

IPCC media accreditation FAQs – August 2013

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Where can I learn about press accreditation for IPCC meetings?

Please visit the [AR5 media portal](#). The IPCC Secretariat registration and accreditation system is based on the [United Nations criteria for accreditation of media](#) (available in all six UN languages).

What must I do to become accredited at IPCC meetings?

You must register through the [online form](#) and then email your credentials as attachments.

What is the online form?

It allows users to provide basic data for identification and registration. Credentials are emailed separately.

Can I still apply for accreditation as before?

Accreditation through this system is the only official channel to obtain registration for the media. The IPCC Secretariat will not accept accreditations via any other channel. Any accreditation materials not sent through this system will not be processed.

I covered the previous IPCC meetings, do I have to apply again?

Yes. Press badges issued at previous IPCC meetings do not remain valid. Members of the press must be accredited for each meeting. A new letter of assignment and copy of press card (or other materials in lieu of a press card) will be required each time.

I have a badge from another UN conference. Can I be approved automatically for IPCC conferences with that?

The fact that you've been accredited to another UN conference can help the accreditation team in evaluating your application; however, it does not guarantee accreditation for IPCC conferences.

What if I am accredited to the United Nations in New York, Geneva, Vienna or Nairobi?

Please send an image of your accreditation badge. We can approve your accreditation on this basis, upon verifying with our colleagues in these duty stations. The letter of assignment is still required.

When should I accredit myself for IPCC meetings?

Accreditation will open up to two months prior to the meeting. It is advisable to apply for accreditation in advance to avoid any unnecessary delays at the meeting venue.

What is the deadline for accreditation?

The IPCC Secretariat will make deadline information available on the website. As a rule, however, it is highly recommended to apply as early as possible.

I missed the deadline. Can I still apply?

The IPCC Secretariat has limited capacity to deal with late applications. Decisions whether to process late applications will be made on a case-by-case basis.

Is there a limit to how many media may participate in a conference?

Yes. A quota on the number of participants is enforced in the interest of security and safety. The quota is in place until the maximum level in relation to the physical capacity of the facilities is reached.

What happens when the quota is reached?

The moment the quota is reached, no more representatives will be allowed in.

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To register with the online form, what information do I need?

In order to complete the process you will need the following information. All information must be entered as it appears in the passport or other official photo identification document which the participant intends to present at the registration desk.

- Complete name
- Date of birth
- Nationality
- Passport or other photo identification number (driver's licence, etc.)
- Email address

In addition you will need to provide your affiliation and position and indicate which events you plan to attend.

What do you do with this information?

The names and information entered are for purposes of identification and verification only, and for the preparation of media badges.

How do I register with the form?

Please go to the [online form](#) to provide your personal details. Fill in the information required and click to send the form.

What else do I need to do?

Once you have provided your personal identification details via the online form, you must send a letter of assignment and a copy of your press card via email to ipcc-media-registration@wmo.int.

- The letter of assignment must be on official letterhead of a media organization and signed by the publisher or editor-in-chief indicating the name and duration of assignment of the journalist.
- The press card must be valid; we cannot accept press cards that have expired. In the absence of a press card, you may submit additional materials, in line with the UN criteria. If you do not have a press card, please see below for more information.

How can I send my materials to you?

Materials should be scanned and emailed to ipcc-media-registration@wmo.int.

To whom do I address the letter of assignment?

To the IPCC Press Office.

What should the letter of assignment contain?

The letter of assignment must be on letterhead and be addressed to the IPCC Press Office. It must be signed by an authorized official (e.g., the Publisher, Assignment Editor or Bureau Chief), of the media organization seeking accreditation. Unsigned letters or e-mails will not be accepted. Letters of assignment must specify the type of coverage, event or project assigned; the period of time for which accreditation is required; and the name and professional function(s) of the individual(s) to be assigned.

I don't have a press card. Will you still accredit me?

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

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What do you mean by “additional materials”? What is required?

If you are asked to submit additional materials, the materials detailed below may be requested. Please note that submitted work samples must demonstrate active engagement in covering the activities of the United Nations and/or climate issues. Samples must be unaltered clippings or media products of the bona fide organization with bylines of the individual requesting accreditation.

- Print media representatives may be required to submit two by-lined articles published within the past four months and a copy of the publication. These may be scanned PDF files or links to the article online.
- Radio and TV media representatives may be asked to submit two recordings of reports made within the past four months.
- Photographers may be required to submit original tear sheets or photos with credits of the issuing organization. It is also possible to provide links to photos online, as long as the photo attribution is clearly that of the applicant.
- Online media must meet the following requirements (subject to all other criteria, online media may include news outlets, blogs, vlogs and others):
 - The web publication must belong to a registered media organization and have a specific, verifiable, non-web address and 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.

Please note that publications or other media that are communications, outreach or advocacy publications of non-governmental or non-profit organizations do not qualify for media accreditation.

Do I need to send a photo of myself?

No photo is required.

How soon will I know whether I'm accredited?

Please be aware that we expect to receive credentials for a large number of applicants and there may be a delay between the time we receive your credentials and when they are matched to your application.

Every effort will be made to confirm registration as soon as possible.

How can I check the status of my accreditation?

If you need to check the status of your registration, please email ipcc-media-registration@wmo.int.

