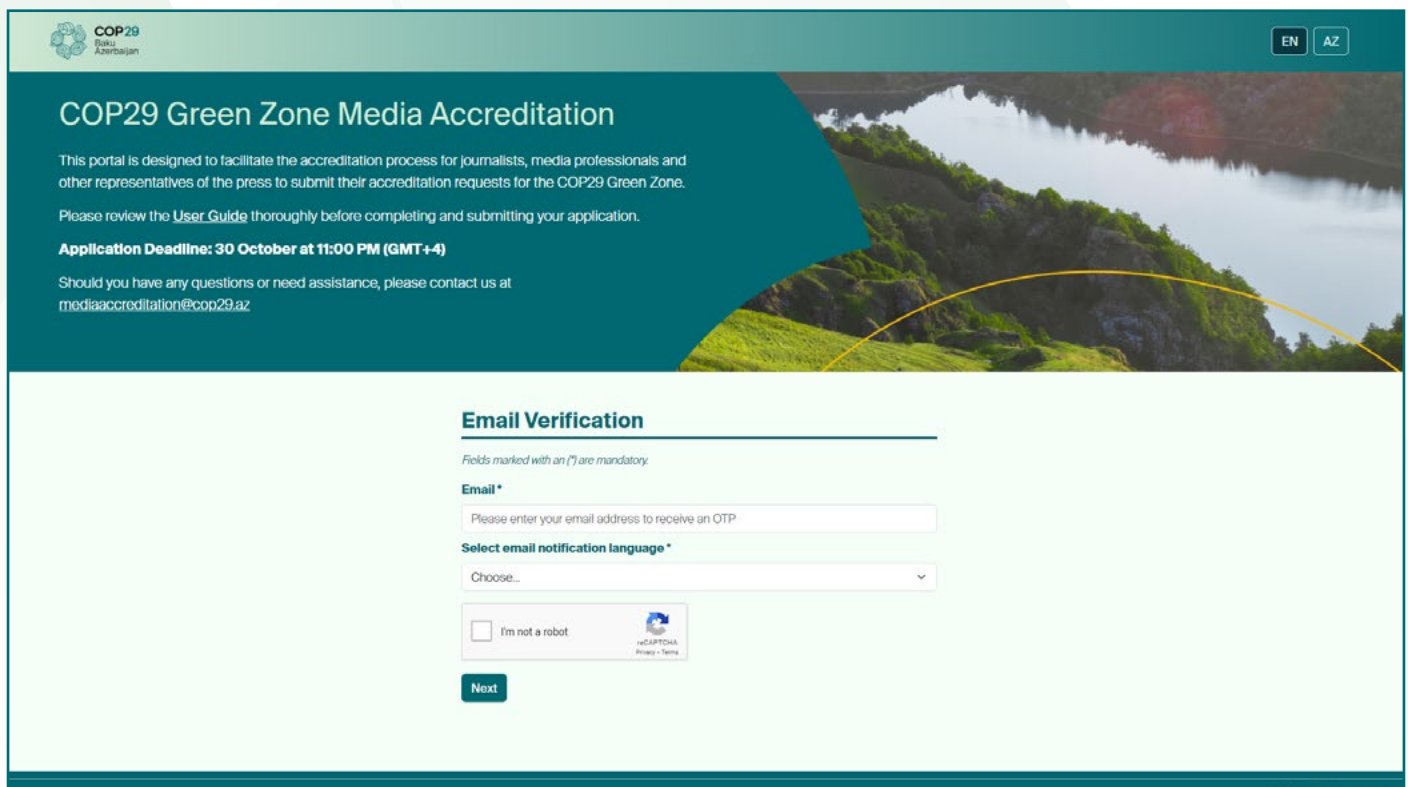
COP29
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1. Introduction

This Guide outlines the step-by-step procedure to register for media accreditation for the Green Zone at COP29. The [COP29 Green Zone Media Accreditation Portal](#) is the only official platform through which media can be accredited to the Green Zone.

The Guide has been compiled by the COP29 Azerbaijan Operating Company's (COP29 Azerbaijan OC) Media Accreditation team to assist media representatives in navigating the registration process for the Green Zone and to provide clear and concise information on requirements and necessary documentation.

