

IMPORTANT DATES (UNGA79)

When is the deadline to apply for media accreditation to cover UNGA79?

Requests submitted by, Friday, 30 August 2024 will be reviewed in the order received in time for UNGA79.

When is the last day to apply for regular (non-UNGA79) media accreditation?

Friday, 30 August 2024. Thereafter, MALU will prioritize requests for UNGA79 (20-30 September 2024) and there is no guarantee of processing regular media accreditation requests until after UNGA.

When will regular accreditation resume?

Regular accreditation will resume by the first week of October 2024.

What are the Media Centre dates and hours of operation?

Sunday, 22 September- Saturday, 28 September: 8 am – end of General Debate

From where and when can media enter ahead of/during High-Level Week?

The designated entrance for accredited MEDIA will be as follows:

- o Friday, 20 September: 46th Street and 1<sup>st</sup> Avenue between 7 am – 9 pm
- o Saturday, 21 September: 46th Street and 1<sup>st</sup> Avenue between 7 am – 9 pm (location subject to change to 47<sup>th</sup> Street at discretion of Department of Safety and Security)
- o Sunday, 22 September – Monday, 30 September: 47th Street and 1st Avenue with hours between 6 a.m. to end of plenary (subject to change for 30 September)

Media representatives and their

## EVENTS (UNGA79)

Where can media find a schedule of events for UNGA79?

- o [Schedule](#)
- o [UN Journal](#)
- o Information note for delegations ([A/INF/79/4/Rev.1](#))

Where can media get information on in-person and online meetings, briefings and other events open for media coverage during UNGA79?

[Subscribe](#) to receive the [Media Alert](#) and follow us on the social media platform X ([@UNMediaLiaison](#)).

What are the media arrangements for the Welcome reception?

Heads of State or Government, Vice-Presidents and Crown Princes or Princesses participating in the seventy-ninth session of the General Assembly will be welcomed by the Secretary-General from 8 to 8.30

## ACCREDITATION (UNGA79)

How can I apply for media accreditation to cover UNGA79?

Requests must be made online by following the instructions on the MALU website (<https://www.un.org/en/media/accreditation/accreditation.shtml>).

Requests via email and in-person are NOT accepted.

Will media still be able to submit a request to cover UNGA79 after the deadline?

Any requests submitted after the deadline will encounter delays. It is strongly advised to apply for accreditation before the deadline of Friday, 30 August 2024.

How long will it take for my request to be reviewed?

If all supporting documentation meets the requirements, it can take 48 hours to review and process requests. During heavier request periods (e.g. General Debate), processing time may be longer.

Do I need to apply for a separate media pass to cover UNGA79 even though I already have a valid media pass?

Media representatives with a valid United Nations grounds pass do not need additional accreditation. However, some meetings/events may require a secondary ticket. Visit the respective MALU liaison desk to confirm.

How long will my UNGA79 pass be valid for?

All media approved for UNGA79 will be issued a grounds pass valid between 20-30 September 2024.

Several media representatives need to submit requests for media accreditation. Do I need to submit one letter per person?

If several people from the same media outlet need accreditation, please include all names in one letter of assignment. Applicants will submit individual requests via Indico using one unique email address per applicant and uploading the same letter of assignment.

What information do I need before submitting my accreditation request online?

- Passport (valid) from a state recognized by the United Nations General Assembly
- Visa/Permanent Resident (Green) Card/Employment Authorization Card (non-nationals)
- Proof of residency in NYC area (long-term requests only)
- Letter of assignment
- Work samples

What should the letter of assignment contain?

- letter requesting U.N. accreditation of media personnel:
- typed on official letterhead of a media organization
- currently dated
- addressed to the Media Accreditation and Liaison Unit
- includes event/meeting to be covered (e.g. temporary request and duration of assignment)
- includes name(s) and functions of those who need accreditation
- signed by the Publisher, Editor-in-Chief, or Assignment Editor (along with their contact information)
- includes verifiable information regarding reach of the media (print circulation, radio/television audience, digital audiences (web site, social media))
- in PDF format

## MALU - UNGA79 FAQs (external media)

See following templates:

- <https://www.un.org/en/media/accreditation/pdf/sample-accreditation-letter-temp.pdf>
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## MALU - UNGA79 FAQs (external media)

### MEDIA PASS COLLECTION (UNGA79)

When can UNGA79 media grounds passes be collected?

