



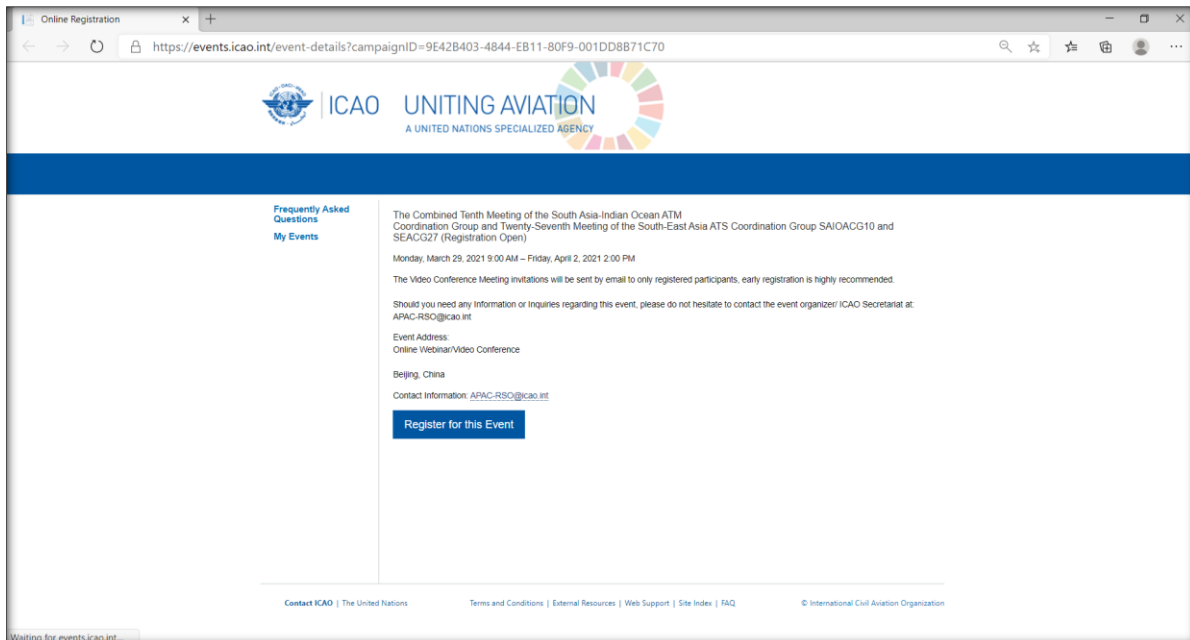
**INTERNATIONAL CIVIL AVIATION ORGANIZATION  
ASIA AND PACIFIC OFFICE**

**THE FIRST MEETING OF THE SOUTH  
ASIA, INDIAN OCEAN AND SOUTHEAST ASIA ATM COORDINATION GROUP  
(SAIOSEACG/1)**

*(Video Teleconference, 28 March – 01 April 2022)*

**ONLINE REGISTRATION GUIDELINES**

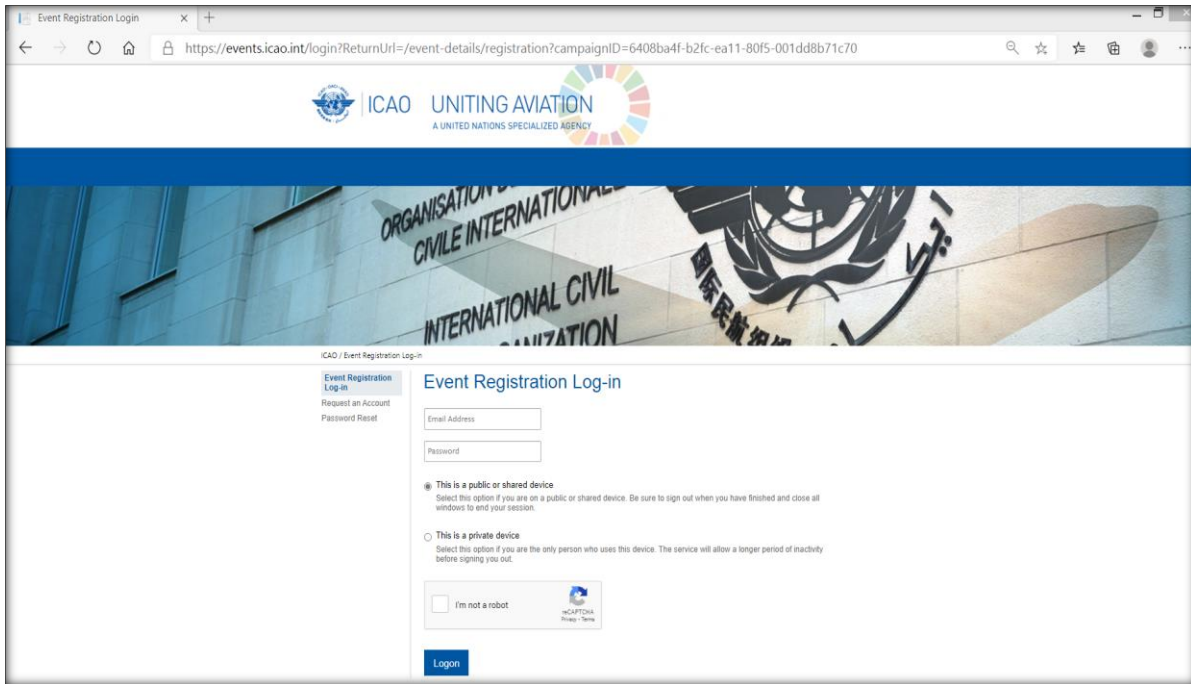
**Step 1: Open the link for the event you are registering for, and click on “Register for this Event”**





