

# Irish Presidency of the Council of the EU 2026 Instructions for Media Accreditation

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## Introduction

Members of the media must complete an accreditation process in order to attend certain meetings and events taking place in Ireland as part of Ireland's 2026 Presidency of the Council of the European Union (EU). Access to these event venues will require a valid EU Presidency Accreditation badge. **Please note, this process does not confer access to Presidency meetings and events taking place outside of Ireland.**

Media accreditation is open to journalists and other media personnel from bona fide media organisations. The accreditation process includes a requirement to submit an application through an external Irish EU Presidency accreditation platform and to upload relevant documents. If the application is deemed compliant, media members can then register for specific Irish Presidency events via the platform. The Department of Foreign Affairs and Trade reserves the right to deny or revoke accreditation at any stage.

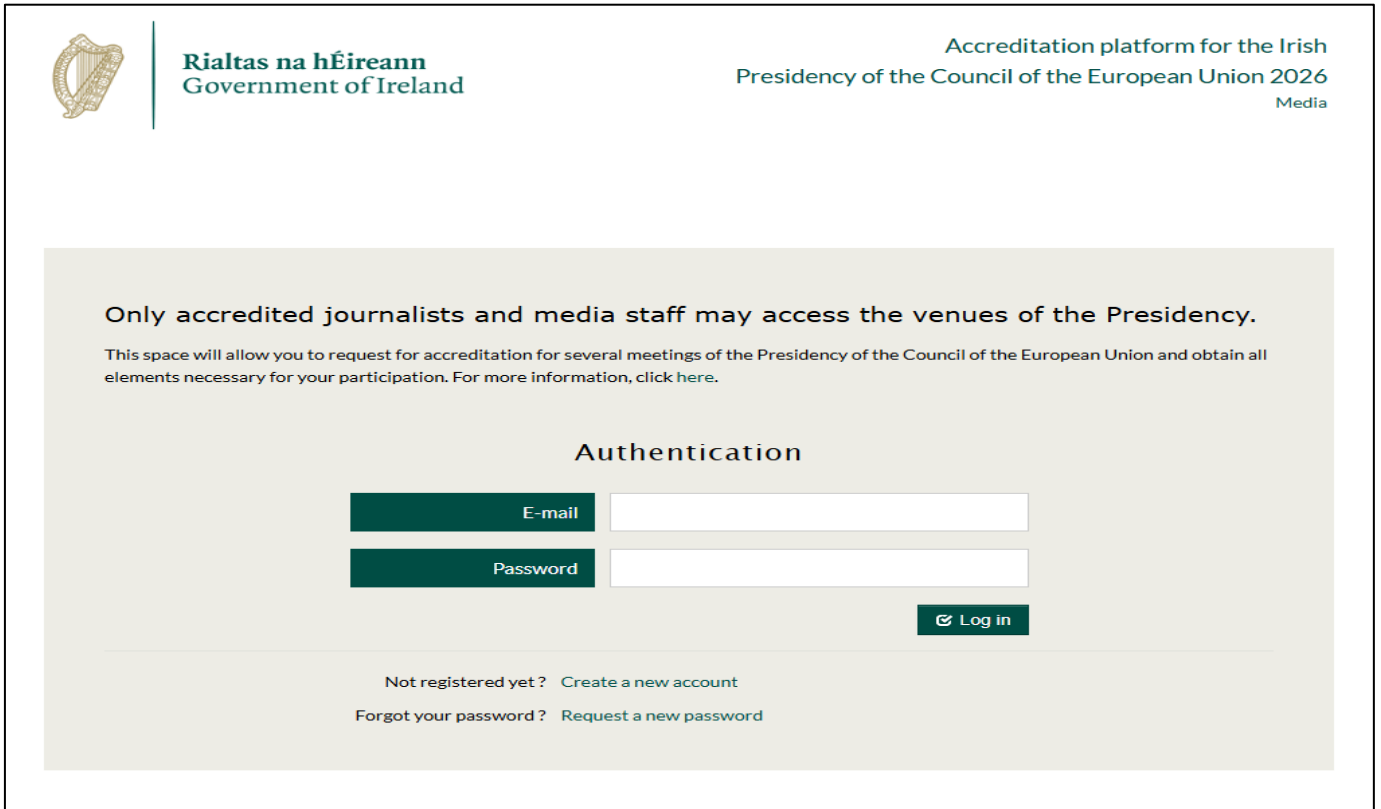
Members of the media are encouraged to complete their accreditation applications as early as possible. Late accreditation requests will not be accepted.

