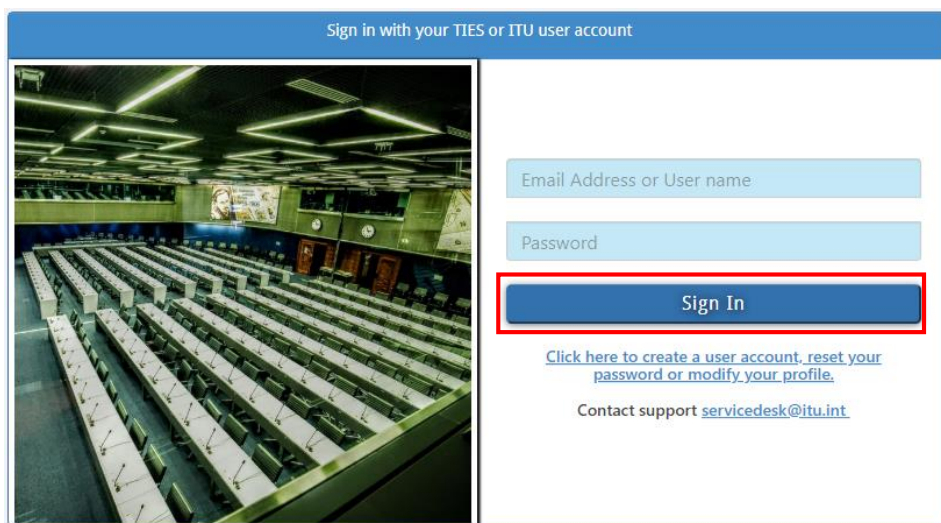


# How to register for SG20RG-LATAM meeting

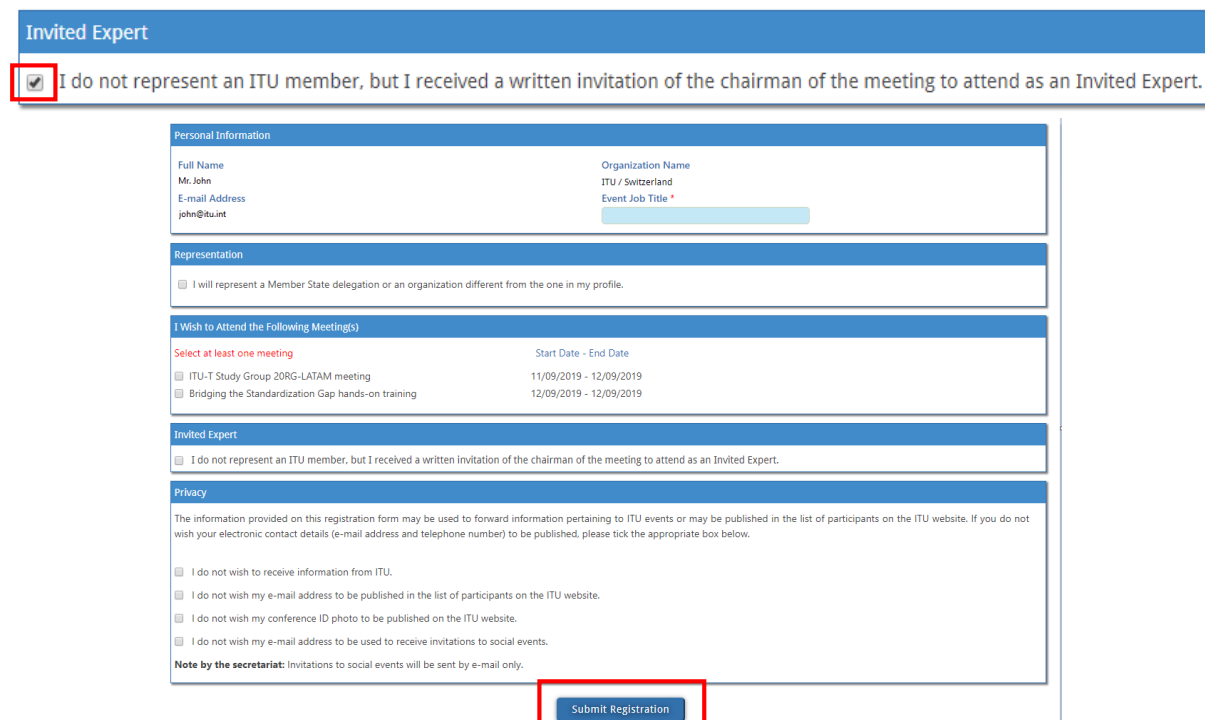
An ITU user account is required to register yourself in the [SG20RG-LATAM](#) meeting. Anyone who is from a country that is a member of ITU can create an account, however participation rules vary for each type of meeting. Focus Groups, Workshops, Symposia, Summits and Fora are open to all. Registration for the meeting is carried out exclusively online, therefore please complete the registration online form shown in the webpage of SG20RG-LATAM at your earliest convenience.