**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**



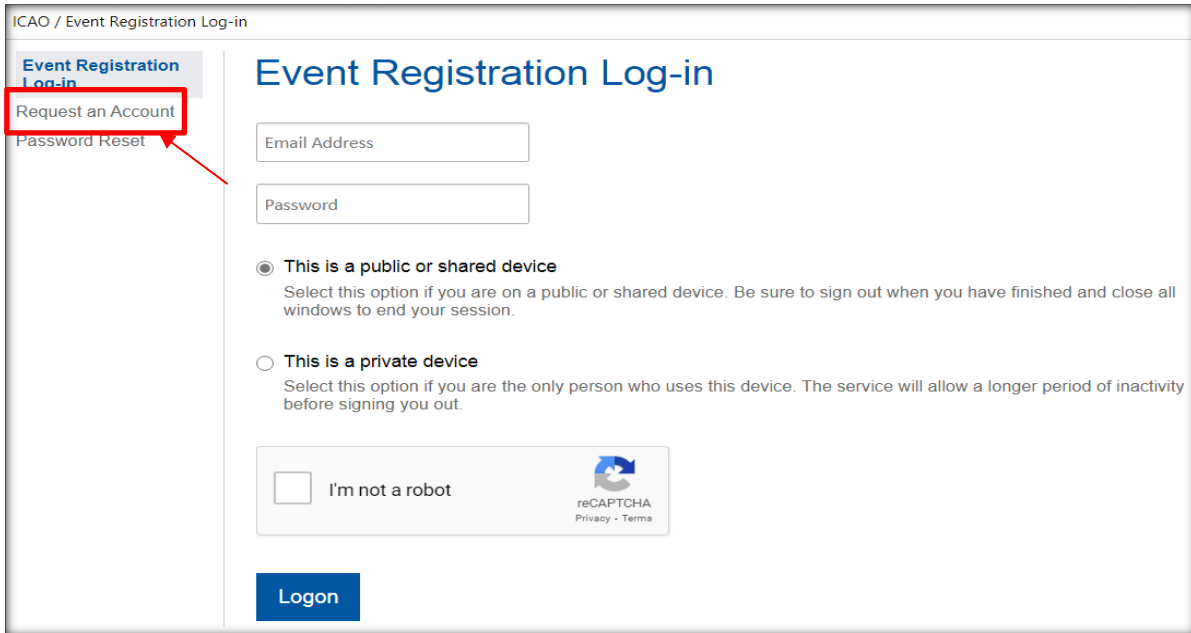
If you have ever registered for any ICAO event using this portal, please enter your email address and password. Select the Captcha and finally click “Logon” to open the next page, and complete the registration.

- 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.

