



# International Telecommunication Union (ITU)

*New ITU Event Registration System – Quick Start Guide*

## GETTING STARTED: REGISTRATION IN 2 STEPS

### WHAT IS NEW? WHAT WILL CHANGE?

#### FOR PARTICIPANTS

- Participants need to create a **user account** (user profile) in the new registration system.
  - ✓ This has to be done **only once**.
  - ✓ This user profile can be **modified or updated** at any time.
  - ✓ User accounts created for ITU-T Study Groups 11 and 13 (2015, 2016), ITU World Telecom (2014, 2015, 2016), ITU-D Study Groups 1 and 2 (Sept. 2016), cluster of CWG meetings (Oct. 2016) or World Telecom (2014, 2015, 2016), **can be reused**.
- Using this newly created account, participants can submit a **registration request for selected meetings**.
- Participants will receive an e-mail **Registration Confirmation** once their request is approved by their focal point (or a **Rejection**, if their request is rejected).

#### FOR FOCAL POINTS FOR EVENT REGISTRATION

- **Focal Points do not need to create a user account** (user profile).
  - ✓ They will receive their **accredited user account details from ITU** in order to access the new registration system.
  - ✓ This user profile can be **modified or updated** at any time.
  - ✓ They can **submit their own registration request** with this user account.
- Focal Points will be notified by **e-mail** for each registration request.
- Focal Points will be able to view the details of each registration request, and are required to **approve or reject**.

PARTICIPANT CREATES  
USER ACCOUNT

PARTICIPANT SUBMITS  
REGISTRATION  
REQUEST

FOCAL POINT  
RECEIVES E-MAIL  
NOTIFICATION FOR  
REGISTRATION  
APPROVAL

FOCAL POINT  
APPROVES OR REJECTS  
REGISTRATION  
REQUEST

PARTICIPANT RECEIVES  
E-MAIL CONFIRMATION  
OF REGISTRATION  
APPROVAL OR REJECTION