

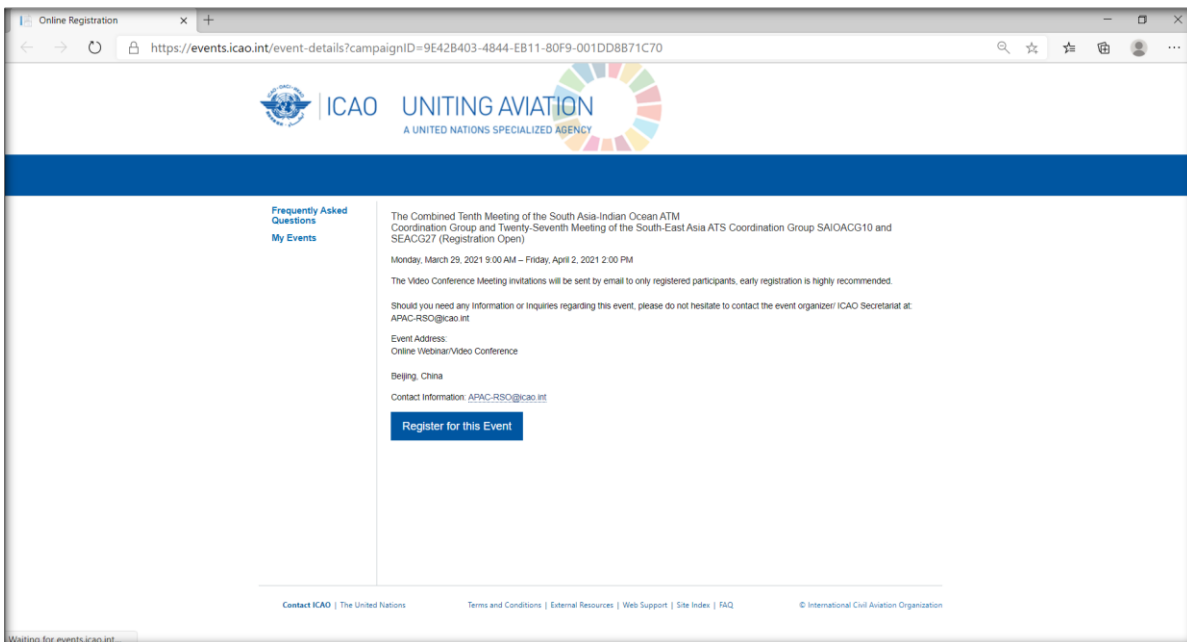
**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE**

**THE COMBINED TENTH MEETING OF THE SOUTH  
ASIA/INDIAN OCEAN ATM COORDINATION GROUP  
(SAIOACG/10)  
AND TWENTY—SEVENTH MEETING OF THE SOUTH-EAST  
ASIA ATS COORDINATION GROUP  
(SEACG/27)**

