



ICAO

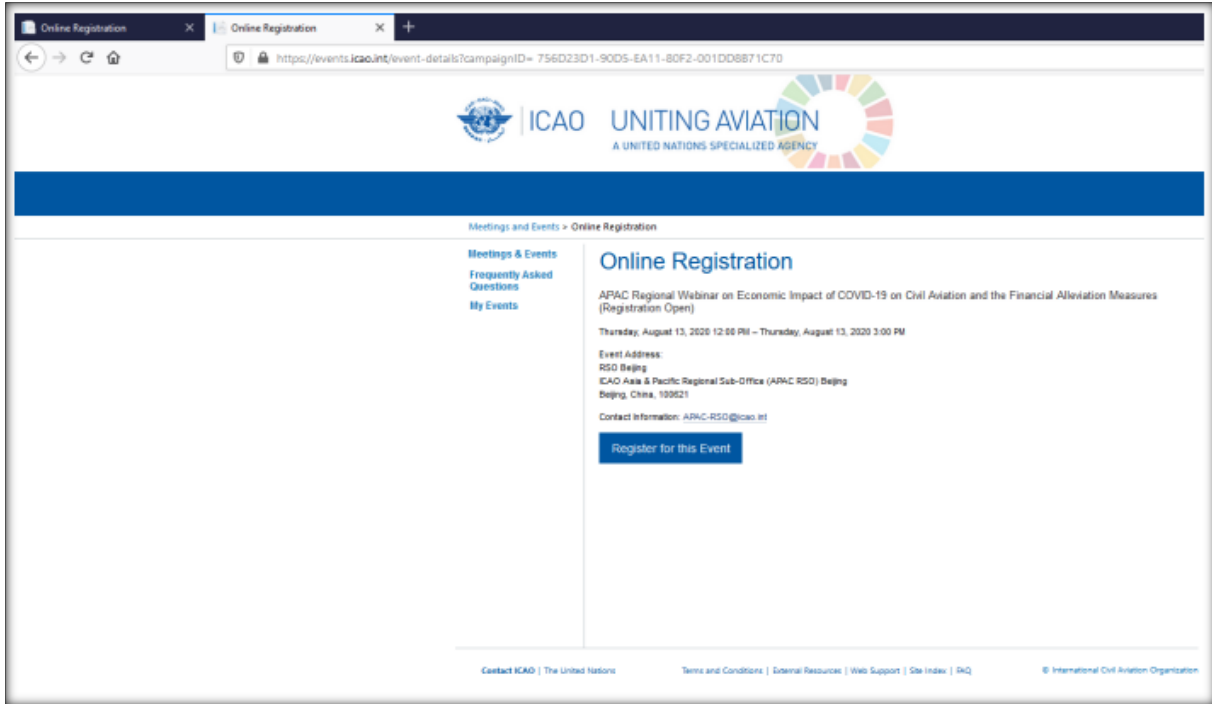
GBAS-SBAS ITF/4– Online Registration Guidelines
11-12 May 2022

International Civil Aviation Organization

**THE FOURTH MEETING OF THE ASIA/PACIFIC GBAS/SBAS IMPLEMENTATION
TASK FORCE (APAC GBAS/SBAS ITF/4) Video Teleconference, 11-12 May 2022**

