

How to Register for ICAO Events using the new registration system

A step by step guide provided by ICT

This guide intends to give you a step by step demonstration on how to register for any ICAO event using the **New Event Registration System**. This guide is intended for all participants of ICAO events including Resident Delegations, member states and government officials. Please follow this guide to seamlessly navigate through the event registration system and register for an ICAO event.

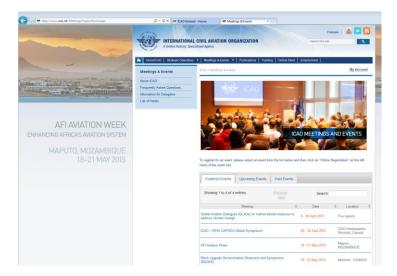


Step 1: Go to the ICAO public website at http://www.icao.int

Step 2: Click on Meetings & Events at the horizontal navigation bar on the website.



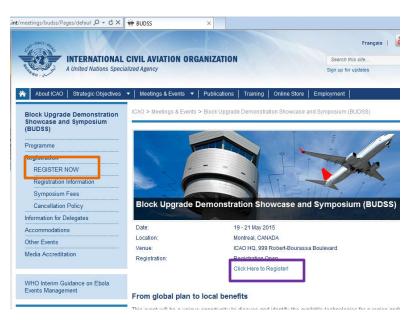
Step 3: Once you click on the Meetings & Events page as shown in the above screenshot, you will be redirected to the ICAO Meetings and Events page as shown below.



Step 4: Step 4: Click on the Event you wish to register for. For example, if you are interested in attending the event called Block Upgrade Demonstration Showcase and Symposium. Click on the event to go to the event website.

Featured Events	Upcoming Events	Past Events			
Showing 1 to 4 of 4 e	entries	Previous Next	Search:		
	Meeting	\$	Date	÷	Location 4
Global Aviation Dialogues address climate change	s (GLADs) on market-ba	ised measures to	9 - 28 April 2015	Fi	ve regions
CAO - WHO CAPSCA G	Global Symposium		28 - 30 April 2015		AO Headquarters, ontréal, Canada
	AFI Aviation Week				
AFI Aviation Week			18 - 21 May 2015		aputo , OZAMBIQUE
AFI Aviation Week Block Upgrade Demonstr BUDSS)	ation Showcase and Sy	mposium	18 - 21 May 2015 19 - 21 May 2015	M	

Step 5: Clicking on the event will take you to the event website.

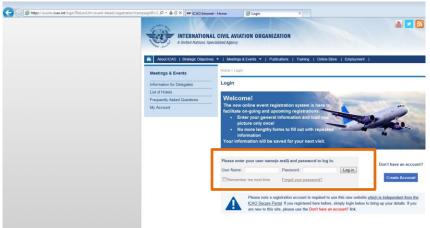


Step 6: You can either click on **REGISTER NOW** (highlighted in orange) or **CLICK HERE TO REGISTER!** (highlighted in purple) to go to the online registration. Upon clicking either of the two buttons highlighted above, you will be re-directed to the online registration page. Here you will find the event details, including the date, time and the venue of the event.

Now, let's click on **REGISTER FOR THE EVENT** button highlighted in orange in the screenshot below.



Step 7: The above action will take the user to the Login page of the new event registration system. This page demonstrates the new system and it's functionalities, as listed on the top banner, where it stores the personal information of the user and at the same time, reduces the time required to register for a next event.



The following are the components of the new event registration system:

a. <u>Login Box</u> – This box is for those users who have registered before on the new ICAO Event registration system and are not a first time user. Just like any other login section on a normal website, the user must enter their **USERNAME** (an active email account) and **PASSWORD**.

Please enter your user name(e-mail) and password to log in.					
User Name:		Password:		Log in	
Remembe	er me next time	Forgot your	password?		

- b. <u>Forgot your password?</u> This link is used to generate a temporary password if the user forgot their previous one.
- <u>Create Account Box</u> If you are registering for the first time, you will click on CREATE ACCOUNT.
 Clicking here will take the user to the new profile creation page, while simultaneously registering for the event.

