

How to register for ITU-T events

An **ITU user account is required to register** yourself in any ITU-T events, be it Study Group, Focus Group, Workshop, Symposium, Summit or Forum. Anyone who is from a country that is a member of ITU can create an account, however participation rules vary for each type of meeting. Focus Groups, Workshops, Symposia, Summits and Fora are open to all. Study Group participation rules vary, therefore please consult the relevant study group. Registration for all events is carried out exclusively online, therefore please complete the registration online form shown in the webpage of the event you are planning to attend at your earliest convenience.

Already have an ITU user account?

1. Click on the online registration link found on the event webpage of the respective event you are planning to attend, log-in with your ITU user account and complete the form.

- TIES access is not necessary to register.
- Indicate whether you will be participating on-site or remotely (when applicable).
- Please note that visa assistance is only available for meetings in Geneva and only for ITU members.

2. Once registered, you will receive a confirmation email that you have been registered to the event.

Not an ITU member? Don't have an account?

1. Visit the [ITU User Account Log-in page](#) and select "I am a new user".

- If your organization is an ITU member, select the right category (NB – the Academia bullet is only for Academia members).
- If your organization is **not an ITU member**, choose "**Non ITU members**",

The screenshot shows the 'WELCOME' section of the ITU User Account Log-in page. It includes a 'Login' section with two radio buttons: 'I already have a User Account' and 'I am a new user'. Below this is a 'Create a User Account' section. Under 'Create your user Account as:', there are two main categories: 'ITU STATUS (MEMBERS)' and 'NON ITU MEMBERS'. The 'NON ITU MEMBERS' category is circled in blue and includes the option 'Media and Other Organizations'. A green 'Create' button is visible at the bottom left.

2. Fill in the rest of the information. Once completed, you will immediately receive an email to activate your ITU user account. Activate your ITU user account before proceeding further.

3. Go back to the event page and click on the online registration link. Log-in and complete the form to register for your desired event.

4. Once registered, you will receive a confirmation email that you have been registered to the event.

Important Note:

Confirmation emails are not automatic for **ITU-T Study Group meetings** as your registration is first reviewed by the designated Focal Point for your organization.

Confirmation emails are automatic for **open events** such as Focus Groups, Workshops, Symposia, Summits and Fora as there is no designated Focal Point approval for these events.

For any questions or issues faced please contact tsbreg@itu.int