Registration Manual
Forum on Sustainable Digital Transformation in Latin America
(Santo Domingo, Dominican Republic, 8 May 2025)

FOR PARTICIPANTS WHO HAVE AN ACTIVE ITU ACCOUNT:
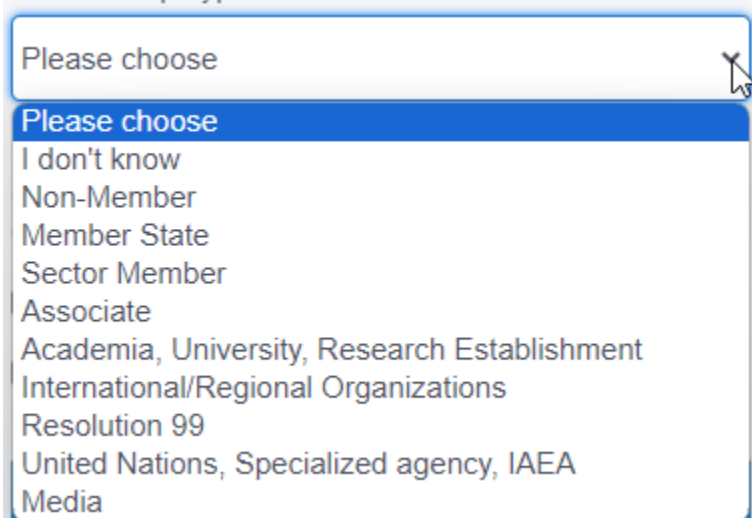- Please proceed to **Step 2** below.

STEP 1: PARTICIPANTS WHO <u>DO NOT</u> HAVE AN ACTIVE ITU ACCOUNT:

1. Go to **ITU User Account login page**: https://user.itu.int/ and at the bottom of that page, click "here" on No ITU Account yet? Click here to create one. This will bring you to the "ITU User account creation" page.

   No ITU Account yet? Click here to create one

2. Fill in the Contact data (left side panel). If your e-mail account is already registered in the system, it most likely means that you already have an ITU account. If you don't remember the password, please follow the steps to reset your password.

3. For Organization data, pick the applicable type or organization

   Membership Type *

Please choose
Please choose
I don't know
Non-Member
Member State
Sector Member
Associate
Academia, University, Research Establishment
International/Regional Organizations
Resolution 99
United Nations, Specialized agency, IAEA
Media

   The "I don't know" option will let you explore the list of existing members, in case you represent a member and you are not aware of it.
   ONLY in the case you **cannot** find your organization in the database, follow the link to enter information of your organization (link just below the Country drop-down list).

4. **Click the appropriate check boxes**

5. **Click "Sign up"**

6. You are required to follow up an e-mail address verification step before the account is activated. If you don't get it shortly after completing the steps above, please check your spam filer or junk mail folder.
7. Once done, you will receive an e-mail to activate your user account.

Step 2: PARTICIPANTS WHO ALREADY HAVE AN ACTIVE ITU ACCOUNT:

- Once your user account has been created and activated, you can now register for the event by logging in here:
  Public registration link:
  https://www.itu.int/net4/CRM/xreg/web/registration.aspx?Event=C-00015230
- ITU member's link:
  https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00015227

(using your existing/newly created ITU User Account).

Remote Participation: To access the virtual room, use your ITU USER Account (the same one you used for your registration) to connect either to the ITU MyWorkspace platform (https://remote.itu.int) or to our Restricted Virtual Events platform. The event will be listed with an **"OPEN"** link to connect to the zoom session.
In case of any difficulties, please contact remote.participation@itu.int with tsbemeetings@itu.int & tsbevents@itu.int in copy.