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### **Where can I learn about press accreditation for IPCC meetings?**

Details about IPCC press accreditation are in this document or in the relevant media advisory. The IPCC Secretariat registration and accreditation system draws on the practice of the United Nations and other UN agencies.

### **What must I do to become accredited at IPCC meetings?**

You must register through the IPCC media registration page here:  
<https://apps.ipcc.ch/eventmanager/press/>

Credentials can be uploaded as PDF, JPG and PNG format. **Each file should not be more than 4MB.**

### **What is the online form?**

It allows users to provide basic data for identification and upload the required credentials in order to be registered as media representatives to a specific IPCC opening session or press conference. It also allows users to request access to embargoed materials.

### **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 previous IPCC meetings. Do I have to apply again?**

Yes. Accreditation for previous IPCC meetings does 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 in order to be registered and/or receive access to embargoed materials.

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

No. Press badges from other UN conferences are not valid. Members of the press must be accredited for each IPCC 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 in order to be registered and/or receive access to embargoed materials.

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

Please submit with your credentials a scan of your accreditation badge. We can approve your accreditation on this basis, as an alternative to a press card, 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 one month prior to the meeting. It is strongly advised to apply for accreditation well in advance as the IPCC has limited capacity to process last minute accreditation requests and there is no guarantee that the IPCC media team will be able to review late applications. Only accredited media representatives will be provided access to the embargoed materials and details of how to submit questions during the press conference.

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### **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. There is no guarantee that the IPCC media team will review late applications.

### **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 may be enforced in the interest of security and safety in the case of physical meetings. 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.

### **To register online, 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
- Email address
- City
- Nationality
- Scanned copies of your credentials. The system will allow 2 files maximum 4MB
- Phone number

In addition you will need to provide your affiliation and position and indicate which events you plan to attend as well as whether you would like to access embargoed materials.

### **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 in the case of physical meetings.

### **How do I register with the form?**

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 from the following options: opening session; press conference; embargo. You can choose one, two or all three options;
- Upload your credentials;
- Fill in the rest of the form;
- Click “Submit”;
- Read information on the pop-up window and click “I agree” to submit the form.

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

If you requested materials under embargo, you will receive another email with your personal log-in details. These will take you to the media documents page <https://apps.ipcc.ch/eventmanager/press/>

If you have used the system before, the e-mail that you will receive will indicate that you should use “Your IPCC password”, which refers to your previous password. In case you have lost it, please click “Forgot password” on the IPCC media portal to reset your password.

### **How do I get access to materials under embargo?**

Media representatives who want access to the embargoed materials must tick the option for “embargo” on the online form, regardless of whether they are registering to attend the press conference or not. You will also need to submit your credentials and agree to the IPCC embargo conditions.

### **How can I send my credential materials to you?**

Materials should be uploaded on [the IPCC media registration pages](#) and submitted together with the online form. The system will allow 2 files maximum 4MB. Files can be in PDF, JPG or PNG formats.

### **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.

If you work as a photographer or as part of a TV crew you are asked also to indicate this on the letter of assignment so that the IPCC can plan sufficient space for the conference you wish to attend in the case of an in person meeting. Please also state any special requirements, e.g. for TV crews.

### **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.

### **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 are required to submit two bylined 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.

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- Radio and TV media representatives are asked to submit two recordings of reports made within the past four months.
- Photographers are 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, street 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 three times 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.
- Communications Officers of a government or research institution with experts on the report author team and other partners organizations, are asked to submit a scanned copy an ID from their institution confirming their position, and a general ID such as a passport or national identity card.

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@wmo.int](mailto:ipcc-media@wmo.int).

### **What does the accreditation cover?**

Media accreditation should only be used for coverage of specific IPCC conferences and/or for accessing material under embargo for these conferences. It does not constitute an endorsement for any other purpose.

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### **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 on the online form 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?**

Online media may include news outlets, blogs, vlogs and others, and must meet the following requirements, in addition to any other media accreditation requirements:

- The website must belong to a recognized media organization and have a specific, verifiable street address and telephone number;
- The website must have at least 60% original news content or commentary or analysis, including coverage of international or U.N issues;
- 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;
- The website must be updated at a minimum of three times a week.

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

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

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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.

### **I am a communications officer for a government or research institution with experts on the report author team or for a non-governmental organization preparing communications materials or activities to coincide with the release of the report. Can I register for the embargoed materials?**

Yes. Select “Communications Officer” in the drop down menu when registering. Embargoed materials are primarily for the use of media covering the report, but access may be extended to relevant bodies preparing communications activities and materials to coincide with the release of the report.

Like media representatives, you will be required when registering and when accessing materials to agree to respect the terms of the embargo. Your organization will not be eligible for future access if a leak of embargoed materials arises because you break the terms of the embargo.

The supporting materials you should upload would be an ID from your institution confirming your position, and a general ID such as a passport or national identity card.

### **I am an IPCC author of the report. Can I get the embargoed materials?**

Yes. 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.

You must respect the embargo.

### **Can I do a blanket accreditation from my organization?**

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?**

No.

### **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?**



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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 press conference and/or opening ceremony depending on what you chose.

In case of in-person meetings, please print out the confirmation and bring it with you to the conference. Bringing the print-out 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, or the evening before. The exact times will be indicated on the media advisories specific to the events that you applied for. 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.

In the case of a virtual press conference due to the COVID-19 pandemic, if you registered for the press conference you will also receive details of how to submit questions.

If you registered to access embargo materials, you will receive log-in details to let you access the materials when they have been uploaded. The embargoed materials are uploaded after the Summary for Policymakers has been approved and the IPCC Session has ended. It is not possible to provide a specific time as it depends on the time the meeting finishes.

### **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 are issued during in-person meetings and should be collected in person 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?**

In the case of in-person meetings, accredited press have access to clearly designated areas in the conference venue, for those sessions that are open to the press, generally the opening session of the meeting and the final press conference. Specific information on media arrangements at conferences is provided through Media Advisories. 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.

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

If you wish to be added to the IPCC's media mailing list, send a message to [ipcc-media@wmo.int](mailto:ipcc-media@wmo.int). You can also follow @IPCC\_CH on Twitter, @IPCC on Facebook, Instagram and LinkedIn where all relevant announcements are posted.

### **Disclaimer**

The IPCC reserves the right to deny or withdraw accreditation for activities that violate the principles of the Charter or the codes of behavior 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