



AFROFASHION

**REQUEST FOR ACCREDITATION OF MEDIA REPRESENTATIVES
TO AFRO FASHION ASSOCIATION**

PERSONAL DATA
(Please type or print clearly)

Name: _____ **1.**

_____ *(Family name)* _____ *(First name)*

2. Date of birth: _____

3. Place of birth: _____

4. Nationality: _____

5. Passport or ID number: _____

6. Permanent office address (if different from your organization's headquarters): _____

7. Tel.: (____) _____ **8. Fax:** (____) _____

9. E-mail: _____

DATA ON THE MEDIA ORGANIZATION YOU REPRESENT

14. Name of organization: _____

15. Contact person and title: _____

16. Headquarters' mailing address: _____

17. Tel.: (____) _____ 18. Fax: (____) _____

19. E-mail: _____

20. Status/Ownership:

Educational/Public

Government/State

Private

Other (specify): _____

21. Type of medium (*check as many as necessary*):

Daily newspaper

Photo/visual

Television

News agency/service

Radio

Weekly

publication

Other (specify): _____

22. Position:

Cameraperson

Director

Photographer

Reporter

Correspondent

Editor

Producer

Technician

Other (specify): _____

23. Working language(s) of your media organization: _____

24. Your main news topic(s) or field(s) of coverage (*if applicable*):

Date: _____

Signature: _____

Instructions for completion of media accreditation

Media participation at AFRO FASHION EVENTS is subject to accreditation by the Afro Fashion Association Secretariat. Accreditation is strictly reserved for members of the press-print media, photo, radio, TV, film and new agencies who fully meet UN media accreditation requirements. Accreditation will be granted upon presentation of valid press credentials including each of the following:

1. Completed form: Request for Media Accreditation

2. Letter of assignment on official letterhead of a media organization signed by the Publisher/Assignment Editor, Editor-in-chief or Bureau Chief, specifying the name and functional title of the journalist. Unsigned letters or e-mails will not be accepted
3. Photocopy of a valid press card/work pass
4. Photocopy of passport/national ID card.

To avoid delays upon arrival, please submit the form: “Request for Accreditation of Media Representatives” together with the documents listed above to:

E-mail: press@afrofashion.org

Frequently Asked Questions Related to Media Accreditation

What must I do to become accredited at one of the Afro Fashion Event?

1. Complete the accreditation form
2. Send a letter of assignment on official letterhead of a media organization. The letter must be signed by the Publisher/Assignment Editor, Editor-in-chief or Bureau Chief, specifying the name and functional title of the journalist. Unsigned letters or e-mails will not be accepted
3. Submit a photocopy of a valid press card/work pass and a photocopy of passport or national photo ID card
4. You may also be asked to submit additional materials, in line with the United Nations criteria –
5. Applications are considered on a case-by-case basis, so you will be advised if any additional materials are required.
6. You will be informed of your acceptance by email. Therefore a valid email address is an absolutely vital part of your application

What do you mean by “additional materials”? What is required?

If you are asked to submit additional materials, the following may be requested:

- Print media representatives may be required to submit two bylined articles within the past four months and a copy of the publication.
- Radio and TV media representatives may be asked to submit two recordings of reports within the past four months.
- Photographers may be required to submit original tear sheets or photos with credits of the issuing organization.
- Online media (including “bloggers”) must meet the following requirements:

- The web publication must belong to a registered media organization, and have a specific, verifiable non-web physical address and a telephone number.
- The online journal requesting accreditation for its correspondent must have a substantial amount of original news content or commentary or analysis on international issues
- If the website is new, the applicant seeking accreditation must provide the latest data on the site's visitors or other relevant material (press citations, etc.) about the outlet's audience. The applicant must have an established record of having written extensively on international or biodiversity issues and must present copies of three recently published articles with his/her byline
- Please note that online publications which are communications outreach or advocacy publications of non-governmental or non-profit organizations do not qualify for media accreditation
- Work samples must demonstrate active engagement in covering the activities of the United Nations, and specifically the biodiversity process. Samples must be unaltered clippings or media products of the bona fide organization with bylines of the individual requesting accreditation.

