

## MEDIA ACCREDITATION PROCEDURE TO THE WTO TWELFTH MINISTERIAL CONFERENCE

Attendees to the 12<sup>th</sup> Ministerial Conference may only be accredited as **EITHER** media members or NGO representatives or delegates. Attempts to gain accreditation as multiple categories will be detected by the system and declined. Please choose the category which best describes your situation.

Should you wish to request accreditation as a member of media, please make sure that:

- you meet all the [criteria for WTO accreditation of media for Ministerial Conferences](#);
- your computer has the **latest versions of** one of the following browsers: **Chrome, Firefox, Safari and Internet Explorer**, as older versions do not support the online accreditation system;
- you have at hand the following documents, as they will be required during the application process:
  - √ The passport you will use to travel to Switzerland;
  - √ A scanned ID photo in jpeg, png or gif format. The photo must be in colour and should clearly show your face. A full body shot is not accepted.
  - √ A scanned copy of the letter of assignment. The letter should be on the official letterhead from your media organization and should be signed by the Publisher/Assignment Editor or Bureau Chief. It should also specify your name and functional title, as well as the period for which accreditation is sought at the WTO.

### APPLICATION PROCESS

- 1.** Go to <https://eregistration.wto.org/en/mc12/media/register/step-1>
- 2.** Create an account by providing your email address and assigning yourself a username and password.
- 3.** Once in the system, fill in the form by providing all details about yourself and the organization you represent. Do not forget to attach the relevant supporting documents (i.e. letter of assignment, an ID sized photo).
- 4.** Once all the required fields have been filled in, click on 'Submit'. Please note that you can only send your application once all the required fields have been filled in.
- 5.** You will receive an email confirming that your request for accreditation has been submitted and you will be required to verify your email address by clicking on the link provided in the email. Please note that your application **will not be processed** if you do not verify your email address.

### ACCREDITATION PROCESS

After submitting your accreditation request, the WTO Accreditation Officer will consider your application and you will be informed on the status of the process. Please note that the decisions taken by the WTO Accreditation Officer are final.

If your accreditation request is approved, a confirmation letter or attestation will be sent by email. You should present the attestation along with a valid photo ID in order to collect your badge from the Accreditation Centre in Geneva. Information on badge collection will be available at the [Ministerial webpage](#).

If your accreditation request is rejected, you will receive a message and will unfortunately not be able to attend the Ministerial Conference.

If further information is required for your accreditation request to be considered, an email will be sent to you requesting that you furnish the outstanding information at your earliest convenience.

Please note that while in the WTO or attending WTO events, such as the Ministerial Conference, media accredited personnel are expected to carry out activities compatible with journalistic work. **IERD reserves the right to deny or withdraw accreditation of journalists who abuse the privileges so extended or who put the accreditation to improper use.**