## Already have an ITU user account?

1. Click on the [online registration link](#) found on the SG20RG-LATAM webpage.
2. Log-in with your ITU user account.
  - TIES access is not necessary to register.



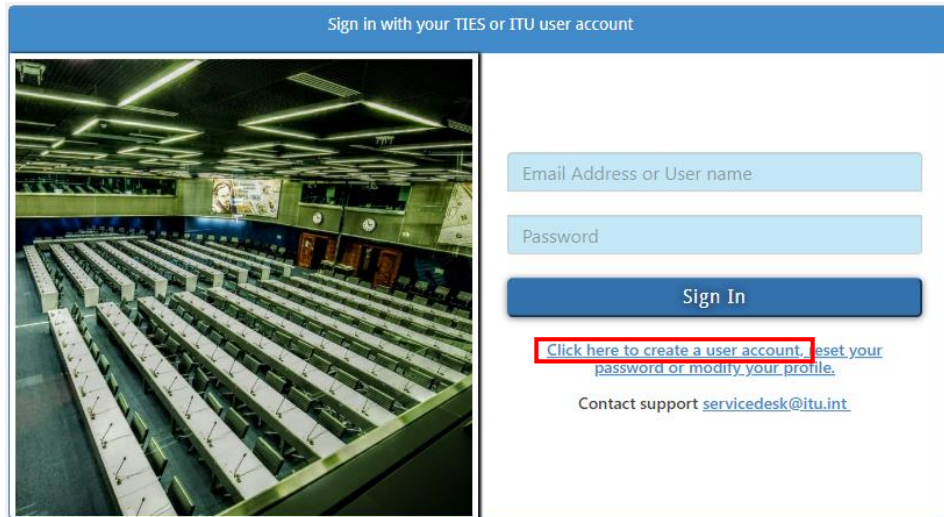
3. Complete the form and then click '**Submit Registration**'.
  - If you are participating as an invited speaker, tick the box under 'Invited Expert'.



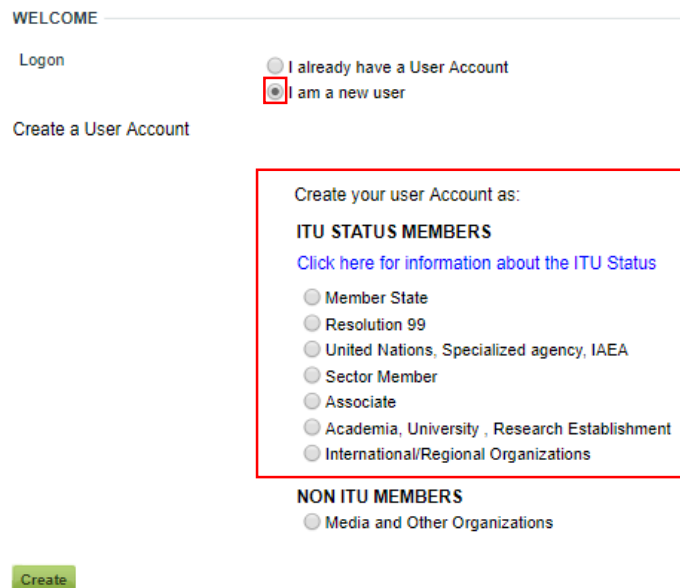
4. Once registered, you will receive a confirmation email that you have been registered to the meeting.

