



MEDIA: SEATS ON UNAMA FLIGHTS & OTHER SERVICES

Media wishing to request seats on scheduled UN flights or to request other support services should contact UNAMA's Spokesperson & Media Relations Unit and follow below procedures.

Flights:

- Make requests at least 72 hours before any flight by completing and submitting the standard application form to Spokesperson-UNAMA@un.org
- Complete and sign the standard waiver that the Spokesperson & Media Relations Unit will provide, and scan it to Spokesperson-UNAMA@un.org
- Media will be notified about flight details by 15:30 the day before the scheduled flight.
- Note that seats are made available on a "space available basis" and that late changes may mean late cancellation. In the event of such seat cancellation, every effort is made to place passengers on next available flight.

Accommodation:

- The UN has limited accommodation space in its regional facilities but is prepared to consider media applications and, where possible, grant requests.
- Complete the relevant part of the application form and submit it to Spokesperson-UNAMA@un.org
- No Afghan nationals are permitted to stay overnight at a UN facility.
- Media must respect all UN security and other standard operating rules at the facility.
- All non-UN personnel, including media, will be required to pay a fee on site for accommodation. Details vary per location.

Ground transportation:

- The UN has limited capacity to provide ground transportation to media, but can, on an exceptional basis, consider limited support to media – such as sharing scheduled vehicles to/from airports and UN facilities – on the strict condition that the standard transportation waiver be completed and signed in advance.
- Media must obtain the Transportation Waiver Form before travel from the Spokesperson & Media Relations Unit.

United Nations Assistance Mission in Afghanistan (UNAMA), Kabul, Afghanistan

For more information, please contact: Spokesperson-UNAMA@un.org

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MEDIA: FORM TO REQUEST SEAT ON UN FLIGHT / ACCOMMODATION AT UN FACILITY

Media requesting a seat on a UNAMA flight and/or requesting accommodation must complete this form and submit at least 72 hours in advance to Spokesperson-UNAMA@un.org - Please use BLOCK CAPS.

1.	Full Name as it appears on passport / ID /Tazkira	
2.	Nationality	
3.	Name of Organization	
4.	Designation / Position	
5.	Duty Station	
6.	Email	
7.	Mobile number	
8.	Passport Number / ID / Tazkira number	
9.	Date of Outward Flight	
10.	Date of Return Flight	
11.	Place of Travel	
12.	Purpose of Travel (Details)	
13.	Reason for not using commercial flight/s	
14.	Equipment details - type, weight and dimensions (length/width/height)	
ACCOMMODATION		
15.	Place	
16.	Dates – From and To	

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