It is possible to register for multiple meetings and events at the same time or over the course of the six months once you have completed the accreditation process.

## 1. Create your account

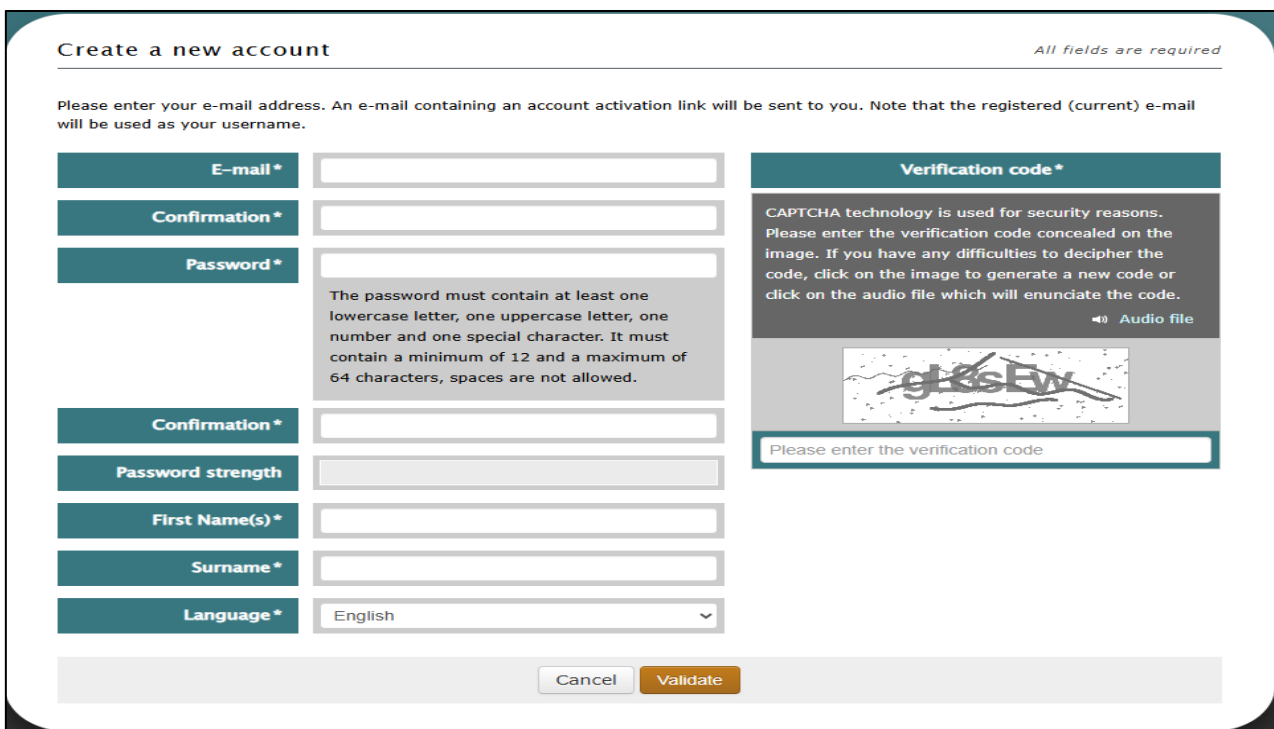
Access the media accreditation platform via: <https://media.ireland2026.eu/secured/login>

The registration page will look like this:



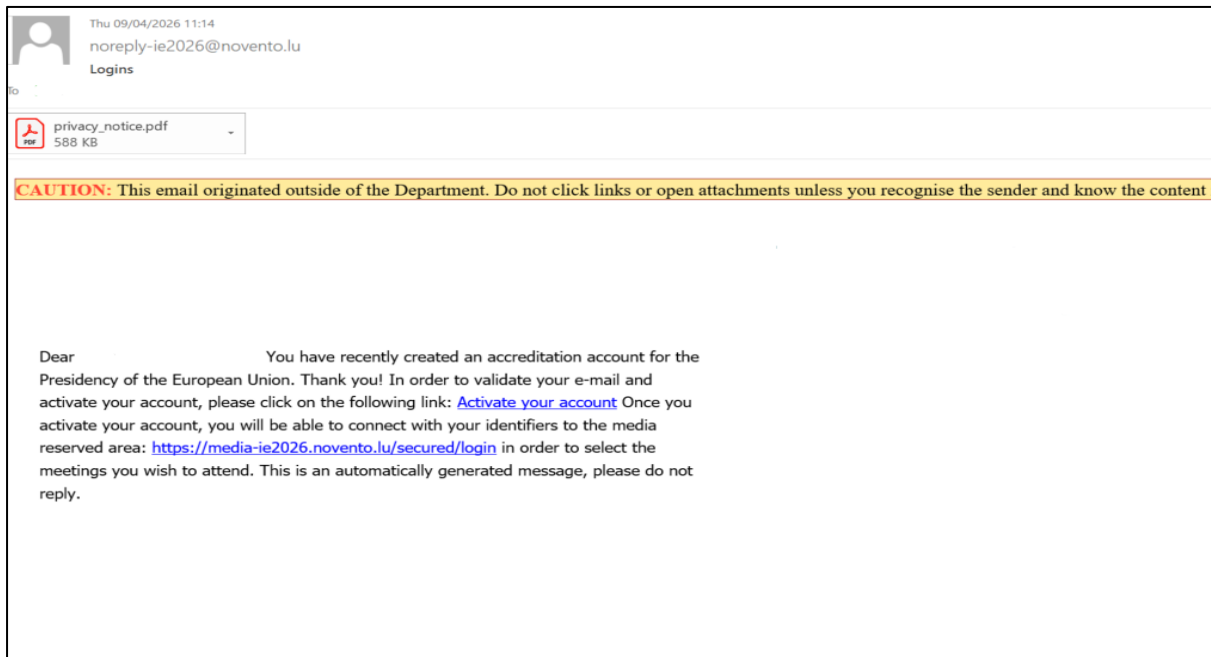
The screenshot shows the login page for the media accreditation platform. At the top left is the harp logo of the Government of Ireland. The header includes 'Rialtas na hÉireann Government of Ireland' and 'Accreditation platform for the Irish Presidency of the Council of the European Union 2026 Media'. The main content area has a heading 'Authentication' and two input fields for 'E-mail' and 'Password'. A 'Log in' button is positioned below the password field. At the bottom, there are links for 'Not registered yet? Create a new account' and 'Forgot your password? Request a new password'.

Click 'Not registered yet? Create a new account' and complete the form in full.