Don't have an account? Create Account **Step 8:** Upon clicking on **CREATE ACCOUNT**, the user will be directed to the account creation and event registration page of the new event registration system. An image of the page is shown below:

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A United Nations Spe	L CIVIL AVIATION ORGANIZA	TION	
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About ICAO Strategic Objectives	🔹 Meetings & Events 💌 Public:	ations Training Online Store Employmen	t I
Aeetings & Events	Meetings and Events > Online Regist	ation > Online Registration	
nformation for Delegates	Online Registration		
ist of Hotels	on the second second		
requently Asked Questions	Existing user? Please log	in here.	
ly Account		···· <u>·····</u> ·	
ny Account	* Indicates a required field		
Block Upgrade			
Demonstration Showcase	Salutation		
nd Symposium (BUDSS)			
rom global plan to local benefits	* First Name	* Last Name	
uesday, May 19, 2015 8:00 AM -			
hursday, May 21, 2015 4:00 PM			
Eastern Standard Time)	Picture		
vent Address:			
99 Robert-Bourassa Boulevard		VSe	
fontreal, CANADA	Brov	VSe	
vent Brochure	* E-Mail	Phone	
ontact Information:			
bonilla@icao.int			

This form will allow the user to enter their personal information such as name, picture, email, phone number ,address, etc. The system then stores this information so that on their next visit, the user will just have to register for the event.

In addition to personal information, the form includes general event information which is required to complete the registration process. These fields are category for registration or nominated by (in case of diplomatic events), role in the event, accompanied or not, and confirmation of Canadian status (for commissariat purposes).

Step 9: Once the user completes the registration form they will click on **REGISTER NOW** to complete their registration.

Category		* Role in this Event	_
ICAO staff and Resident Delegation	•	Participant	•
Price for the Event		Enter discount voucher code:	
\$0.00 USD		Verify	
Street Address 1			
Street Address 2			
City		* Country	
			•
Postal Code		State/Province	
Poten Cour		Jaarronico	
Language English	•		
English	•		
Preferred Method of Communication			
			•
* I will be accompanied?			
	•		
I am a Canadian Citizen or a Canadian Resid	lent?		×
Notes			
			^
			~

Step 10: Given the case that a participant is registering for a paid event, the price charged will vary depending on the options chosen by the user from the drop down menu under category (as shown in the figure below). Note: *There is no specific role for paid events, so all people registering will fall under the "Participant" role in the events.* If the participant is eligible to participate free of charge to a paid event, a voucher code will be delivered to that person on behalf of the event organizing group. The participant must then enter the discount voucher code in the box as shown below (in green) and click **VERIFY**. If the voucher code is valid, the price for the participant will turn to 0 and they will be able to complete the registration by clicking on **REGISTER NOW.** NOTE: ICAO staff and Resident Delegations, must always select the category "**ICAO STAFF AND RESIDENT DELEGATION**" to register free of charge for paid events, and as "**ICAO SECRETARIAT**" for diplomatic events.

* Category Member State and Government officia	* Role in this Event Participant
Price for the Event \$100.00 USD	Enter discount voucher code:

Step 11: If the participant is not eligible for a free of charge entry, then he/she must proceed to select the appropriate category which will then indicate the price. The user will click on **REGISTER AND PAY NOW** to go to the Payment page to complete their registration and payment for that event.