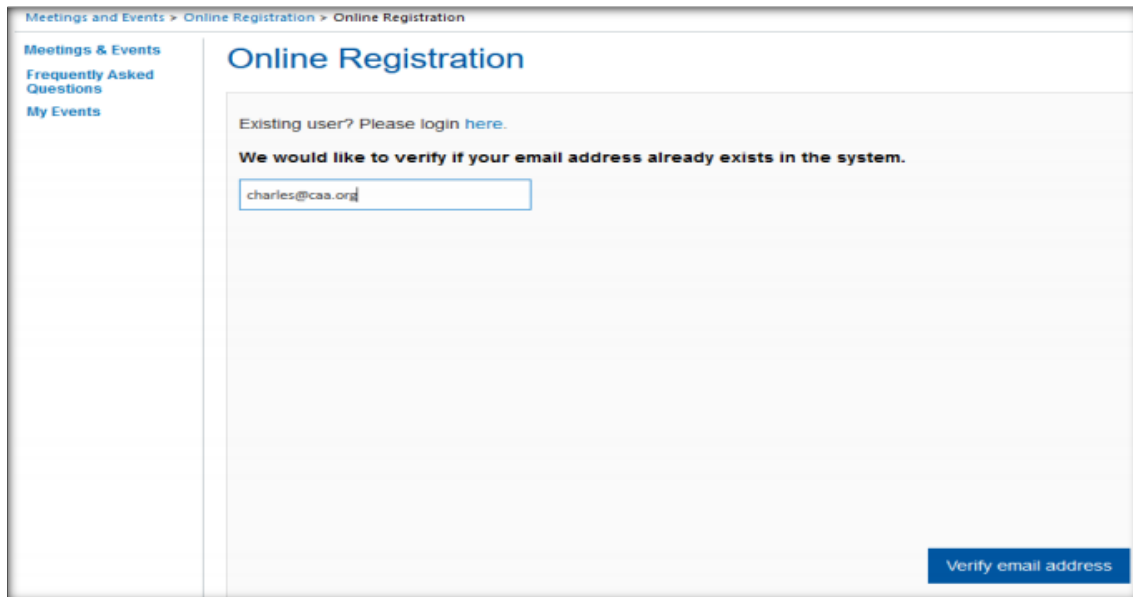


**New Users of ICAO Event Registration**

**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

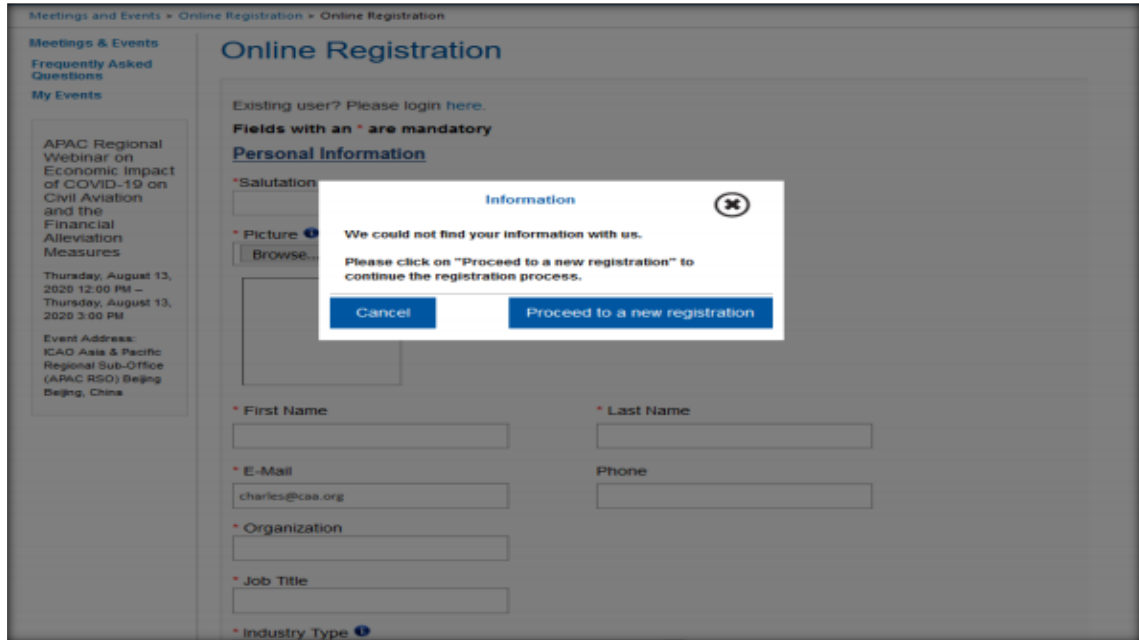


**Step 3a:** Input your email address, and click on “Verify email address” to check if your details are in the system

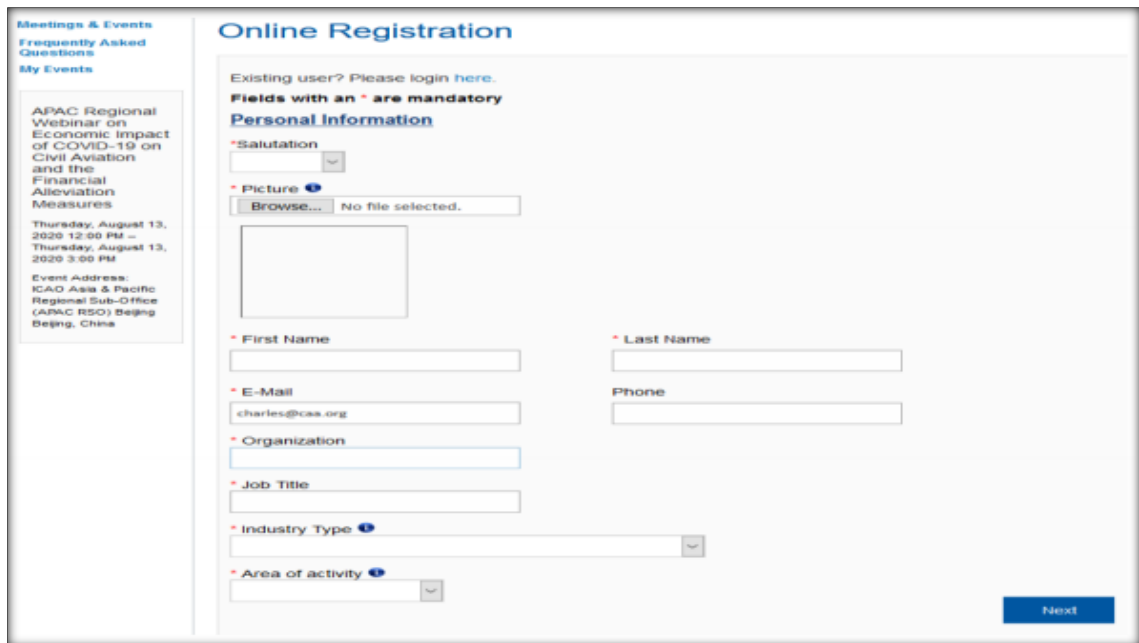




