


# Media accreditation handbook





Journalists must have an accreditation to attend Informal Councils, Ministerial Conferences, or other events organised during the Belgian Presidency of the Council of the European Union.

This accreditation can **only** be obtained through the [official accreditation platform](#) of the Belgian Presidency.

## Verified Badge

The first thing you need to attend events, is a Verified Badge, which is valid throughout the Belgian Presidency, from January 1, 2024, to June 30, 2024. In order to get your Verified Badge, you must fill out the form on the official accreditation platform. Since the application process includes a thorough verification of your profile, we recommend submitting your application as early as possible, and at least three weeks prior to the first event you intend to attend. Once approved, your Verified Badge will not require renewal during the 6-month Presidency.

## Creation of a new account on the accreditation platform

To apply for a Verified Badge, follow these steps:

### 1. Register on the accreditation platform.

Create a new account on the official accreditation platform by filling out the form (e-mail address, password, name, preferred language, and verification code). Once you have completed the form, click the 'Validate' button.

### 2. Activate your account.

Check your email for an activation link. If you don't see the email in your inbox, check your spam folder. Click on the link to activate your account.

### 3. Complete your profile.

By clicking on the link, you will access a new web page. Fill in at least all fields marked with an asterisk (\*). These fields are mandatory.

### 4. Upload required documents.

Upload a copy of your ID photo, press card, or assignment letter. The expiration date of your press card must be after June 30, 2024. Expired press cards will not be accepted.

## Registration to meetings

The next step will take you to a screen with a list of all events you can register for. To apply for accreditation, click on the 'Request accreditation' button for the event(s) you would like to attend.

Your accreditation will only be granted after (1) your Verified Badge has been approved and (2) the organizer of the meeting has accepted your registration.

On the right side of your screen, you can see the status of your application for a Verified Badge (it needs to be green) and your pending accreditations. In the dashboard 'My meetings', you can also check the status of your accreditation requests. You will receive an email when your request for an event is accepted or rejected.

Journalists who have not registered for a specific event will not be granted access to the meeting venue, even if they have a Verified Badge.

Closer to the date of the event, you can click on 'Documents' to see the press documents related it, and on 'View Programs' to see the list of activities that are open to the media.

Registration for events closes 24 hours before the start of the event.

## Collection of your Verified Badge

Once your Verified Badge has been approved, you will receive an email with more details on the media accreditation desk, where you can collect your badge (in person) between December 18<sup>th</sup> and 22<sup>nd</sup>, 2023. Please bring a valid ID card or passport. Badges are personal and non-transferable.

## Miscellaneous

Should you lose your badge, please report it immediately to [mediaEU2024be@diplobel.fed.be](mailto:mediaEU2024be@diplobel.fed.be). The lost badge will be cancelled and a new one will be created upon request.

All personal information submitted on the official accreditation platform will be processed in strict compliance with General Data Protection Regulation (GDPR) obligations.

For all inquiries related to the press or your accreditation, please contact us at [mediaEU2024be@diplobel.fed.be](mailto:mediaEU2024be@diplobel.fed.be).