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	* Category Member State and Government officia	* Role in this Event
	Member State and Government officia	Participant ▼
	Price for the Event	Enter discount voucher code:
	\$100.00 USD	Verify
		verily
	* Member State	
	CANADA	
	Street Address 1	
	XXX-XXX-XXXX	
	Street Address 2	
	City	* Country
	XXX-XXXX	CANADA
	Postal Code	State/Province
	XXX-XXX	XXX-XXX
	~~~~~	~~~~~
	Language	
	English	
	* Preferred Method of Communication	
	Email	•
	* I will be accompanied?	
	No	
	* I am a Canadian Citizen or a Canadian Resident?	
	Yes, I am a Canadian citizen or permanent re	sident.
	Notes	
	XXXXXXXX XXXXX	
	Register and Pay Now	

**Step 12:** Clicking on **REGISTER AND PAY NOW**. This will take the user to the payment page. The payment page displays the amount charged to the participant and the credit cards that are accepted by the system. The user will input their credit card information and should carefully read the ICAO Cancellation policy with respect to payments, before clicking on **REGISTER AND PAY NOW**.

eetings & Events	Meetings and Events > Online Registration > Online Registration > Payment			
nformation for Delegates	Payment			
ist of Hotels	Discourse of the details and size of the support	lisplayed on the left before clicking on Register and Pay Now.		
Frequently Asked Questions	Please verify the details and price of the event of	isplayed on the left before clicking on Register and Pay Now.		
My Account	Indicates a required field			
Block Upgrade Demonstration Showcase and Symposium (BUDSS)	Amount to be paid: \$0.01 USD	Accepted Credit Cards		
Price: \$0.01 USD	Credit Card Information			
Tuesday, May 19, 2015 8:00 AM – Thursday, May 21, 2015 4:00 PM (Eastern Standard Time)	* Card Number	* Security Code		
Event Address: 399 Robert Bourassa Boulevard Montreal, CANADA	Expiration Month	Expiration Year		
Event Brochure	* Name on Card			
Contact Information: abonilla@icao.int				
	Billing Information			
	Same billing address as event registration?			
	* 🔲 I have read ICAO's Cancellation Policy			
	Register and Pay Now			

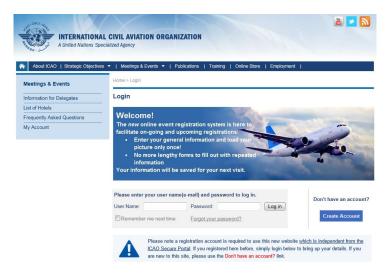
Step 13: It is mandatory to check the "I have read ICAO's Cancellation Policy" box before clicking on **REGISTER AND PAY NOW**. By preceding with this last step, the user will get a confirmation page of their registration. The user can save the event to their outlook calendar and/or go back to the ICAO meetings and events page to register for other events.

**Post Registration process:** Upon a successful first time event registration and account creation through the new event registration system, a user will receive the following 2 emails:

- i. Account creation email:
  - a. This email confirms that you have created an ICAO Events account.
  - b. It includes a link for the user to generate a temporary password which will be sent through an email to his/her inbox.'
  - c. This new email will contain the users account information: Username(email), and Temporary password.
  - d. The final step to complete the account creation is to login with the new account information and reset the users password to a password of their choice.

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A United Nations S	ipecialized Agency	
About ICAO   Strategic Object	ives ▼   Meetings & Events ▼   Publications   Training   Online Store   Employment	
	Meetings and Events > Login > Recover Password	
Meetings & Events	meetings and Events × Login × Recover Password	_
Information for Delegates	Reset Password	
List of Hotels		
Frequently Asked Questions	rease enter your user name(e-mail) to reser your password.	
My Account	User Name: ******@hotmail.com	

The user can use this password to log in at the login box of the ICAO Events website and register for another ICAO event when they get to the home page of ICAO events as shown in the below screenshot while registering for another event.



 Registration confirmation email: The second email will inform the user about the confirmation of their registration for the event. This email will have the details of the event, the invoice number(in case of a paid event), further instructions, links to FAQs and the event specific emails. The user will be instructed in this email printout this as an event confirmation receipt and VISA purposes, where necessary.

NOTE: Where necessary, and before the start of the event, the user may continue to receive confirmation/notification emails, in the case that credentials or other information, required by the event organizers, maybe needed.

For other enquiries about the new event registration system, please refer to the FAQ's at: <u>https://events.icao.int/faqs</u>

For event specific enquiries, please send an email to registration@icao.int

For system specific enquiries, please send an email to crm@icao.int