**Step 3b:** Select “Proceed to a new registration”



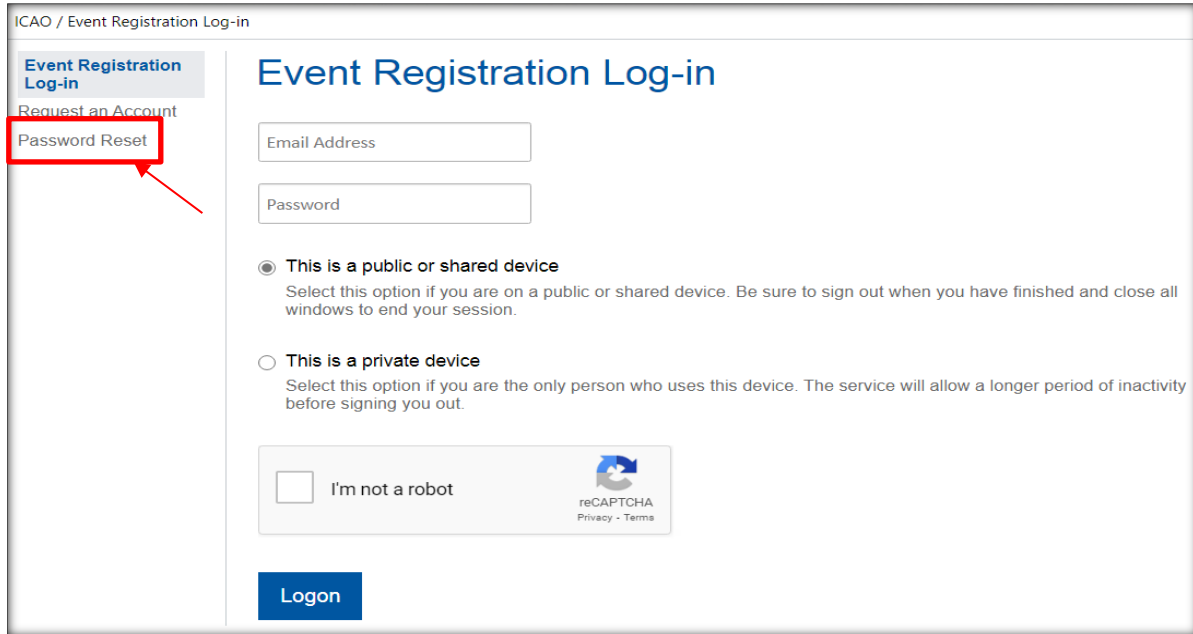
**Step 3c:** Complete the remaining required field, and click “Next” and “Register Now”



**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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