

## Attachment D to State letter AP043/24 (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 the URL <https://events.icao.int/event-details?campaignID=756d23d1-90d5-ea11-80f2-001dd8b71c70>. The page features the ICAO logo and the text "UNITING AVIATION A UNITED NATIONS SPECIALIZED AGENCY". Below the header, there is a navigation bar with "Meetings and Events" and "Online Registration". The main content area is titled "Online Registration" and contains the following information:

- APAC Regional Webinar on Economic Impact of COVID-19 on Civil Aviation and the Financial Alleviation Measures (Registration Open)
- 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  
Beijing, China, 100621
- Contact information: [APAC-RSO@icao.int](mailto:APAC-RSO@icao.int)

A blue button labeled "Register for this Event" is prominently displayed. At the bottom of the page, there is a footer with 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 the "Event Registration Log-in" page. The URL in the browser is <https://events.icao.int/login?ReturnUrl=/event-details/registration/campaignID=756d23d1-90d5-ea11-80f2-001dd8b71c70>. The page features the ICAO logo and the text "UNITING AVIATION A UNITED NATIONS SPECIALIZED AGENCY". Below the header, there is a navigation bar with "Event Registration Log-in", "Request an Account", and "Password Reset". The main content area is titled "Event Registration Log-in" and contains the following information:

- 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
- 

The bottom of the page shows a Windows taskbar with the Start Menu, a search bar, and various application icons. The system clock indicates 3:47 PM on 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

[Event Registration Log-in](#)  
[Request an Account](#)  
[Password Reset](#)

## Event Registration Log-in

☒ **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 

Logon

**Step 3a:** Input your 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.**

Verify email address

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

Meetings & Events > Online Registration > Online Registration

Meetings & Events  
Frequently Asked Questions  
My Events

APAC Regional Webinar on Economic Impact of COVID-19 on Civil Aviation and the Financial Alleviation Measures

Thursday, August 13, 2020 12:00 PM – Thursday, August 13, 2020 3:00 PM

Event Address: ICAO Asia & Pacific Regional Sub-Office (APAC RSO) Beijing, China

## Online Registration

Existing user? Please login [here](#).

**Fields with an \* are mandatory**

### Personal Information

\*Salutation

\*Picture  No file selected.

\*First Name

\*Last Name

\*E-Mail

Phone

\*Organization

\*Job Title

\*Industry Type

**Information**

We could not find your information with us.

Please click on "Proceed to a new registration" to continue the registration process.

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

Meetings & Events  
Frequently Asked Questions  
My Events

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### Personal Information

\*Salutation

\*Picture  No file selected.

\*First Name

\*Last Name

\*E-Mail

Phone

\*Organization

\*Job Title

\*Industry Type

\*Area of activity

### 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