Instructions for requesting media passes through the e-deleGATE portal (https://edelegate.un.int/)

1. Select Registration to meetings and conferences, under the Protocol menu.

2. Select New request
3. Select **UNHQ meetings** for media passes to UNHQ New York OR **Conferences outside of UNHQ** for passes to UN conferences at other locations serviced by the Media Accreditation and Liaison Unit

4. (A) Select **Media** from the **Capacity** pull down menu (UNHQ meetings)

OR

(B) Select **Media** from the **Capacity** pull down menu (Conferences outside of UNHQ)
5. Type the purpose of visit (VIP visit coverage, UNGA, Security Council meeting, etc.), dates of visit, applicant's personal details.

6. Select the **Functional title** from pull down menu. Important to note if it is the official photographer or official videographer of the delegation. For **Media organization**, type the employing media outlet or the government office for official photographer and official videographer.
7. Upload the Note Verbale from the Mission, with name of the media personnel, organization, dates and purpose of visit.

8. Confirm that the media personnel will abide by the media access guidelines by checking the box.

9. Click on **Submit to UN Media Accreditation and Liaison Unit**. MALU will review and an email notification will be sent to the eRegistration Focal Points.