Do I need to send a photo?

Your photo will be taken at the registration station; it is not necessary to send a photo in advance. You are required to submit two pieces of photo ID however as part of your application.

What should the letter of assignment contain?

The letter of assignment must be on letterhead and be addressed to the CBD Press Office. It must be signed by an authorized official (e.g., the Publisher, Assignment Editor or Bureau Chief), of the media organization seeking accreditation. Unsigned letters or emails will not be accepted. Letters of assignment must specify the type of coverage, event or project assigned; the period of time for which accreditation is required; and the name and professional function(s) of the individual(s) to be assigned.

How can I send my materials to you?

You can send copies by email to: press@afrofashion.org

I don't have a press card. Will you still accredit me?

If you don't have a press card, you may be asked to submit additional materials, in line with United Nations criteria. Please see section on additional materials, above.

I am a freelance journalist. Can I still get accreditation?

Freelance journalists are subject to the same requirements for accreditation and must complete the full process. Freelance journalists, including photographers, must provide clear evidence they are on assignment from a specific news organization or publication. A valid assignment letter from that news organization, or publication, is required. Photographic agencies must provide clear

evidence from a client news organization or publication. You must also submit the other required documents for accreditation.

What about press accreditation for blogs?

Accreditation of bloggers for AFro Fashion Events will be done on a case-by-case basis. Some of the criteria currently applied to online media will be applied; in addition, additional criteria for accreditation of bloggers may be applied. See above for this information.

I am with an independent film company that is producing a documentary on Diversity, Inclusion, Racism. Can I access the Afro Fashion Event?

You need to provide a letter from a broadcast organization which intends to air your work. You must also submit the other required documents for accreditation.

I am a press officer at an embassy. Do I need press accreditation to attend?

No. Your name should be included on the official delegation list and you will be registered as a member of the delegation. While this registration will not allow you to use the facilities reserved for the accredited press at the International Media Centre, you may leave materials for distribution to accredited press and you may be present at any press conferences that you organise. You are advised to contact contact@afrofashion.org and advise the administration office of your presence at the Afro Fashion Events.

What happens if I have to replace someone already accredited from my organization?

We are aware that assignments can change at short notice. Please communicate changes in staff as soon as they are known. The applicant will have to complete the same process, but as long as they have the required, valid materials, there is usually little delay in processing.

How can I check the status of my accreditation?

For the status of your application and other questions about media accreditation, please contact the Afro Fashion Secretariat. If you have been accredited, you will have received an email for this. If you require additional documentation, you will be requested to provide this by email. If you have not received any information, then your application is being processed. Please wait at least 10 working days for applications to be considered.

Will you help me get a visa?

The Afro Fashion secretariat is not in a position to issue invitation letters for visa purposes. You may use the confirmation of your accreditation when making your application, as well as the letter of assignment from your media organization.

I've got my accreditation, what now?

Once you have received confirmation of your accreditation, you will be registered for the Afro Fashion Events. You will receive an email with your confirmation. You will be asked to download and print a bar-code sheet which you will present at the registration counter. You may collect your badge on-site at the media registration counter. Registrations to Afro Fashion Event usually open 2 days before the event.

Your photo will be taken at the registration station; you must present the two pieces of valid photo ID (passport, driver's license, work ID, etc.) used in your application in order to collect your badge.

Can I pick up my badge in advance?

For security reasons, it is not possible to collect badges in advance.

What does the accreditation cover?

Media accreditation may only be used for coverage of the Afro Fashion Events and does not constitute an endorsement for any other purpose.

What should I do if my badge is lost or stolen?

If your media ground pass is lost or stolen, you **MUST** immediately report it to the media registration desk.