*(Video Teleconference, 29 March – 02 April 2021)*

**ONLINE REGISTRATION GUIDELINES**

**Step 1: Open the link for the event you are registering for, and click on “Register for this Event”**

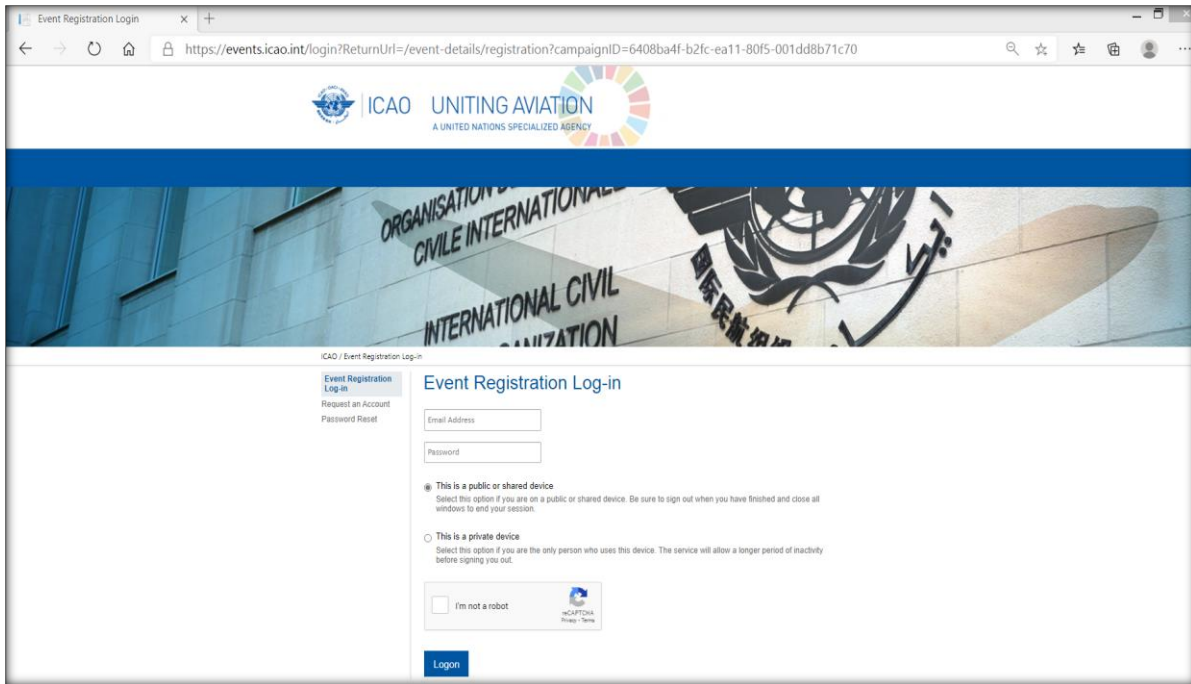


The screenshot shows a web browser window with the URL <https://events.icao.int/event-details?campaignID=9E42B403-4844-EB11-80F9-001DD8B71C70>. The page header features the ICAO logo and the slogan "UNITING AVIATION A UNITED NATIONS SPECIALIZED AGENCY". The main content area is divided into two columns. The left column contains links for "Frequently Asked Questions" and "My Events". The right column displays the event title: "The Combined Tenth Meeting of the South Asia-Indian Ocean ATM Coordination Group and Twenty-Seventh Meeting of the South-East Asia ATS Coordination Group SAIOACG10 and SEACG27 (Registration Open)". Below the title, the dates are listed as "Monday, March 29, 2021 9:00 AM – Friday, April 2, 2021 2:00 PM". A note states: "The Video Conference Meeting invitations will be sent by email to only registered participants, early registration is highly recommended." A contact instruction follows: "Should you need any information or inquiries regarding this event, please do not hesitate to contact the event organizer/ ICAO Secretariat at: APAC-RSO@icao.int". The event address is "Online Webinar/Video Conference" and "Beijing, China". The contact information is "APAC-RSO@icao.int". A prominent blue button labeled "Register for this Event" is positioned below the contact information. The footer of the page includes links for "Contact ICAO", "The United Nations", "Terms and Conditions", "External Resources", "Web Support", "Site Index", and "FAQ", along with the copyright notice "© International Civil Aviation Organization".



