

UNFCCC media accreditation FAQs

When should I accredit myself for UNFCCC meetings?

Accreditation usually opens two months prior to the meeting. It is advisable to apply for accreditation in advance, to avoid any unnecessary delays at the meeting venue.

Where can I learn about press accreditation for UNFCCC meetings?

Please visit our [web section](#) on press and media accreditation (also available in French and Spanish)

The UNFCCC secretariat follows the [United Nations criteria for accreditation of media](#) (also available in French and Spanish)

What must I do to become accredited at UNFCCC meetings?

The first step is to complete the [online accreditation form](#) (available two months before the meeting).

You will then have to send a **letter of assignment** on official letterhead of a media organization. The letter must be signed by the Publisher/Assignment Editor, Editor-in-chief or Bureau Chief, specifying the name and functional title of the journalist. Unsigned letters or e-mails will not be accepted. Then submit a **photocopy of a valid press card/work pass** and a **photocopy of your passport or national ID card**.

You may also be asked to submit additional materials, in line with the [UN criteria](#). Applications are considered on a case-by-case basis, so you will be advised if any of these additional materials are required.

How can I check the status of my accreditation?

When you submit the online form, you will receive a PIN code and a web link to a page where you can check your accreditation status using the PIN code. We will also send you e-mail notifications when your materials have been received and advise of the status of your accreditation. Queries regarding accreditation should be addressed to press@unfccc.int

I covered the previous UNFCCC meeting, do I have to apply again?

Yes. Press badges issued at previous UNFCCC meetings do not remain valid. Members of the press must be accredited for each meeting. When completing the online form, members of the press who have previously been duly accredited to UNFCCC conferences need only enter their first and last names, e-mail address, and update any contact details that may have changed. A new letter of assignment is also required.

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

No. Double accreditation is not allowed (e.g. as press and delegate, or as press and NGO). If you are already registered with a delegation or observer organization, you will have to choose. The secretariat will not issue more than one badge to an individual.

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 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.

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

Per the [criteria for United Nations accreditation of media](#), independent TV production companies are required to provide a letter from a broadcast organization which intends to air their work. You must also submit the other required documents for accreditation.

Do you fund journalists' participation?

Regrettably, the UNFCCC is not able to provide funding for journalists. Participation of journalists from developing countries at our conferences have in the past been assisted through a cooperation with the **International Institute for Journalism** (IJJ) of **InWEnt**. Our web site has [more information](#) on this media development opportunity. There is also a link to the International Institute for Journalism (IJJ) of InWENT. They should be contacted directly for more information on their programmes.

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

Information on media accreditation for UNFCCC meetings is for internal use only and confidential. The UNFCCC secretariat does not distribute media lists.

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

If you wish to be added to the UNFCCC's media mailing list, send a message to press@unfccc.int. Alternatively, when you begin the media accreditation process, you will have an opportunity to sign up for this service.

Do you make hotel reservations for press representatives?

Please note that press/media representatives accredited to cover UNFCCC meetings are responsible for their own travel and hotel bookings. The secretariat is not in a position to make these arrangements.