

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:

<https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00005119>

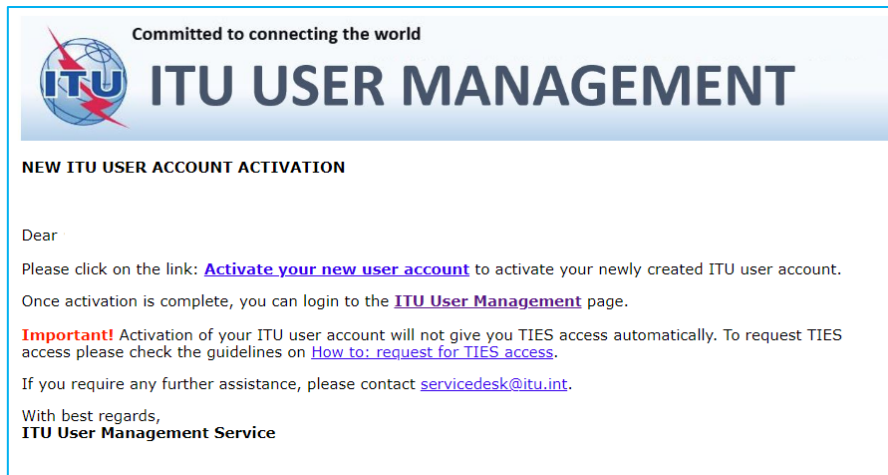
- b. If you don't have an account, please create your new account here:

<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”.

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

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 not finished the Media Accreditation process and need to perform the following steps →

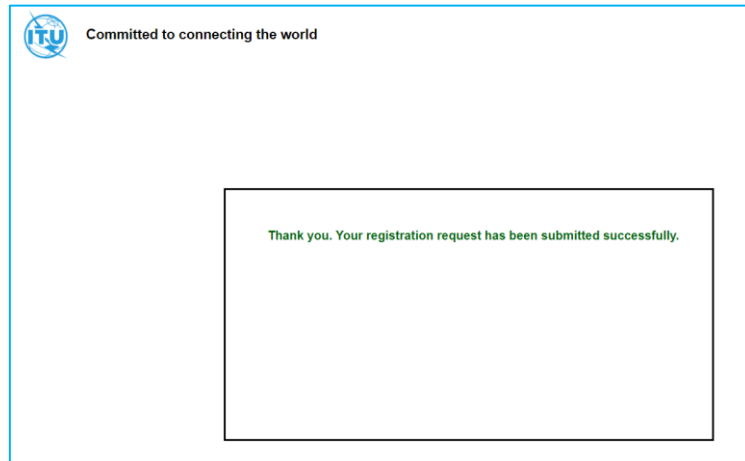
5. Go back to the ITU event registration page and input the credentials for the new ITU account you just created.

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

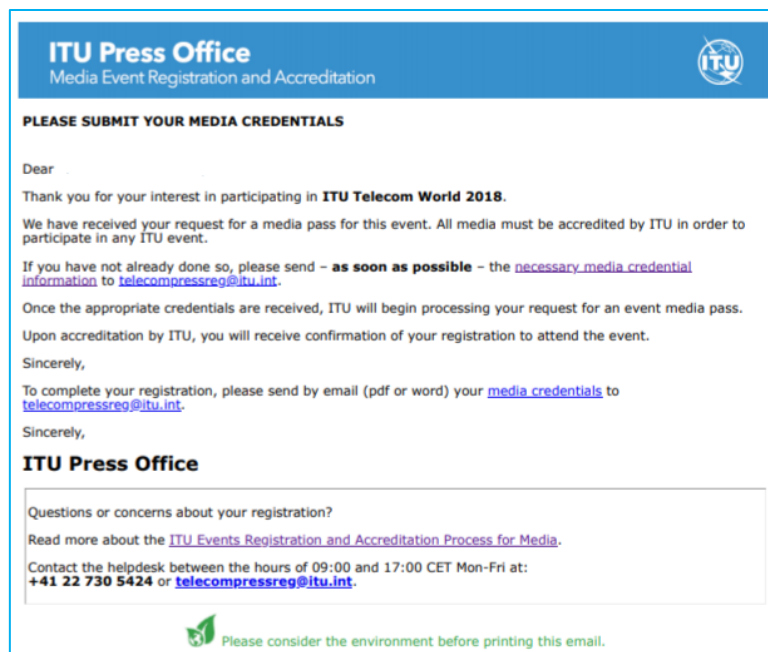
6. Once you log in, you will see the ITU Telecom World 2018 Media Registration and Accreditation form. Your personal information should already be filled in. Next:

- 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”

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



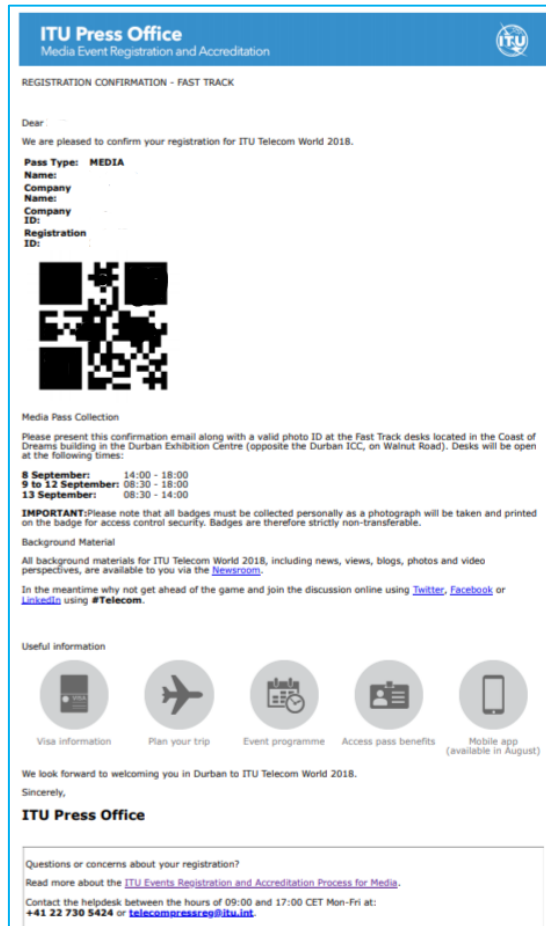
8. You will receive an email confirming that your request has been received. At this time, you will need to **send your media credentials so ITU can process your accreditation request.**



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: telecompresreg@itu.int