**Existing Users of ICAO Event Registration**

**Step 2: Login to the page if you have ever used this portal, or skip to Step 3 for new users**



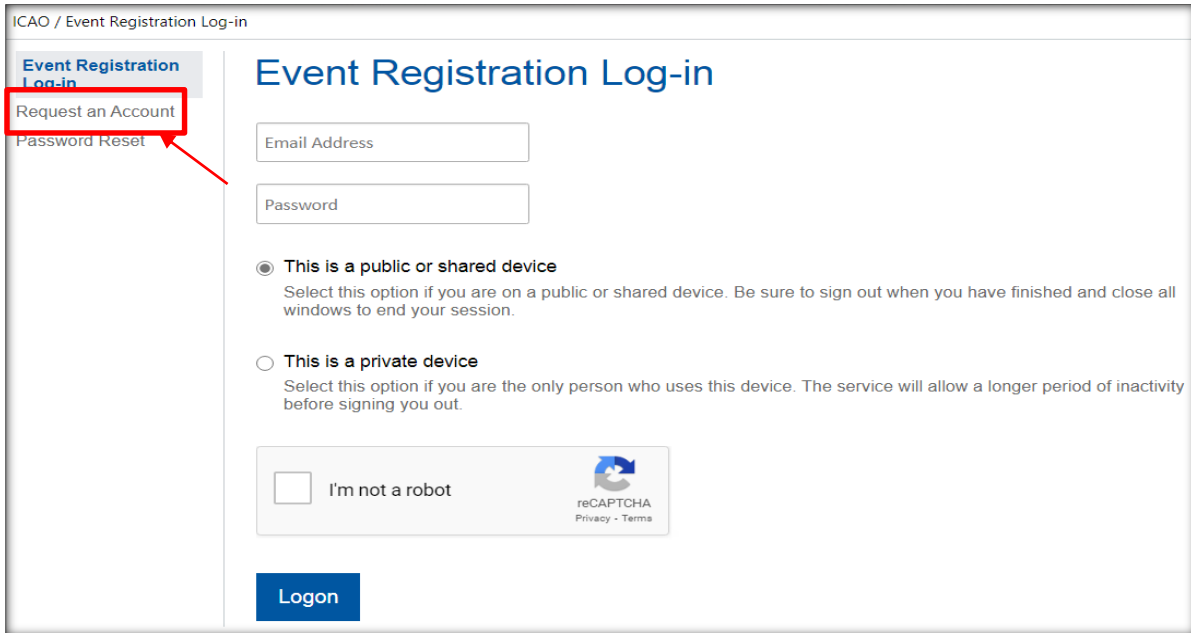
If you have ever registered for any ICAO event using this portal, please enter your email address and password. Select the Captcha and finally click “Logon” to open the next page, and complete the registration.

- Step 2a:** Once you have login, the system will open a registration page with pre-populated information.
- Step 2b:** Complete the remaining required fields and click “Register Now”.
- Step 2c:** Please check your email account for the event confirmation email.
- Step 2d:** If you forgot your password for the Events Registration portal, please click on “Password Reset” to reset your password.

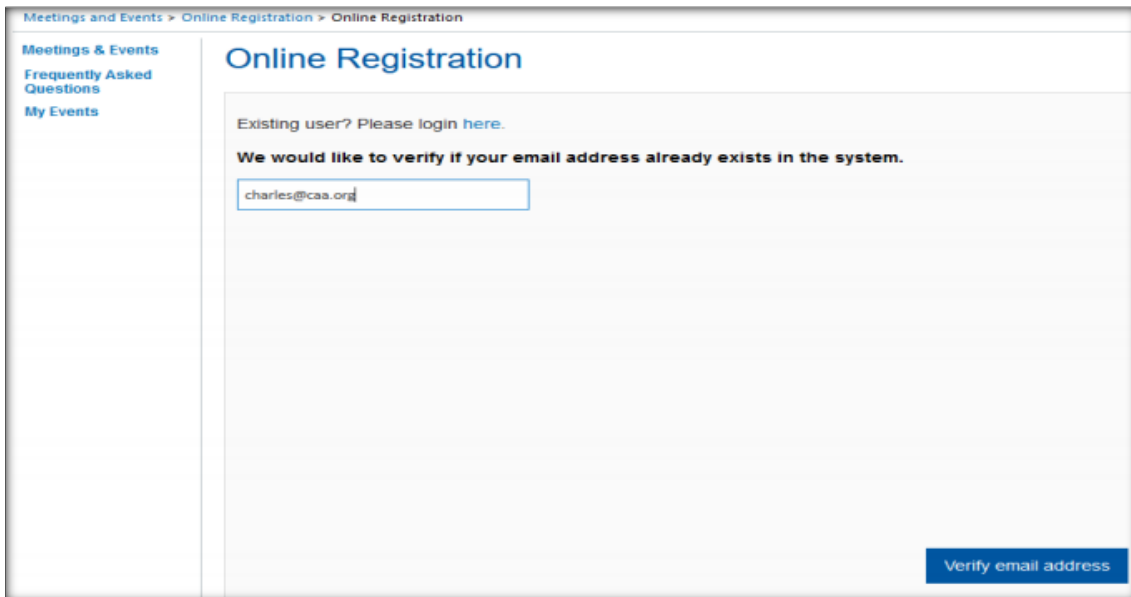


**New Users of ICAO Event Registration**

**Step 3:** For a new user, click on “Request an Account”, which can be found on the left-hand menu of this page, as seen below