Below is an overview of the online registration portal. To visit the portal, please click the following link: gzmediaaccreditation.cop29.az



The screenshot shows the COP29 Green Zone Media Accreditation Portal. At the top left is the COP29 Azerbaijan logo. At the top right are language selection buttons for EN and AZ. The main heading is "COP29 Green Zone Media Accreditation". Below this, there is a brief description of the portal's purpose, a link to the User Guide, and the application deadline: "Application Deadline: 30 October at 11:00 PM (GMT+4)". A contact email address is also provided: "mediaaccreditation@cop29.az". The main content area is titled "Email Verification" and includes a note that fields marked with an asterisk are mandatory. The form contains an "Email*" field with a placeholder "Please enter your email address to receive an OTP", a "Select email notification language*" dropdown menu currently set to "Choose...", a checkbox for "I'm not a robot" with a reCAPTCHA logo, and a "Next" button.

2. Email Verification


Enter your email address and choose a language from the drop-down list to receive email notifications in your preferred language.

Email Verification

Fields marked with an () are mandatory.*

Email *

Select email notification language *

I'm not a robot 
reCAPTCHA
Privacy - Terms

Next


Click the box next to 'I'm not a robot' and select the images that match the given criteria. Click 'Next' to continue.

Email Verification

Fields marked with an () are mandatory.*

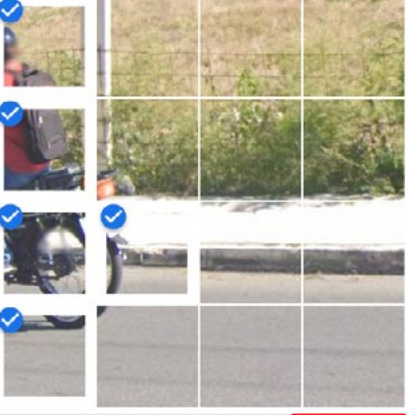
Email *

Select email notification language *

I'm not a robot 
reCAPTCHA
Privacy - Terms

Next

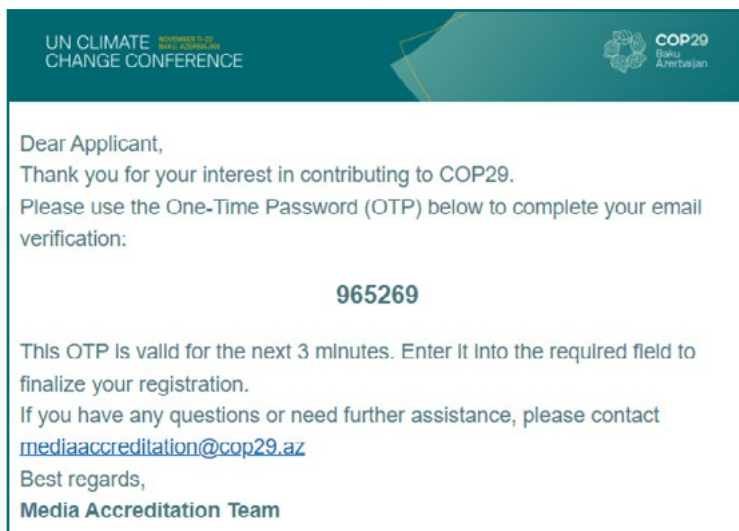
Select all squares with **bicycles**



VERIFY

Note: A verification code will be sent to your email address.

Check your email inbox for a message with the subject line **'Verify Your Email Address'**. This email will contain the **OTP code**.

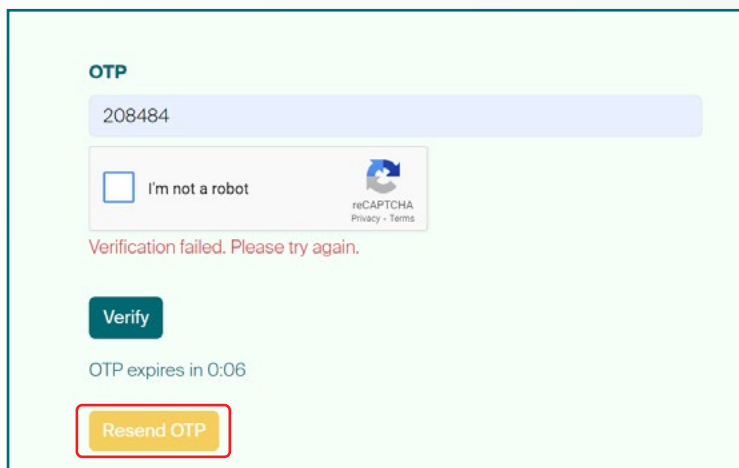


Note: If you do not receive an email, please check your junk/spam folder.

