

## **Media Accreditation**

Media accreditation enables journalists to register for ICAO events. It is awarded on an annual basis. Media requesting registration for an event who do not already hold accreditation have the opportunity to apply for it as part of the registration process. All events are listed [here](#). Links for requesting media registration and accreditation are provided on event homepages. Journalists should however note that not all events are open to media. Questions regarding media accreditation can be submitted via email to [communications@icao.int](mailto:communications@icao.int).

ICAO reserves the right to refuse or revoke accreditation at any time.

Please be advised that ICAO does not prepare any kind of visa letter or offer any other kind of visa support for media unless the individual concerned holds a State nomination letter.

## **Supporting Documentation**

Letter requesting U.N. accreditation of media personnel on official letterhead of a media organization, signed by the Publisher, Editor-in-Chief, or Assignment Editor (along with their contact information). It should be current, and include a) the duration of the assignment, b) verifiable information regarding the reach of the media (print circulation, radio/television audience, digital audiences (web site, social media). Please address the letter to the Media Accreditation Unit and upload it (in PDF format) to the form when registering, along with samples, as described below. Letters will not be accepted by e-mail or fax.

## **Independent Broadcast or Film Production Companies**

Must provide a letter from a broadcast organization or film distributor which has committed to air or distribute the work. The project should be UN related.

## **Print Media**

Must submit six (6) by-lined articles published within the past 12 months, and a copy of the publication.

## **Radio and TV Media**

Must submit six (6) reports broadcast within the past 12 months. Media staff, such as camera operators, sound, engineers, producers, and technicians can submit the work of the reporter to which they contributed their services to support their accreditation request.

## **Photographers**

Must submit six (6) original tear sheets or photos with credits of the issuing organization in the past 12 months.

## **Online Media**

Subject to all other criteria, online media may include news outlets, blogs, vlogs and others and must meet the following requirements, in addition to those above:

- The website must belong to a recognized media organization and have a specific, verifiable street address and a telephone number.
- The website must have at least 60 percent original news content or commentary or analysis, including coverage of international or U.N. related issues.

Media representatives are required to submit six (6) by-lined articles within the past 12 months that were posted on the website.

- The website must be updated at a minimum of three times a week.

## **Additional Requirements for Freelance Journalists**

Including photographers, must provide clear documentation that they are on assignment from a specific news organization or publication. A valid assignment letter from that news organization, or publication, is required.

Publications/outlets which are communications outreach or advocacy publications of non-governmental or non-profit organizations do not qualify for media accreditation.

- Double accreditation is not permitted (press + delegate, press + NGO).