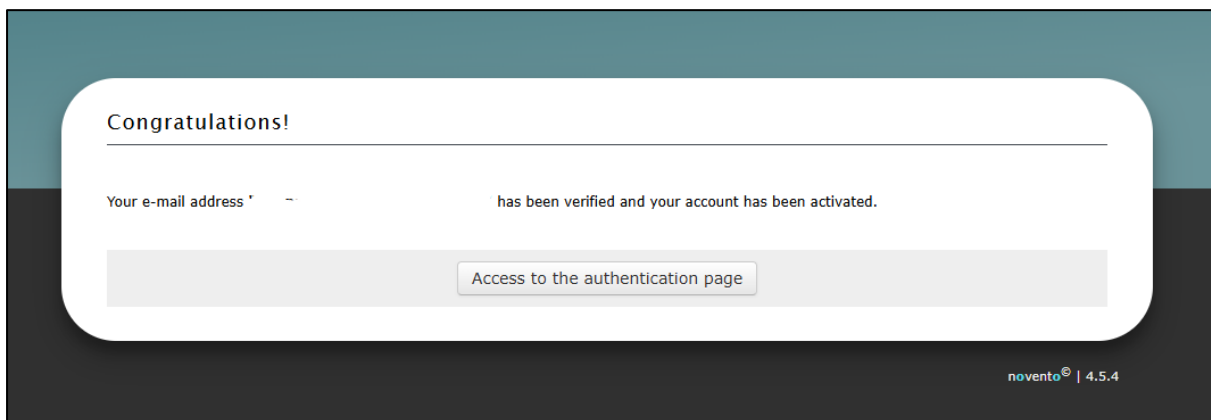


The screenshot displays the 'Create a new account' registration form. It features several input fields: 'E-mail \*', 'Confirmation \*', 'Password \*', 'Confirmation \*', 'Password strength', 'First Name(s) \*', 'Surname \*', and 'Language \*' (set to English). A detailed password requirement note is provided: 'The password must contain at least one lowercase letter, one uppercase letter, one number and one special character. It must contain a minimum of 12 and a maximum of 64 characters, spaces are not allowed.' To the right, there is a 'Verification code \*' section with a CAPTCHA image and an 'Audio file' option. A 'Please enter the verification code' input field is located below the CAPTCHA. At the bottom, there are 'Cancel' and 'Validate' buttons. A note at the top right states 'All fields are required'.

Once you have **clicked 'validate'**, you will shortly receive an email from [noreply@ireland2026.eu](mailto:noreply@ireland2026.eu) to the email address you have entered. Click the embedded link to **'Activate your account'**.



Once you have done so, this will appear onscreen:



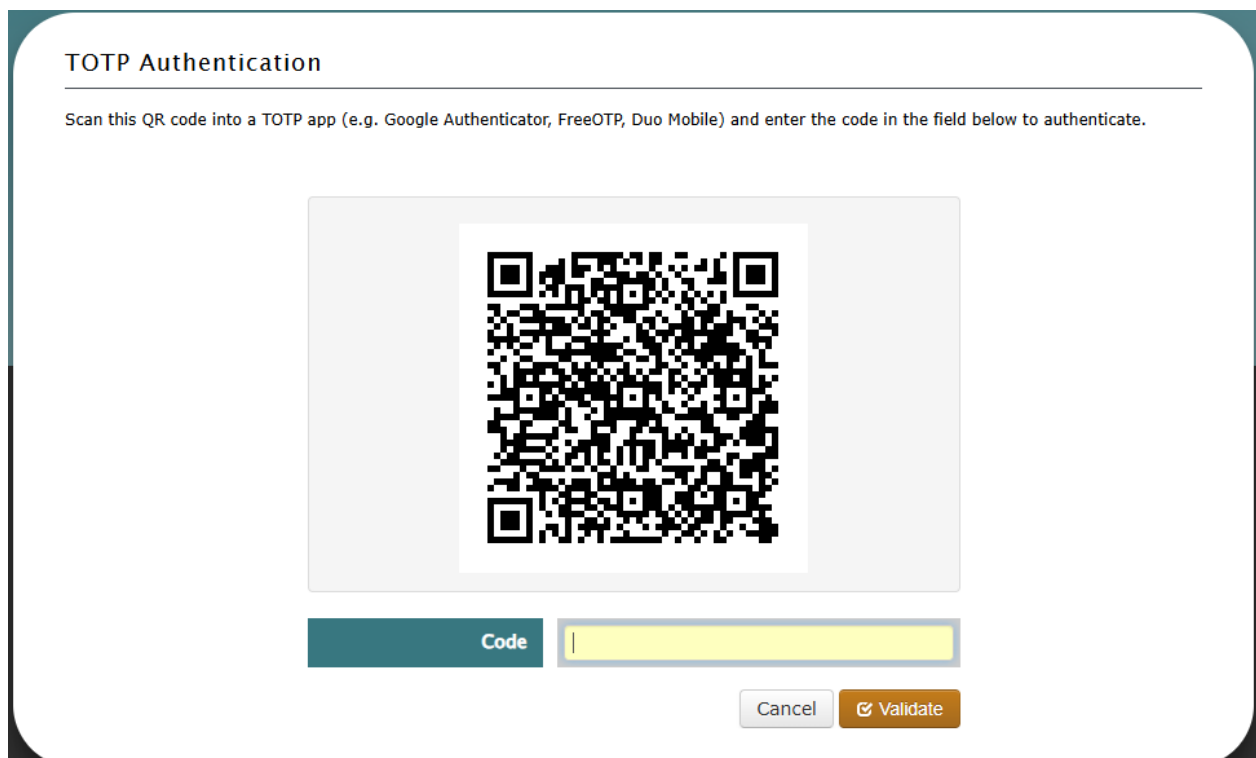
Click **'Access to the authentication page'**. Alternatively, you may also access this link in the email you received.