Enter the received **OTP code** into the designated field and click **'Verify'**.



Note: If your time expires or verification fails, click the **'Resend OTP'** button to request a new code.



Once you've verified your email address, you'll be directed to the registration page.

3. Registration

3.1 Personal information

In this section, you are required to provide key personal information essential for your accreditation process.

Personal Information

Fields marked with an (*) are mandatory.

First Name *

Last Name *

Father's Name *

Gender *

Date of Birth *

Place of Birth *

Note: All information must be entered exactly as it appears in your **National ID** (applicable for Azerbaijani citizens only) or **passport** (for foreign nationals).

Note: All fields followed with an asterisk (*) are mandatory.

Please choose your nationality from the drop-down list and complete the fields with the details of your identification document.

Nationality *

Residence Country *

Residence City *

National ID Number / Passport Number *

PIN Code *

Address *

Mobile *

Email *

Note: Azerbaijani citizens must provide their **National ID** number; foreign nationals should enter their **passport** number.

Note: The 'PIN Code' field will be activated, and the 'Father's Name' field will be mandatory if you choose 'Azerbaijan' as your nationality.

If you select **'Yes'**, please provide a brief description of your answer in the following fields.

Have you ever attended an international mega event before? *

Yes ▼

If yes, please provide the name of the event and a short description of your experience. *

Are you a person with disabilities who requires support services to participate at COP29? *

Yes ▼

If yes, please describe the type of service you would require. *

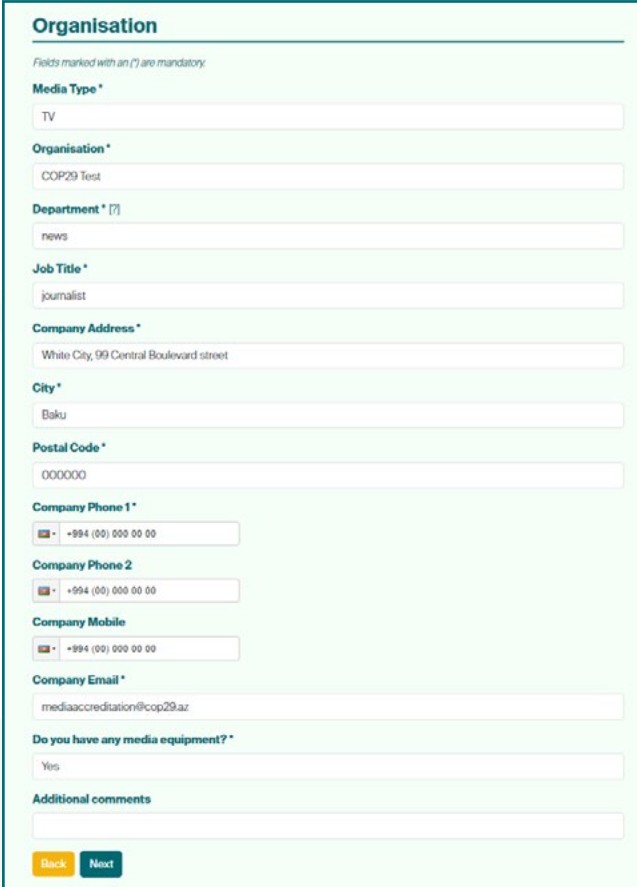
Additional Comments

Next

Please review your entries to ensure all information is accurate and up to date. Click the **'Next'** button to proceed to the next section.

3.2 Organisation

In this section, you must enter detailed information about your organisation.



Organisation

Fields marked with an (*) are mandatory.