What does the accreditation cover?

Media accreditation may only be used for coverage of specific IPCC conferences and does not constitute an endorsement for any other purpose.

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Separate arrangements may be made for accessing material under embargo. In such cases separate advisories detailing the registration process will be issued.

Do I have to tell you what days I will attend?

When granted, accreditation covers all periods where the conference is open to the press (IPCC conferences are generally closed to the public apart from the opening session). We ask you to indicate which events – opening session and/or press conference – you plan to attend.

I would like to register as a delegate or observer and also have press accreditation. Is this possible?

No. Double accreditation is not allowed (e.g. as press and delegate, or as press and observer). If you are already registered with a delegation or observer organization, your application for press accreditation will not be granted.

I am a freelance journalist. Can I still get accreditation?

Freelance journalists are subject to the same requirements for accreditation and must complete the full process, as above. Freelance journalists, including photographers, must provide clear evidence that they are on assignment from a specific news organization or publication. A [valid assignment letter](#) from that news organization or publication is required. Photographic agencies must provide clear evidence from a client news organization or publication. You must also submit the other required documents for accreditation.

I'm a student. Can I get accreditation?

Media accreditation is for professional members of the press who represent a bona fide media organization. We cannot accord students the same accreditation as is granted to media professionals who have an established track record of reporting.

I'm under 18 years of age. Can I get accreditation?

No. Media representatives must be at least 18 years old to apply for accreditation and have an established track record of reporting.

What about press accreditation for blogs?

The existing UN guidelines for media accreditation do not yet fully provide for blogs. We recognize that the line between traditional media and new media is fading. The UN is endeavouring to take on board the new forms of information dissemination and social networking that have evolved. However, where bloggers fit in the new media landscape is still an open question, and how they should be handled as members of the media is still being determined by the United Nations. Accreditation of bloggers for IPCC meetings will be done on a case-by-case basis and criteria currently applied to online media will be applied.

I am with an independent film company that is producing a documentary on climate change. Can I access the conference?

As per the [criteria for United Nations accreditation of media](#), independent TV production companies are required to provide a letter from a broadcast organization or film distributor that has committed to air or distribute the work, or from the UN partner organization that supports the production. The project should be climate change-related. You must also submit the other required documents for accreditation.

I am a press officer at an Embassy. Do I need press accreditation to attend?

No. Your name should be included on the official delegation list and you will be registered as a member of the delegation

Can I do a blanket accreditation from my organization?

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It is not possible to give blanket press accreditation to a media organization. Instead, accreditation is granted to individuals representing bona fide media organizations, who provide the required valid documentation for accreditation.

What happens if I have to replace someone already accredited from my organization?

We are aware that assignments can change at short notice. Please communicate changes in staff as soon as they are known. The applicant will have to complete the same process, but as long as they have the required valid materials, there is usually little delay in processing.

Do you fund journalists' participation?

Unfortunately we do not.

Do you make hotel reservations for press representatives?

No. Media representatives accredited to cover IPCC meetings are responsible for their own travel and hotel bookings. The Secretariat is not in a position to make these arrangements.

Will you help me get a visa?

The IPCC Secretariat is not in a position to issue invitation letters for visa purposes. You may use the confirmation of your accreditation when making your visa application, as well as the letter of assignment from your media organization.

My accreditation was approved, now what?

Once you have received confirmation of your accreditation, you will be registered for the conference. Print out the confirmation and bring it with you to the conference. Bringing the printout will speed up your registration process. You may collect your badge on-site at the registration desk at the conference venue, either on the morning of the opening session or on the morning of the press conference. The media accreditation desk in the conference centre is not open at other times and media do not have access to the conference centre. You must present a valid photo ID with the personal details used in your registration. Your press card and letter of assignment will speed up the process

Can you send me my badge in advance? Or is there somewhere I can pick it up?

For security reasons, it is not possible to send badges in advance. Badges should be collected at the registration desk at the conference venue.

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

If your media badge is lost or stolen, you MUST immediately report it to the IPCC Secretariat.

Where am I allowed to go?

For those sessions that are open to the press, generally the opening session of the meeting and the final press conference, accredited press have access to clearly designated areas in the conference venue. Specific information on media arrangements at conferences is provided through Notes to Correspondents. These are issued at individual meetings, and reflect arrangements as they apply to a given venue and/or set of circumstances. All accredited press accessing the conference premises must pass through security screening, including those with equipment.

Can you send me a list of IPCC accredited media persons?

Information on media accreditation for IPCC meetings is for internal use only and confidential. The IPCC Secretariat does not publish or distribute media lists.

I would like to stay informed about IPCC news and events. Can you add me to your mailing list?

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If you wish to be added to the IPCC's media mailing list, send a message to ipcc-media@wmo.int.

Disclaimer

The IPCC reserves the right to deny or withdraw accreditation for activities that violate the principles of the Charter or the codes of behaviour and or/ethics of journalism and/or the United Nations. At any time, the IPCC Secretariat may revoke accreditation if it is put to improper use; if it has been used to abuse the privileges so extended; or if personal or public conduct is not consistent with the best interest of the Organization. The press pass must not be lent to another person; UN Security will confiscate any pass in the possession of any individual to whom it was not issued.