

ACCREDITATION PROCEDURE FOR JOURNALISTS TO THE WTO 10th MINISTERIAL CONFERENCE



*Please note that the online accreditation system only works with the latest versions of the following browsers: **Chrome, Firefox, Safari and Internet Explorer**. Please download the latest versions of the aforementioned browsers in order to register. Older versions do not support the accreditation system.*

| STEPS TO FOLLOW TO GET ACCREDITED AS A JOURNALIST TO MC10 | |
|---|---|
| STEP | DESCRIPTION |
| REGISTRATION | |
| 1 | <p>Use the following link https://iam.unicc.org to register and create your account.</p> <p>Following registration, you will receive an email confirmation to the address provided from iamsupport@unicc.org. You will be asked to validate your email address in order to be able to activate your account.</p> |
| 2 | <p>Once your email has been validated and your account activated, you may proceed to login on the https://iam.unicc.org home page.</p> |
| 3 | <p>Once in the system, select the link "My Profile" and fill in all the fields. This will make it easier when you proceed with the actual registration for accreditation.</p> |
| 4 | <p>Once you have completed your profile, exit this section. Click on 'My Services' on the top right hand of the page. Click on Request accreditation as a journalist for MC10' (in the menu on the left hand side of the screen).</p> <p>Complete all the fields needed for the registration as a journalist.</p> <p>Do not forget to attach the relevant supporting documents for accreditation as a journalist. These include:</p> <ul style="list-style-type: none">• A letter of assignment. This should be on your media organization's letterhead paper, and signed by your editor or supervisor.• An id sized photo. The photo must be in colour and should clearly show your face. A full body shot is not acceptable. |

| | |
|--------------------|---|
| | Once all the required fields have been filled in, click on 'Request for Accreditation to MC10' to complete and send your application. Please note that you can only send your application once all the required fields have been filled in. |
| WTO PROCESS | |
| 5 | <p>Once the WTO Accreditation Officer has considered your application, you will receive information on the status of the application.</p> <p>If your accreditation request is approved, you will receive a confirmation email with your confirmation letter. This will have to be presented along with a valid photo id in order to collect your badge at the Ministerial Conference.</p> <p>If your accreditation request is rejected, you will receive a message and will unfortunately not be able to attend the Ministerial Conference.</p> <p>If there is further information required for your accreditation request, an email will be sent informing you of this and requesting that you furnish the outstanding information in order for your request to be considered.</p> |