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

1. Click on the [online registration link](#) found on the SG20RG-LATAM webpage.
2. Click '*Click here to create a user account*'.



3. Create an ITU account:
  - Click '*I am a new user*'
    - **NOTE:** If your organization is an ITU member, select the right category (NB – the Academia bullet is only for Academia members).



- **NOTE:** If your organization is **not an ITU member**, choose “**Non ITU members**”

WELCOME \_\_\_\_\_

Ligon ☐ I already have a User Account  
☒ I am a new user

Create a User Account

Create your user Account as:

**ITU STATUS MEMBERS**  
[Click here for information about the ITU Status](#)

☐ Member State  
☐ Resolution 99  
☐ United Nations, Specialized agency, IAEA  
☐ Sector Member  
☐ Associate  
☐ Academia, University, Research Establishment  
☐ International/Regional Organizations

**NON ITU MEMBERS**  
☐ Media and Other Organizations

Create

- After selecting the ITU member category, click ‘*Create*’.
- Input the organization data:
  - Select the country of your organization
  - Select your organization
  - Click ‘*Continue*’

CREATE A USER ACCOUNT  
 Log On > Create a User Account

1 ORGANIZATION 2 CONTACT 3 CONFIRMATION

ORGANIZATION DATA

Country \*

Organization \*

Cancel

- Fill in the rest of the information and click ‘*Continue*’.

CREATE A USER ACCOUNT  
 Log On > Create a User Account

1 ORGANIZATION 2 CONTACT 3 CONFIRMATION

LOGON DATA

E-Mail \*

Confirm email \*

Password \*

Confirm Password \*

The password must have minimum 6 characters, contain uppercase and lowercase letters

PASSPORT INFORMATION

Full Name appering on passport

Issuing country

Passport number

Date Issuance

Expiration Date

SOCIAL INFORMATION

Facebook

Linkedin

Twitter

GENERAL DATA

Title \*

Academic Title

Diplomatic/Governmental rank

First Name \*

Last Name \*

Correspondence Language \*

Job Title \*

Date of Birth

Place of Birth

Age range

Cancel Previous

- Confirm the details are correct and click '**Finish**'.

**CREATE A USER ACCOUNT**  
Log On > Create a User Account

1

2

3

ORGANIZATION

CONTACT

CONFIRMATION

<b>LOGON DATA</b>		<b>ORGANIZATION DATA</b>	
E-Mail	john@itu.int	Country	Switzerland
<b>GENERAL DATA</b>		Organization Name International Organization	
Title	Mr.	<b>ORGANIZATION ADDRESS</b>	
Academic Title		Country	Switzerland
Diplomatic/Governmental rank		Street/House Number	
First Name	John	Postal Code/City	
Last Name	John	<b>PASSPORT INFORMATION</b>	
Correspondence Language	English	Full Name appearing on passport	
Job Title	Officer	Issuing country	
Date of Birth		Passport number	
Place of Birth		Date Issuance	
Age range		Expiration Date	
		<b>SOCIAL INFORMATION</b>	
		Facebook	
		Linkedin	
		Twitter	

Cancel Previous **Finish**

- You have now created an account.
- Go back to the [SG20RG-LATAM page](#) and click on the [online registration link](#). Log-in and complete the form to register for the meeting.
  - Once registered, you will receive a confirmation email that you have been registered to the meeting.

### Important Note:

Confirmation emails are not automatic for **ITU-T Study Group Regional meetings** as your registration is first reviewed by the designated Focal Point for your organization. As outlined in [TSB Circular 68](#), the new registration system requires focal-point approval for all registration requests.

For any questions or issues faced please contact [tsbsg20@itu.int](mailto:tsbsg20@itu.int)