Media Type *
TV

Organisation *
COP29 Test

Department * (?)
news

Job Title *
journalist

Company Address *
White City, 99 Central Boulevard street

City *
Baku

Postal Code *
000000

Company Phone 1 *
+994 (00) 000 00 00

Company Phone 2 *
+994 (00) 000 00 00

Company Mobile *
+994 (00) 000 00 00

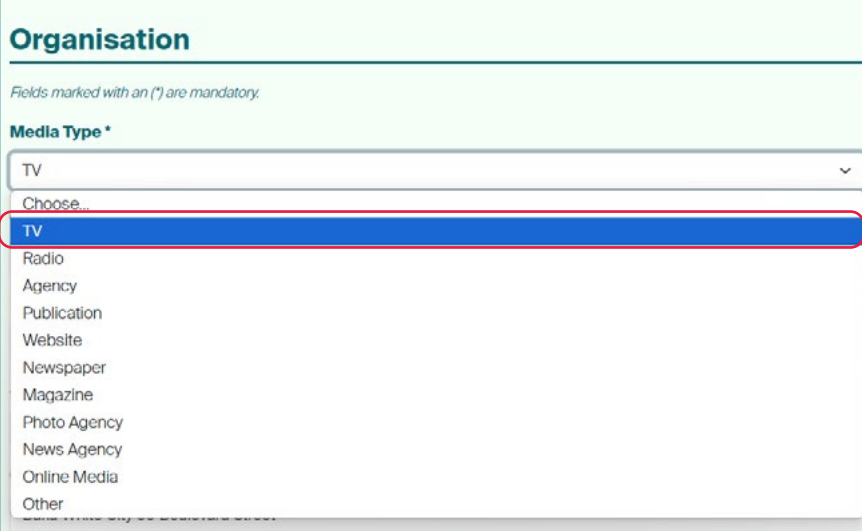
Company Email *
mediaaccreditation@cop29.az

Do you have any media equipment? *
Yes

Additional comments

[Back](#) [Next](#)

Select your **'Media Type'** from the drop-down list.



Organisation

Fields marked with an (*) are mandatory.

Media Type *

TV

Choose...

TV

Radio

Agency

Publication

Website

Newspaper

Magazine

Photo Agency

News Agency

Online Media

Other

When selecting a media type from the **'Media Type'** dropdown menu, additional fields will appear based on your choice. It is important to complete these fields, as they contain essential information relevant to your selection.

Note: If your media type is not listed in the options, please choose **'Other'** in the **'Media Type'** menu and specify your choice in the text field provided.

Organisation

Fields marked with an () are mandatory.*

Media Type *

If 'Other', please Specify *

If you choose **'Agency', 'Publication', 'Newspaper', 'Magazine', 'Photo agency', 'News agency', 'Online media', or 'Other'** additional fields will appear. Please complete the following fields as required.

Publication Name *

Frequency *

Circulation/Visitors *

Additional comments

If you choose **'Website'**, you will see the following fields:

Website Address *

Web Visitors *

Does the website contain original news content on climate change? *

URL *

Additional comments

Fill out the required fields in the section accurately.
Click the **'Next'** button to proceed to the next section.

3.3 Upload Documents


Click ‘**Drag and drop file here or Click to upload**’ to upload your documents.

Note: The letter of assignment must be on the official letterhead of a media organisation, addressed to the COP29 Azerbaijan Operating Company, signed by the Publisher or Editor-in-Chief, and should indicate the name, position, and duration of assignment of the media representative, written in either English or Azerbaijani. A template for the letter of assignment is available for download at the link provided in the application.


Upload Documents

Fields marked with an (*) are mandatory


Letter of Assignment (download template here) *
Allowed file types: .JPG, .PNG, .GIF & .PDF - Max. file size: 5 MB


Drag and drop file here or Click to upload


Passport-sized photo (3x4 cm) *
Allowed file types: .JPG, .PNG, .GIF & .PDF - Max. file size: 5 MB


Drag and drop file here or Click to upload


Scan of Press Card *
Allowed file types: .JPG, .PNG, .GIF & .PDF - Max. file size: 5 MB


Drag and drop file here or Click to upload

Media Register Certificate
This document is mandatory only for local media representatives.
Allowed file types: .JPG, .PNG, .GIF & .PDF - Max. file size: 5 MB


Drag and drop file here or Click to upload

Scan of National ID or Passport *
Allowed file types: .JPG, .PNG, .GIF & .PDF - Max. file size: 5 MB


Drag and drop file here or Click to upload

I agree that the information I have submitted in this request will be shared with the relevant authorities.