## 2. Set up two-factor authentication

**Log into your account** using the email address provided and the password you have created.

You will see a QR code on screen. **Scan the QR code with any valid authenticator app**, such as Microsoft Authenticator, Google Authenticator or other appropriate apps, to generate an access code. (You may need to download an app if you do not already have one). **Enter the access code** to log in.

You will only need to scan this particular QR code once. This will allow you to enter a newly generated access code shown via your chosen authenticator app each time you log into your accreditation platform account.



TOTP Authentication

Scan this QR code into a TOTP app (e.g. Google Authenticator, FreeOTP, Duo Mobile) and enter the code in the field below to authenticate.

Code

Cancel

## 3. Acknowledge data processing

The first time you log in to your account, you will see an “Acknowledgement” notice. This notice informs you of the Department of Foreign Affairs and Trade’s approach to processing your data and includes a link to the Privacy Notice for the accreditation system. **Read the Privacy Notice** and, if you are satisfied, **check the box** to acknowledge the information. Click validate.

### Acknowledgement

The Department of Foreign Affairs and Trade of Ireland ("DFAT") will process personal data in relation to attendance at events organised in Ireland under the Irish Presidency of the Council of the European Union 2026, in line with the General Data Protection Regulation 2016/679 ("GDPR") and the Data Protection Acts 1988 – 2018.

The provision of personal data (including identification and contact details; professional credentials; information to facilitate security checks; and event logistics data) is necessary to facilitate accreditation of participants and for logistical, security and operational arrangements for Presidency events.

Data is stored on secure IT platforms within the European External Area ("EEA") and will be deleted no later than 28 February 2027.

DFAT will only share personal data with third parties where necessary for the aforementioned purposes. In line with Article 28 of the GDPR, DFAT will ensure that when it is shared with third parties, personal data is processed in line with specific instructions, and with appropriate standards of security and confidentiality, including through the signature of data transfer agreements when required.

Data will not be transferred outside the EEA. Full details can be found in the [Privacy Notice](#).

I have read and understood this notice.

Validate

## 4. Enter your personal information

**Complete the "Personal Information" fields.** Please complete the form in full, noting the fields marked mandatory via an asterisk, and ensure that the information is accurate. If you do not have all of your information or documentation available when you first log in, you can save your form and return to it later. **Your application will not be processed until you have completed the form in full and uploaded all required documents.**

You will be asked to provide the following:

- Full name (as it appears on your photo ID)
- The name you would like printed on your badge, if different from the above
- Contact details (email address and mobile phone number)
- Date of birth, nationality and country of birth
- Your general role (e.g. journalist, photographer, videographer etc)
- Identity document details (type of document, document number, document expiry date, and issuing authority). A valid passport, Irish or EU driving licence, or EU national identity card can be used. **You must present this ID document when collecting your badge.**
- Details of your press card, if you hold one (card number and issuing institution)
- Details of your EU Council accreditation card, if you hold one (card number)
- Details of the media organisation that you work for, if applicable (type of media, name of Editor-in-Chief, and their full contact details)
- A copy of an assignment letter from your editor or commissioning organisation, if applicable

Note: If you work for more than one organisation, please provide information on at least one organisation of your choosing. This should be an organisation you have recently completed work for. If you are a freelance journalist or photographer, you can note this in your application whilst providing information on the organisation(s) you intend to work for.

