

## Attachment B to AP159/22 (CNS)

### GUIDELINES FOR ONLINE REGISTRATION

**Step 1: Open the link for the event you are registering for and select Register for this Event button**

The screenshot shows a web browser window with two tabs. The active tab is titled "Online Registration" and displays the URL: <https://events.icao.int/event-details?campaignID=756d23d1-90d5-ea11-80f2-001dd8b71c70>. The page header features the ICAO logo and the text "UNITING AVIATION A UNITED NATIONS SPECIALIZED AGENCY". Below the header, a navigation menu includes "Meetings and Events" and "Online Registration". The main content area is titled "Online Registration" and contains the following information:

- Event Title: APAC Regional Webinar on Economic Impact of COVID-19 on Civil Aviation and the Financial Alleviation Measures (Registration Open)
- Event Date: Thursday, August 13, 2020 12:00 PM – Thursday, August 13, 2020 3:00 PM
- Event Address: RSO Beijing, ICAO Asia & Pacific Regional Sub-Office (APAC RSO) Beijing, China, 100621
- Contact Information: APAC-RSO@icao.int

A prominent blue button labeled "Register for this Event" is located 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", "FAQ", and "International Civil Aviation Organization".

**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 two tabs. The active tab is titled "Event Registration Login" and displays the URL: <https://events.icao.int/login?ReturnUrl=/event-details/registration?campaignID=756d23d1-90d5-ea11-80f2-001dd8b71c70>. The page header features the ICAO logo and the text "UNITING AVIATION A UNITED NATIONS SPECIALIZED AGENCY". Below the header, a navigation menu includes "Event Registration Login", "Request an Account", and "Password Reset". The main content area is titled "Event Registration Log-in" and contains the following information:

- Form fields for "Email Address" and "Password".
- 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.
- A checkbox for "I'm not a robot" with a CAPTCHA image.
- A blue "Login" button.

The footer of the page includes the URL "www.icao.int" and a search bar. The Windows taskbar at the bottom shows the system tray with the date and time: 3:47 PM 8/10/2020.

If you have ever Registered for any ICAO event using this portal, please enter you email address and password, Select the Captcha and finally click login to open the Next Page and complete the registration.

**Step 2a:** Once you 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.

**Step 3:** For a new user, click on "Request an Account?" link found on the left menu as seen below. (First time to use this event registration page, Please select Request an Account)

ICAO / Event Registration Log-in

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[Event Registration Log-in](#)

[Request an Account](#)

[Password Reset](#)


## Event Registration Log-in

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  [Privacy - Terms](#)

**Step 3a:** Input your email address, to check if your details are in the system.

Meetings and Events > Online Registration > Online Registration

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[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.**

**Step 3b:** Select Proceed to new Registration

The screenshot shows the 'Online Registration' page. On the left is a sidebar with navigation links: 'Meetings & Events', 'Frequently Asked Questions', and 'My Events'. Below these is a box for an event titled 'APAC Regional Webinar on Economic Impact of COVID-19 on Civil Aviation and the Financial Alleviation Measures', with dates 'Thursday, August 13, 2020 12:00 PM - Thursday, August 13, 2020 3:00 PM' and an address in Beijing, China. The main content area is titled 'Online Registration' and includes a link for existing users. A note states 'Fields with an \* are mandatory'. Under 'Personal Information', there are fields for Salutation, Picture, First Name, Last Name, E-Mail (pre-filled with 'charles@caa.org'), Phone, Organization, Job Title, and Industry Type. A modal dialog box is open over the Picture field, titled 'Information', with the message: 'We could not find your information with us. Please click on "Proceed to a new registration" to continue the registration process.' The dialog has 'Cancel' and 'Proceed to a new registration' buttons.

**Step 3c:** Complete the remaining required fields click Next and "Register Now".

This screenshot shows the 'Online Registration' form with all required fields filled. The 'Picture' field now shows a file icon and the text 'No file selected.' The 'E-Mail' field contains 'charles@caa.org'. The 'Next' button is visible at the bottom right of the form area.

**Step 3d:** Please check your email account for the event confirmation email.

**Step 4:** You can reset your password by clicking on "Password Reset"

If you forgot your password, then select the Password reset link found on the Left menu of this page, input your email address then click Reset and a link will be sent with a new password which you can use to login