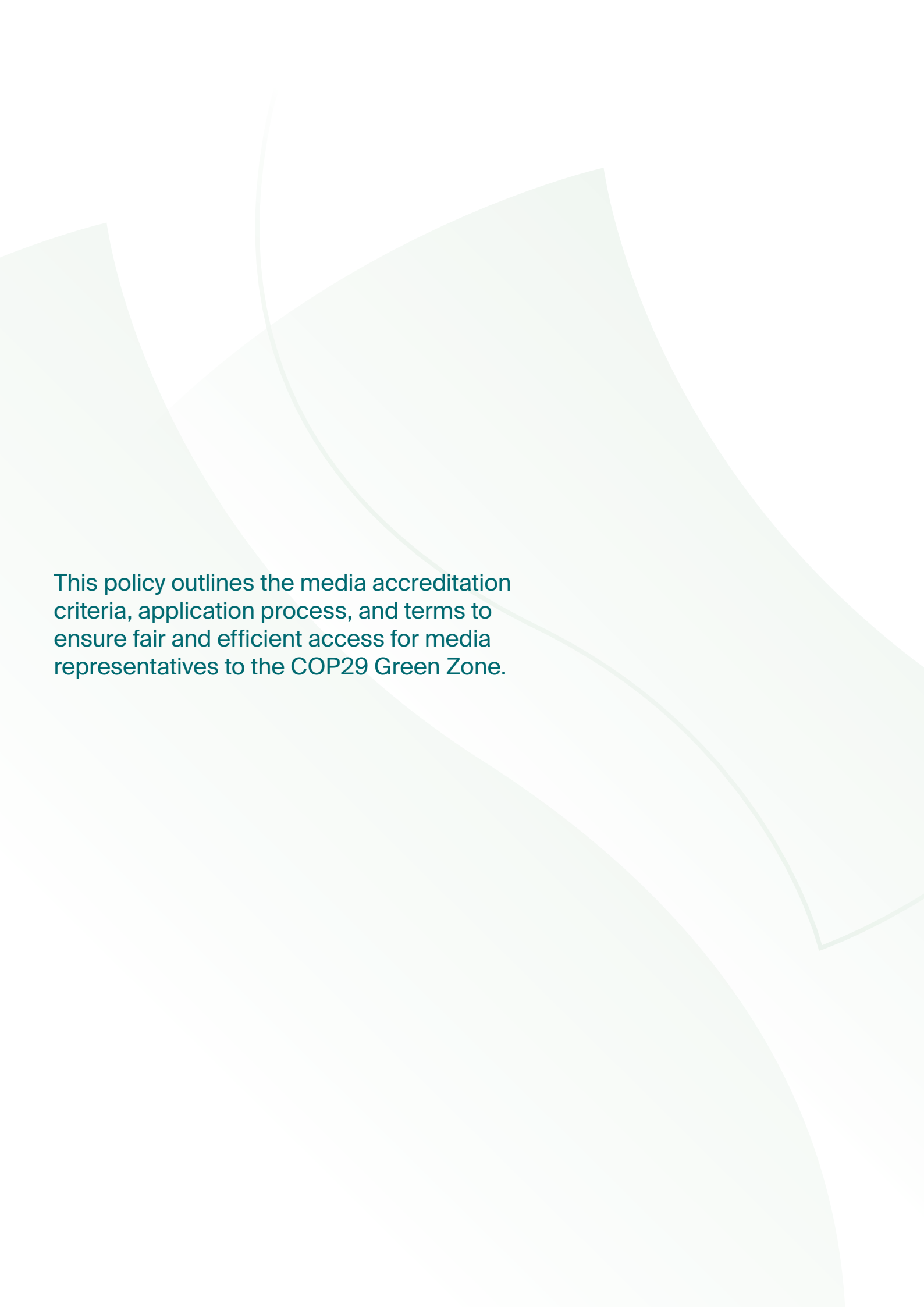




COP29
Baku
Azerbaijan

COP29 Green Zone Media Accreditation Policy





This policy outlines the media accreditation criteria, application process, and terms to ensure fair and efficient access for media representatives to the COP29 Green Zone.