You will also be invited to include information about any **accessibility requirements** and **dietary requirements (allergies)** that you wish the event organisers to be aware of.

The screenshot shows a user profile page with a teal header containing navigation links: 'Personal information', 'Password', and 'Disconnect'. The main content area is titled 'Personal information' and includes the following sections:

- Personal information:** Fields for First Name(s) \*, Middle name, Surname \*, and Name to be printed (with a dropdown arrow).
- Function:** A dropdown menu with 'Select an option' and 'Other function'.
- Recent identity photo:** An 'Edit image' button with a camera icon, and text specifying formats (.jpg, .png, .gif), maximum weight (5 MB), and recommended size (640x640 pixels).
- E-mail and Mobile phone:** Fields for E-mail \*, Mobile phone \*, and Phone (with a placeholder '00 + country code + number').
- Date of birth:** A field with a placeholder 'dd/mm/yyyy' and a calendar icon.

The sidebar on the right contains two sections:

- My account:** A grey box with the title 'Incomplete'. Text below reads: 'Your account has been created but you need to complete your personal information. Please bear in mind that this **DOES NOT** guarantee accreditation and that accreditation for each meeting is independent.'
- My meetings:** Text stating 'Accreditation to each meeting has to be done separately.' Below this is a table with three rows:

Requests in progress	0
Requests accredited	0
Requests refused	0

## 5. Upload your documentation

To complete your application, upload the following documentation:

1. A clear, high-quality recent ID photo to print on your accreditation badge. You can use the camera on your computer or phone to take a new photo for upload, if needed.
2. A high-quality image of your identification document (a valid passport, Irish or EU driving licence or EU national identity card will be accepted). Ensure the full document is visible.
3. A high-quality image of your press card (if you have one).
4. A high-quality image of your EU Council accreditation document (if you have one).

Note: If you do not hold a press card, you can **upload an assignment letter** from your editor or commissioning organisation.

Before uploading your documents, please check that they are in date. Expired documents will not be accepted.

**Upload your documents.**

Press Card

**Press Card \***

I have a press card    I do not have a press card

**Card type**

**Card number**

**Card issued by**

**Press card or assignment letter \***

**Do you hold EU Council accreditation?**

Yes    No

**EU council accreditation document number**

**EU council accreditation document**

Media / Press institution

**Name of media \***

**Country \***

**Media type \***

**Status \***

Employed by a media    Freelance / Independent

**Name of the editor-in-chief**

**Other media type**

Once the form has been completed in full, click **Save**. You have submitted your application.

## 6. Request to attend specific events

The Presidency website, including the events calendar, will be published in mid-June. Once published, you can access a list of meetings open for media attendance in the “Meetings” tab on the accreditation platform.

Display of elements 1 to 5 of 9

Football World Cup TEST

Registration to this meeting is closed.

*Place:* Los Angeles

06/03/2026 - 22/05/2026

California

Open Formal

Request accreditation

*Place:* Clonmel St/Dublin Castle

16/04/2026 - 17/04/2026

Supplier Registration Training

Request accreditation

*Place:* Dublin

20/04/2026 - 21/04/2026

This is a placeholder text copied from Wikipedia. Please enjoy this random fact: the first successful test of a telephone was made by Alexander Graham Bell exactly 150 years ago. On 10 March 1876, in a test, between two rooms in a single building, above Palace Theatre, at 109 Court Street, not far from Scollay Square in Boston, Bell showed that the telephone worked, but so far, only at a short range.

requests in progress	0
Requests accredited	0
Requests refused	0

You may **filter the meetings** by title, by meeting date, or by scrolling down through the 'Filters' and clicking the boxes relating to the type of meeting content that you are interested in.

