

HOW TO APPLY FOR MEDIA ACCREDITATION

Short user guide – ITU Telecom World 2018

1. Sign up for an ITU Event Registration Account.

 a. If you already have an ITU Event Registration Account, then log in with your user name/email and password here: <u>https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00005119</u>

Committed to cor	necting the world	
	ITU event registration	
	Email Address or User name	
	Password	
	Login	
	Create an user account, reset your password or modify your profile. Contact support servicedesk@itu.int V1.5.1	
	V1.5.1	

- **b.** If you don't have an account, please create your new account here: https://www.itu.int/en/ties-services/Pages/login.aspx
- 2. When signing up for a new account, select the option "I am a new user" and under "Create a User Account", select "Media and Other Organizations".

What would	you like to search for? Q	
ITU General Secret	ariat Radiocommunication Standardization Development ITU Telecom	Members' Zone Join ITU
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TU User Ac	count: Login	
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	ITU STATUS (MEMBERS)	
	Click here for information about the ITU Status	
	 Nerroler state Resolution 99 (Rex. Busan, 2014) 	
	United Nations, Specialized agency, IAEA	
	Sector Menteer Associate	
	Academia, University, Research Establishment	
	NON ITU MEMBERS	
	Media and Other Organizations	
Create		



3. Complete the form with your personal data. All fields with the red asterisk are required.

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4. Once you have completed the form, you will receive an email to activate your account.



Click on the link in the email to activate your account. Your account is now active.

Please note that at this point, you have <u>not</u> finished the Media Accreditation process and need to perform the following steps \rightarrow



5. Go back to the ITU event registration page and input the credentials for the new ITU account you just created.

Click here to go back to the ITU event registration page: https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00005119

Committed to conn	ecting the world	
	ITU event registration You can use your TIES or ITU user account Email Address or User name	
	Passesand Login Create an user account, reset your password or modify your profile. Contact support service-designs ant V1.8.1	

- 6. Once you log in, you will see the ITU Telecom World 2018 Media Registration and Accreditation form. Your personal information should already be filled in. Next:
 - Select your role and media type
 - Input any links to your online credentials (you will also have the opportunity to send them via email further on)
 - Check the Accessibility information box in case you require specific assistance
 - Click "Submit Registration"

	Registration for IT	U Telecom World 2018, I	Durban	
Personal information —				
Title:		Organization name:		
Given name:		Country:		
Family name:				
E-mail address:				
Job title (event)				
Select your role: *	Select •	Media type: *	Select .	
articles, masthead, etc.)		organization website.	esunscription	
Accessibility informatio	n —			



7. The next window will inform you that the information has been submitted to ITU.

Committed to connecting the world		
	Thank you. Your registration request has been submitted successfully.	

8. You will receive an email confirming that your request has been received. At this time, you will need to <u>send your media credentials so ITU can process</u> <u>your accreditation request</u>.

ITU Press Office Media Event Registration and Accreditation	ŤŲ
PLEASE SUBMIT YOUR MEDIA CREDENTIALS	
Dear	
Thank you for your interest in participating in ITU Telecom World 2018.	
We have received your request for a media pass for this event. All media must be accredited by IT participate in any ITU event.	'U in order to
If you have not already done so, please send - as soon as possible - the necessary media crede information to telecompressreg@itu.int.	<u>ential</u>
Once the appropriate credentials are received, ITU will begin processing your request for an event	media pass.
Upon accreditation by ITU, you will receive confirmation of your registration to attend the event.	
Sincerely,	
To complete your registration, please send by email (pdf or word) your media credentials to telecompressreg@itu.int.	
Sincerely,	
ITU Press Office	
Questions or concerns about your registration?	
Read more about the ITU Events Registration and Accreditation Process for Media.	
Contact the helpdesk between the hours of 09:00 and 17:00 CET Mon-Fri at: +41 22 730 5424 or telecompressreg@itu.int.	
Please consider the environment before printing this email	

Note: The registration process will only start AFTER receiving your media credentials. Your media credentials should be emailed to telecompressreg@itu.int

Please review requirements for media credentials at https://www.itu.int/en/newsroom/accreditation/Pages/default.aspx



9. As soon as your request has been reviewed, validated and approved, you will receive your confirmation letter by email.



If you have any problems or questions regarding the Media Registration and Accreditation process, please contact:

Media Accreditation ITU Corporate Communications Tel: +41 22 730 5424 Email: telecompressreg@itu.int