Media Accreditation Period

The accreditation process for media representatives for the COP29 Green Zone will be open from 9 October to 30 October 2024, until 11:00 PM (GMT+4). All applications for media accreditation will be subject to the approval of the COP29 Azerbaijan Operating Company (COP29 Azerbaijan OC).

Accreditation Criteria

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.

Accreditation may be granted only to the editorial staff of publications/newswire services, press photographers, and TV/radio crews that meet the following criteria:

- **Outlets** should have been in continuous operation for at least six months.
- **Print Media (Newspapers, Magazines, Journals):** Publications must be available to the public, published at least six times a year, and produced by an organisation whose principal business is publishing.
- **Websites** must belong to a recognised media organisation with a verifiable address and phone number, frequently publish related content and contain a substantial part of original news, including coverage of climate change.
- **Freelance** journalists, including **photographers** and **videographers**, must provide clear evidence they are on assignment from a specific news organisation or publication.
- **Broadcast Media (Television/Radio)** must broadcast news and information to the public via satellite or terrestrial means.

All applicants must provide clear evidence they are on assignment from a specific news organisation or publication.

Accreditation Procedures

- All requests for media accreditation must be made online through the online media accreditation portal.
- An auto-generated email acknowledgment will be sent to media representatives upon submission of the online accreditation form.
- Applications will be processed within two weeks. The COP29 Azerbaijan OC reserves the right to reject any application that is incomplete or does not meet the specified criteria.
- Accreditation does not guarantee journalists, reporters, photographers, and media crews' access to all events in the COP29 Green Zone. Kindly refer to the Media Accreditation Team for more details.
- The media pass is NON-TRANSFERABLE and MUST NOT BE loaned to another person.
- If a change of representative(s) is to be made, the COP29 Media Accreditation Team must be notified as soon as possible.
- Media accreditation is valid for the entire duration of the conference and must be worn and always displayed within the venue.
- All applicants will receive an email regarding the status of their accreditation including in the event of unsuccessful applications.

Submitting the Application

Media representatives wishing to cover the COP29 Green Zone must apply for accreditation through the official COP29 portal at gzmediaaccreditation.cop29.az

For detailed, step-by-step guidance and answers to frequently asked questions, please consult the **GZ Media Accreditation Guide** and **FAQ**.

Required Documents

Accreditation requests must be supported by the following documents:

- A letter of assignment*
- A copy of a valid press card
- A copy of a passport (for foreign nationals) or national ID (for locals)
- A passport-sized photo (3x4 cm)
- A Media Registry Certificate (only for local media representatives)

* The letter of assignment must be on the official letterhead of a media organisation, addressed to the COP29 Azerbaijan OC and signed by the Publisher or Editor-in-chief, indicating the name, position and duration of assignment of the media representative.

Note: Scanned documents must be submitted in .pdf, .gif, .jpg, or .png formats via the media accreditation portal. If no coverage matching the accreditation criteria is attached to an application, it will be rejected.

Green Zone Accreditation Card Distribution

Media representatives may collect their printed badges starting from October 20th 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. The center is open every day from 10:00 AM to 6:00 PM.

Lost and Found Policy

Lost Badges:

Media representatives who lose their accreditation badge during COP29 must report the loss immediately to the nearest accreditation centre or Venue Accreditation Help Office (VAHO). The lost badge will be deactivated to prevent any unauthorised use. A new card will be issued after verification of the relevant ID or passport.

Found Badges:

Any badges found should be returned promptly to the nearest accreditation centre or help desk.

Note: If media representatives experience any issues with their accreditation, they can approach the VAHO for assistance. The VAHO will be located inside the event venue [Baku Stadium](#) (Green Zone).

If you require any further support with your application, please contact mediaaccreditation@cop29.az



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