The screenshot shows a web interface for managing meetings. At the top, there is a navigation bar with 'Meetings', 'Personal information', 'Password', and 'Disconnect'. The main content area is titled 'List of the meetings' and includes a search box, a date range selector (From 09/04/2026 To), and a 'Filters' section with checkboxes for Agriculture, Budget, Business and Industry, Climate, and Commerce. Below the filters are checkboxes for 'Requested', 'Accredited', and 'Refused'. A pagination bar at the bottom shows 'Prev', '1', '2', 'Next', and 'Display of elements 1 to 5 of 9'. On the right, there are two sidebar sections: 'My account' with an 'In progress' status and a note about accreditation, and 'My meetings' with a table showing 'Requests in progress' (0) and 'Requests accredited' (0).

Click the **'Request accreditation'** button next to the meeting you would like to attend. *(The above meeting titles and dates below are illustrative examples only).*

This is an illustrative example of a meeting card. It features a dark teal header with the text 'Main Event'. To the right of the header is a blue button labeled 'Request accreditation'. Below the header, the text 'Place: Mansion House' is on the left and '26/08/2026 - 27/08/2026' is on the right.

Once you have done so, the button will turn grey as the shown below:

This is an illustrative example of a meeting card after a request has been made. The header is dark teal with the text 'Open Formal'. To the right of the header is a grey button labeled 'Requested'. Below the header, the text 'Place: Clonmel St/Dublin Castle' is on the left and '16/04/2026 - 17/04/2026' is on the right.

If you can no longer attend a meeting, hover the mouse over the button which will turn red to **'unsubscribe'** your application. Please click the button if you no longer intend to attend this event.

<b>Open Formal</b>	<b>Unsubscribe</b>
<i>Place: Clonmel St/Dublin Castle</i>	16/04/2026 - 17/04/2026

## 7. Check your accreditation status

You can log into the accreditation platform to view the status of your application at any point. This will be visible on your profile. The accreditation process can take up to 21 days.

If you have any urgent queries, please contact [PressAccess.EUPresidency@dfa.ie](mailto:PressAccess.EUPresidency@dfa.ie). This mailbox is for media accreditation only.

If you are registered for a meeting, the button next to the meeting on the “Meetings” tab will turn green:

The screenshot shows the Novento Accreditation platform interface. At the top, there is a navigation bar with the Novento logo and the text "Accreditation platform for the members". On the right side of the navigation bar, there are links for "Privacy Notice", "en", and "fr". Below the navigation bar, there are tabs for "Personal information", "Password", and "Disconnect".

The main content area is divided into two sections: "Profile" and "Meetings". The "Meetings" tab is active, showing a list of meetings. The list includes the following details:

- FWC test Eric**: From 02/03/2026 To 03/07/2026 in Los Angeles. Accredited: 0 / 1. Status: Requested.
- Online Training for Supplier Registration and Accreditation**: From 20/04/2026 To 21/04/2026 in Dublin. Accredited: 1 / 1. Status: Accredited.
- Ministerial Meeting in Dublin for testing Supplier Registration and Accreditation**: From 26/05/2026 To 27/05/2026 in Dublin. Accredited: 1 / 1. Status: Accredited.

The interface also includes a search bar for finding meetings, filters for Requested, Accredited, and Refused, and a pagination control showing "Display of elements 1 to 3 of 3".

If your accreditation has been refused, the button will turn red:

You will also be notified via email on the outcome of your accreditation request.

## 8. Receive your accreditation badge

**You will not be granted access to the event venue without a badge.** Information on collecting your badge on the day of the event(s) will be outlined in the relevant media guide. This will be issued to accredited and registered media in advance of the event via the accreditation platform and by email.

You may be eligible for either a meeting-specific badge or a single badge enabling access to all events for which you have registered. If you receive a single badge for use for access for multiple events, please store this badge safely and bring it with you to all EU Presidency events at which you are working.

Please ensure that your EU Presidency badge is clearly visible at all times when you are on site at a Presidency meeting or event.

## 9. Lost or stolen badges

If your Presidency accreditation badge has been lost or stolen, please immediately contact [PressAccess.EUPresidency@dfa.ie](mailto:PressAccess.EUPresidency@dfa.ie).