I confirm that the information I have provided in this request is accurate and complete, and I accept full responsibility for its accuracy and any consequences that may arise.

Back Submit

Note: Scanned documents must be submitted in .jpg, .png, .gif, or .pdf formats, with a maximum file size of 5 MB.

Note: The passport-sized photo (3x4 cm) must be:

- Taken within the last six months.
- In colour.
- On a plain white background.

Note: Only **local media representatives** are required to upload the Media Registry Certificate.

Note: If you need to edit your application, click the ‘**Back**’ button to return to the previous section(s).

Once you have filled out all the sections and uploaded the documents, use the checkboxes to confirm all the information entered in the application is accurate.

I agree that the information I have submitted in this request will be shared with the relevant authorities.

I confirm that the information I have provided in this request is accurate and complete, and I accept full responsibility for its accuracy and any consequences that may arise.

[Back](#) [Submit](#)

Click **'Submit'** to finalise your application.

Note: Please note that once you have submitted your application, you won't be able to make any changes.

You will receive the following **pop-up message** on your screen and an **email** notification confirming that you have submitted your application.

Thank You!

Your application has been submitted successfully.

[Back to Home](#)

UN CLIMATE CHANGE CONFERENCE

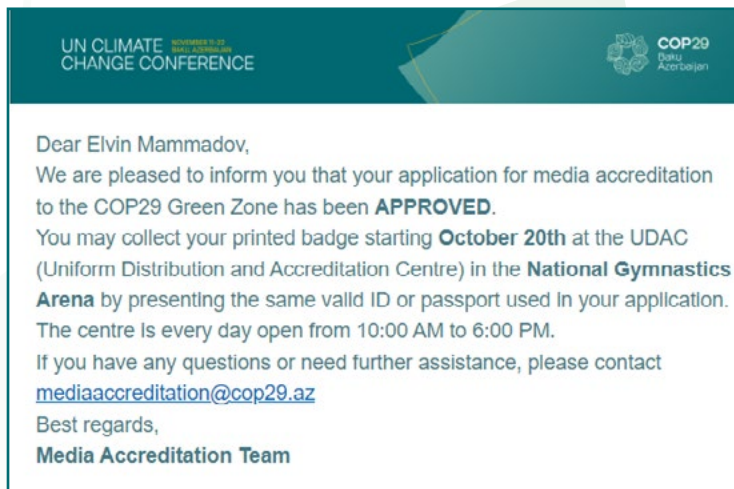
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Dear Elvin Mammadov ,
Thank you for applying for media accreditation to the COP29 Green Zone. We have received your application and it is currently under review. You will be notified once processing is complete.
If you have any questions or need further assistance, please contact mediaaccreditation@cop29.az
Best regards,
Media Accreditation Team

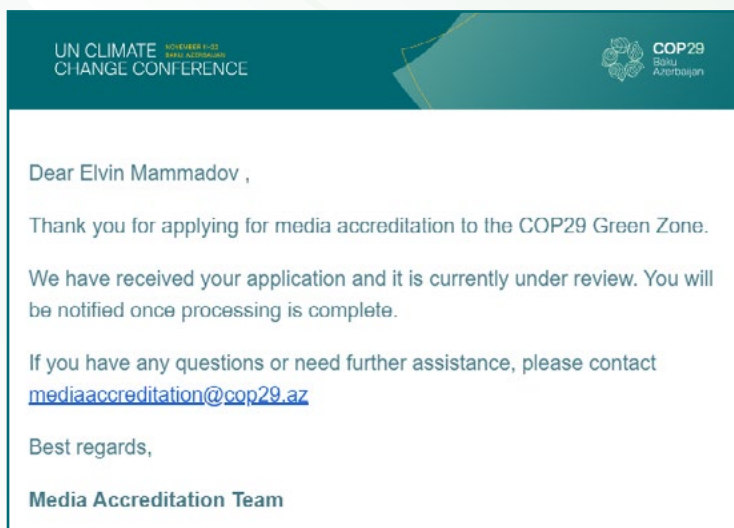
Your registration is now complete.

Once your request has been reviewed, you will receive an email informing you whether it has been approved or rejected.

In case of approval:



In case of rejection:



CONTACT

If you require any further support with your application, please contact

mediaaccreditation@cop29.az



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