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**MEDIA ACCREDITATION FORM**

*(Please read carefully the Media Accreditation Procedure before completing this form)*

This application must be presented with a letter of assignment, copy of your passport and press card.

The event for which accreditation is requested:

**PERSONAL DETAILS (please use block capitals)**

**(all fields must be completed)**

Prefix (Mr., Ms., Mrs., Miss)

First Name:

Family Name:

Title/Function:

Address:

Email:

Telephone (fixed and mobile):

Nationality:

**CONTACT DETAILS**

Organization/Company:

Address:

Telephone Number:

E-Mail Address/Website:

# MEDIA CATEGORY

[ ]  General Correspondent

[ ]  Intellectual Property Correspondent

[ ]  Business/Economic Correspondent

[ ]  Trade Press

[ ]  Press Agency

# A/V PRESS

[ ]  TV

[ ]  Radio

[ ]  On-line publication

[ ]  Press Photographer

[ ]  Technician

Equipment Requirements –

### Direct links to bylined articles/editorial staff listing:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**MEDIA ACCREDITATION PROCEDURE**

The WIPO Press Office must be satisfied that anyone applying for media accreditation is a professional journalist and represents bona fide media formally registered as a media organization in a member country of WIPO or of the United Nations. The WIPO Press Office reserves the right to request supplementary documentary evidence to be able to establish the status of applicants. Media accreditation is not granted to the information outlets of non-governmental organizations. Applications are considered on a case-by-case basis and the decisions of the WIPO Press Office are final.

*No media badge will be issued to journalists whose application does not conform to the established procedure.*

**APPLYING FOR MEDIA ACCREDITATION**

Correspondents wishing to cover WIPO’s activities on a temporary or full-time basis must be accredited by the Press Office. The accreditation procedures are based on [those established by the United Nations](http://www.unog.ch/80256EDD006B9C2E/%28httpPages%29/70991F6887C73B2280256EE700379C58?OpenDocument).

Each journalist must submit an individual application and is requested to complete the Accreditation Form in its entirety. The Form must be returned with all the following documents:

* A letter of assignment on official letterhead of a media organization signed by the Editor-in-Chief (or the News Editor for radio/TV).
* A photocopy of a press card valid for at least six months from the date of the event.
* A copy of your passport or national ID.

Copies or links to two articles/reports published within the last 6 months, for which the journalist is credited, may also be requested.

Each accompanying staff member (sound engineers, cameramen, support staff, etc.) must also complete a separate Accreditation Form and return it with:

* A letter of assignment signed by the Editor-in-Chief (or News Editor for radio/TV)

and

* A copy of their passport or national ID.

**ELIGIBILITY FOR MEDIA ACCREDITATION**

Media accreditation may be granted only to the **editorial staff** of publications/news wire services, press **photographers** and **TV/radio crews** representing a recognized media organizations, that is:

* **Newspapers/magazines** - available to the general public, published at least 6 times a year by an organization whose principal business activity is publishing.
1. **Online 'publications'**- generating a substantial amount of original news content and which belongs to a registered media company with a verifiable non-web address plus telephone number.
2. **News wire services** - providing news coverage to subscribers, including newspapers, periodicals and/or televisions.
3. **Broadcast** - broadcasting news and information programs to the general public either through satellite or terrestrial means.

**SUBMISSION OF ACCREDITATION FORM**

Please send your completed accreditation form and supporting documentation by email to: publicinf@wipo.int (hard copies will also be requested).

For further enquiries please contact +4122-3388161.

***Deadline to submit accreditation forms:
One week ahead of a Geneva-based event;
two weeks ahead of a non-Geneva-based event
(and earlier if visa is required for travel).***