

*Updated February 2023*

### **Registering as a Communications Officer**

As a Communications Officer for a government or research institution with experts on the report author team and a Communications Officer for UN agencies you can register for embargoed materials.

Please register through the media portal at <https://apps.ipcc.ch/eventmanager/press/>. Please Select “Communications Officer” in the drop-down menu when on the registration platform.

Same as media representatives, when registering and when accessing materials you will be requested to agree to respect the terms of the IPCC embargo.

Your organization will not be eligible for future access to IPCC embargoed materials if you break the terms of the embargo, resulting in a leak of embargoed materials.

#### **How to register:**

Please go to the [IPCC media registration](#) page to access the [online form](#), which allows you to provide your personal details and upload your credentials. On the IPCC media portal, follow the following steps:

- Select the event;
- Select Embargo from the following options: *Press Conference(online)*; *Press Conference (in-person)*; *Embargo*.
- Upload your credentials (see below);
- Fill in the rest of the form.
- Click “Submit”.
- Read information on the pop-up window and click “I agree” to submit the form.

The supporting materials/credentials you should upload would be a scanned copy of your ID from your institution confirming your position. Alternatively, you can submit a scanned copy of your business card and a general ID such as a passport or national identity card.

Once your request has been processed you will receive an email with relevant details.

### **IPCC author of the report.**

As an author of the IPCC report being approved, you can register for the embargoed materials so that you have the press release and other communications materials to help you prepare for presentations.

Please select IPCC Author when registering and add the chapter in other section.

Like media representatives, you will be required when registering and when accessing materials to agree to respect the terms of the embargo. Respecting the embargo will help the IPCC ensure a smooth and effective communication of the report. This would be put at risk if details emerge at random before the official release.

The supporting material you should upload would be a scanned copy of you ID from your institution.

*For more information, please contact:* IPCC Press Office, Email: [media@ipcc.ch](mailto:media@ipcc.ch).

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*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.*