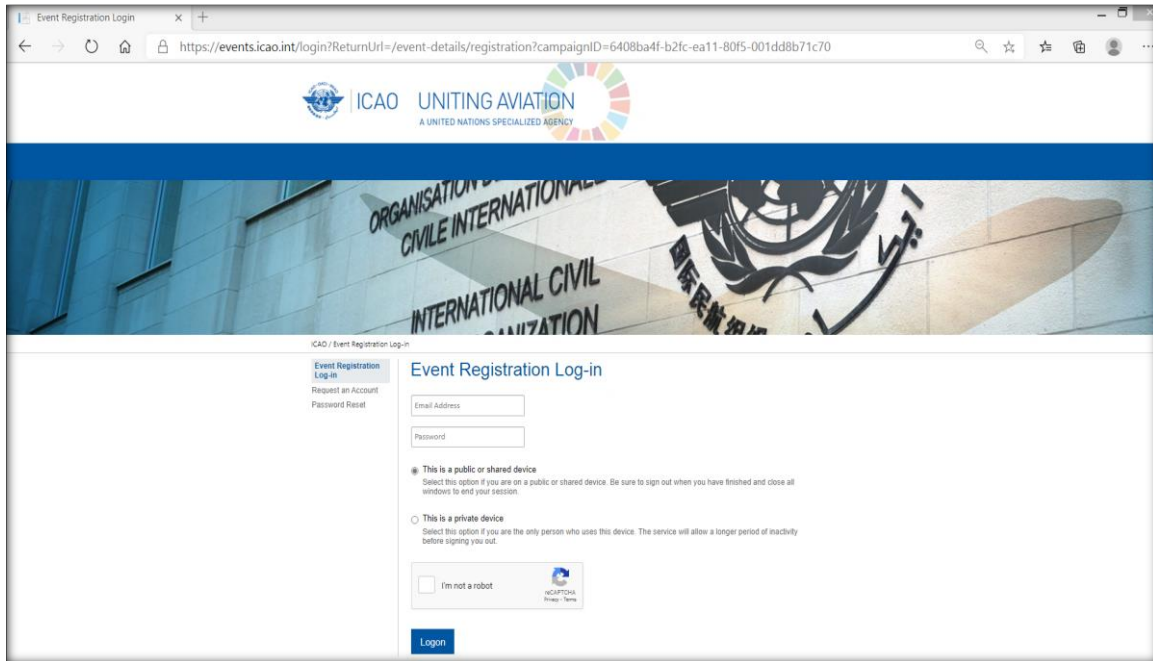
GBAS-SBAS ITF/4 ONLINE REGISTRATION GUIDELINES

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



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



The screenshot shows a web browser window with the URL <https://events.icao.int/login?ReturnUrl=/event-details/registration?campaignID=6408ba4f-b2fc-ea11-80f5-001dd8b71c70>. The page header includes the ICAO logo and the text "UNITING AVIATION A UNITED NATIONS SPECIALIZED AGENCY". Below the header is a banner image of the ICAO building. The main content area is titled "Event Registration Log-in" and contains the following elements:

- Event Registration Log-in
- Request an Account
- Password Reset
- Email Address input field
- Password input field
- Radio button selection for device type:
 - This is a public or shared device. Select this option if you are on a public or shared device. Be sure to sign out when you have finished and close all windows to end your session.
 - This is a private device. Select this option if you are the only person who uses this device. The service will allow a longer period of inactivity before signing you out.
- I'm not a robot
- ICAPTCHA widget
- Logon button

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

ICAO / Event Registration Log-in

Event Registration Log-in

Request an Account

Password Reset

Email Address

Password

This is a public or shared device
Select this option if you are on a public or shared device. Be sure to sign out when you have finished and close all windows to end your session.

This is a private device
Select this option if you are the only person who uses this device. The service will allow a longer period of inactivity before signing you out.

I'm not a robot

reCAPTCHA
Privacy - Terms

Logon

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

Meetings and Events > Online Registration > Online Registration

Meetings & Events

Frequently Asked Questions

My Events

Online Registration

Existing user? Please login here.

We would like to verify if your email address already exists in the system.

charles@caa.org

Verify email address

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

The screenshot shows the 'Online Registration' page. On the left, there is a sidebar with 'Meetings & Events', 'Frequently Asked Questions', and 'My Events'. The main content area is titled 'Online Registration' and includes a login link for existing users. Below this, it states 'Fields with an * are mandatory' and 'Personal Information'. A modal dialog box is open in the center, titled 'Information', with a close button (X). The dialog contains the text: 'We could not find your information with us. Please click on "Proceed to a new registration" to continue the registration process.' There are two buttons in the dialog: 'Cancel' and 'Proceed to a new registration'. The background form is dimmed and shows fields for Salutation, Picture, First Name, Last Name, E-Mail (pre-filled with 'charles@caa.org'), Organization, Job Title, and Industry Type.

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

The screenshot shows the 'Online Registration' page with the error dialog box closed. The form is now active. The 'Picture' field has a 'Browse...' button and the text 'No file selected.'. The 'Industry Type' field is a dropdown menu. The 'Area of activity' field is also a dropdown menu. A blue 'Next' button is located at the bottom right of the form area. The sidebar and header information are the same as in the previous screenshot.

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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