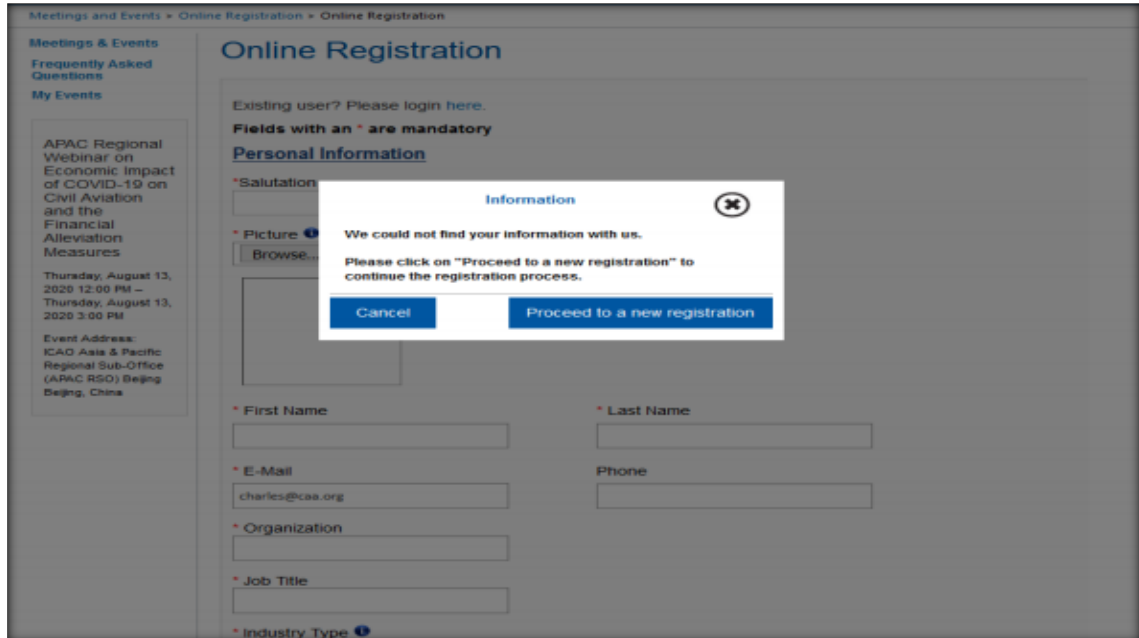


**Step 3a:** Input your email address, and click on “Verify email address” to check if your details are in the system

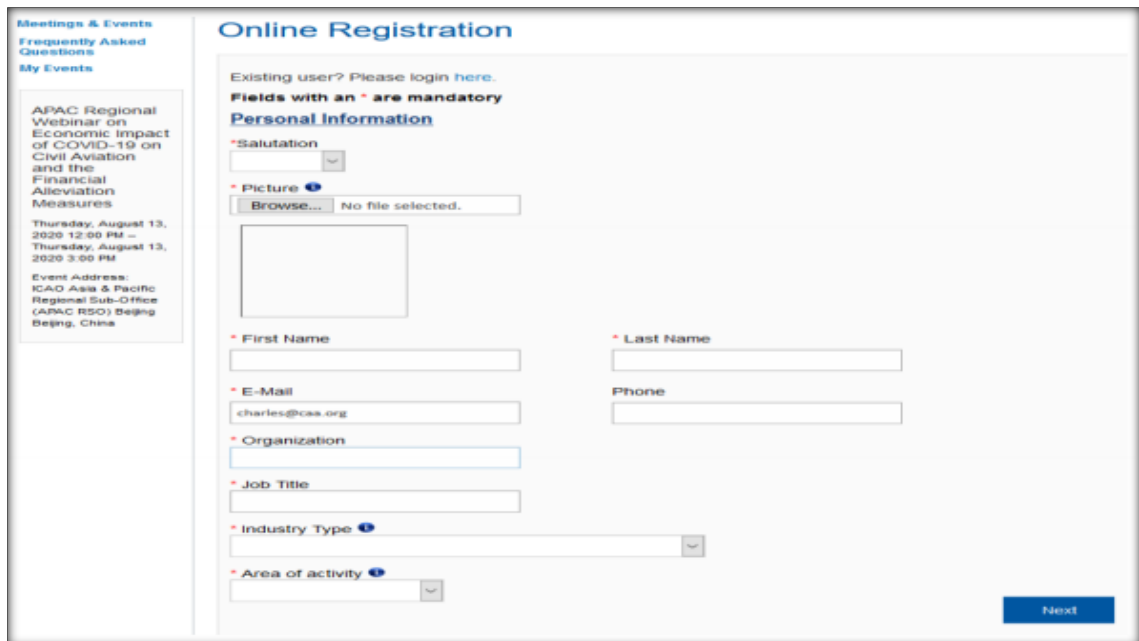




**Step 3b:** Select “Proceed to a new registration”



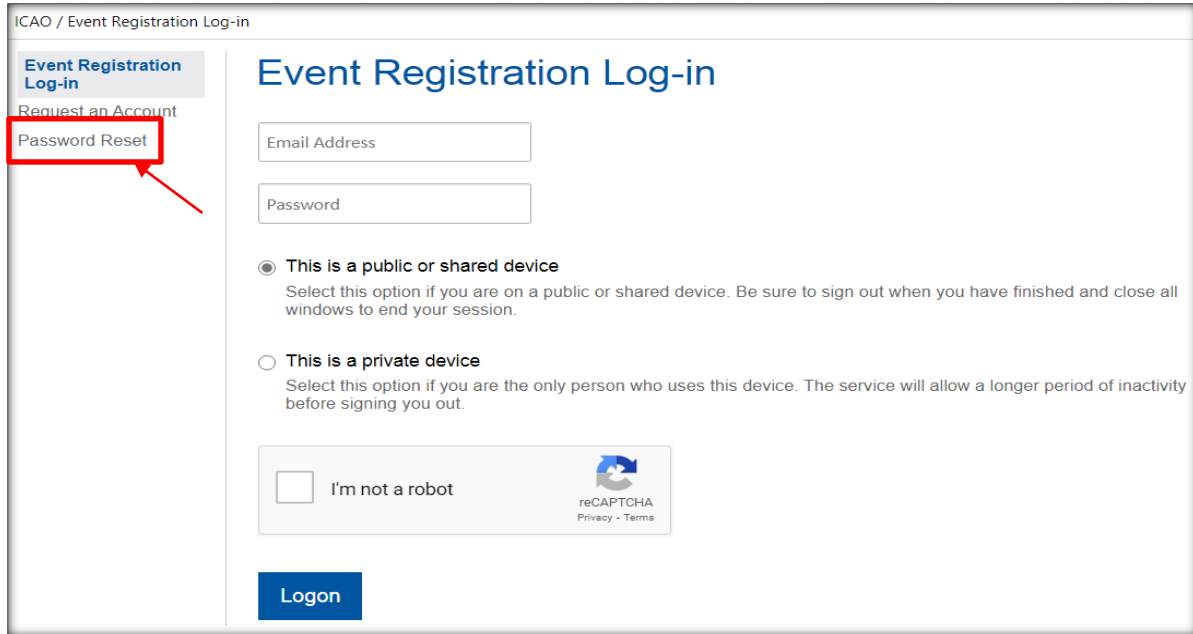
**Step 3c:** Complete the remaining required field, and click “Next” and “Register Now”



**Step 3d:** Please check your email account for the event confirmation email, showing you have successfully registered



**Forgot your password?**



You can reset your password by clicking on “Password Reset”.

If you forgot your password, click on the “Password Reset” which can be found on the left-hand menu of this page, then input your email address and click “Reset”. A link with a new password will be sent to your email account, which you can use to login ICAO Event Registration.

To change your password, please login ICAO Event Registration, then click the drop down menu next to your profile picture on the top right-hand corner of the page, and select “Profile”, then click “Change Password” to change your preferred password.

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