UNGA79 media passes will be issued starting Monday, 16 September 2024.

What will I need to bring when collecting my grounds pass?

- o Media must collect the pass in person by presenting:
- o Printout of the confirmation email approving your request
- o Original passport submitted in the application

Once access to 1st Avenue is restricted, you will need to show a printout of the confirmation email to officers at 2nd Avenue and 46th Street in order to reach the Pass and Identification Unit.

Where do I go to pick up my media grounds pass during UNGA79?

#### Hours of operation

16-19 September	8:30 a.m. to 4 p.m.	Pass and ID Unit*
20 September	7 a.m. to 6 p.m.	Pass and ID Unit
21-22 September	7 a.m. to 5 p.m.	Pass and ID Unit
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23-25 September	7 a.m. to 6 p.m.	UNITAR Building**
26-27 September	8:30 a.m. to 5 p.m.	UNITAR Building
28-29 September	Closed	
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30 September	8:30 a.m. to 4 p.m.	Pass and ID Unit*

\*Pass and Identification Unit

320 East 45th Street, Ground floor of the FF building

\*\*UNITAR Building

801 First Avenue/corner of First Avenue and 45<sup>th</sup> Street

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MEDIA DOCUMENTS (UNGA79)

Where can media find official UN documents, including documents of the high-level meetings and general debate of the 79<sup>th</sup> session of the General Assembly?

<https://www.un.org/en/media/accreditation/ungadocs.shtml>

Where can media get a list of speakers for various meetings/events?



## TECHNICAL (Indico)

My username and password did not work when trying to log on to my account.

A new accreditation system was launched in January 2022. If this is your first request for accreditation since the launch, please select 'First Time' Accreditation -- the previous account information will not work.

Please also review Indico [FAQs page](#) or contact the Indico Tech Support Team at <https://indicohelp.unog.ch/contact-us/>

What can I do if I am experiencing technical issues (e.g. password reset) submitting my online request for media accreditation?

Please review Indico [FAQs page](#) or contact the Indico Tech Support Team at <https://indicohelp.unog.ch/contact-us/>

My online account is associated with an e-mail address I no longer have access to, so I am unable to submit a request for renewing my accreditation.

Please contact the Indico Tech Support Team at <https://indicohelp.unog.ch/contact-us/>

I do not recall the email address I initially used following approval for first time accreditation.

Please contact the Indico Tech Support Team at <https://indicohelp.unog.ch/contact-us/>

I have already submitted my request for media accreditation but need to make a change to my request (e.g. upload a valid copy of government issued ID, upload missing proof of residency, providing additional samples, etc.).

If you need to make a change after you have submitted a request, please directly email [malu@un.org](mailto:malu@un.org) with your changes, attaching any revised or missing documents.

I am submitting requests for media accreditation on behalf of my colleagues, but do not have access to their email accounts. Can I use my email address instead to submit requests?

The Indico system uses one unique email address per account holder.

I am having trouble uploading the photo.

Please refer to the [Photo Specifications](#) page to double check criteria. You may take a selfie with a white wall background.

A photo is mandatory for registration and photo must be added at the time of submitting the registration form. Please also review Indico [FAQs page](#).

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OTHER (UNGA79)

Do media need to reserve a spot in the Media Centre?

The Media Centre does not require reservations and is first come, first served.

How can media get an interview opportunity with someone from the UN?

Contact the [Office of the Spokesperson for the Secretary-General](#) at 212 963 7707, 212 963 7160 or 212 963 7161.

Contact the [Office of the Spokesperson for the President of the General Assembly](#) at Sharon Birch | [birchs@un.org](mailto:birchs@un.org) and Mariam Shaikh | [mariam.shaikh@un.org](mailto:mariam.shaikh@un.org)

Where can media do piece to camera or hold short interviews?

External media may /F6 121.91 f1 0 0 1 313.49 ETQqog0 G[( )] TJET3Q EMC /Span #MCID 20/Lang (en-US)BDC q0