



ICAO

ATTACHMENT B
The Second UAS RPAS Webinar– Online Registration Guidelines
11-12 December 2024

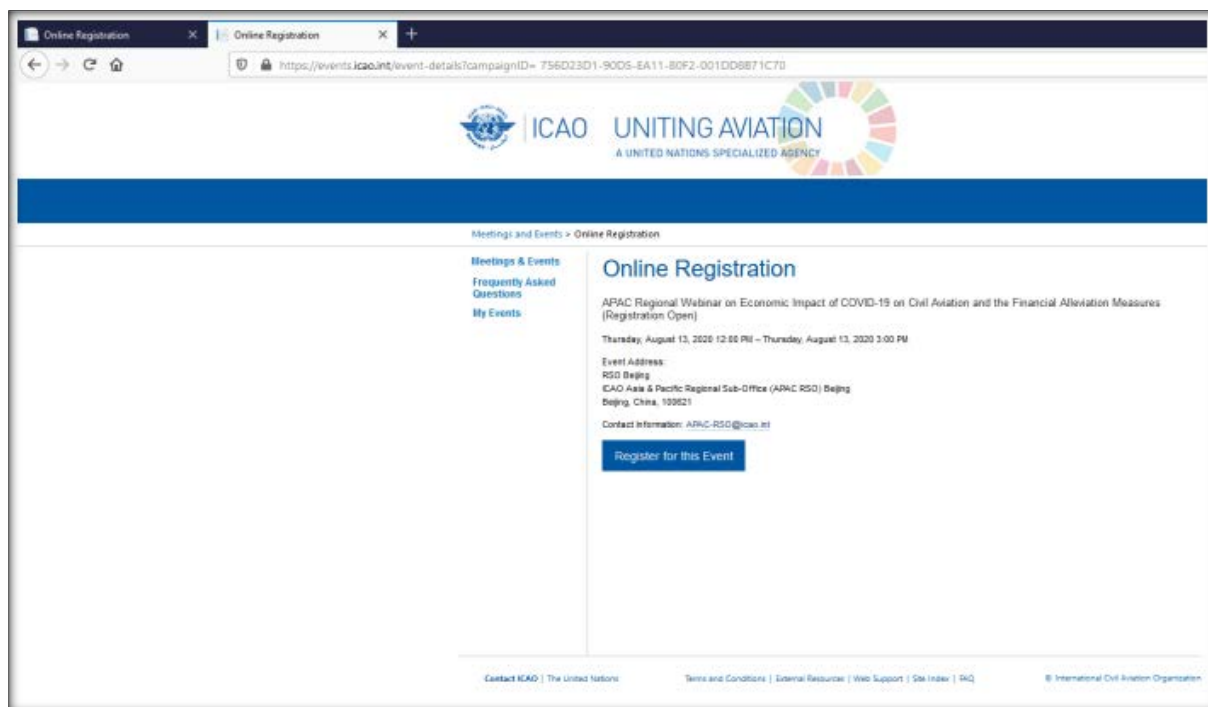
International Civil Aviation Organization

THE SECOND WEBINAR OF THE ASIA/PACIFIC UAS/RPAS (APAC UAS/RPAS/2)

Video Teleconference, 11-12 December 2024

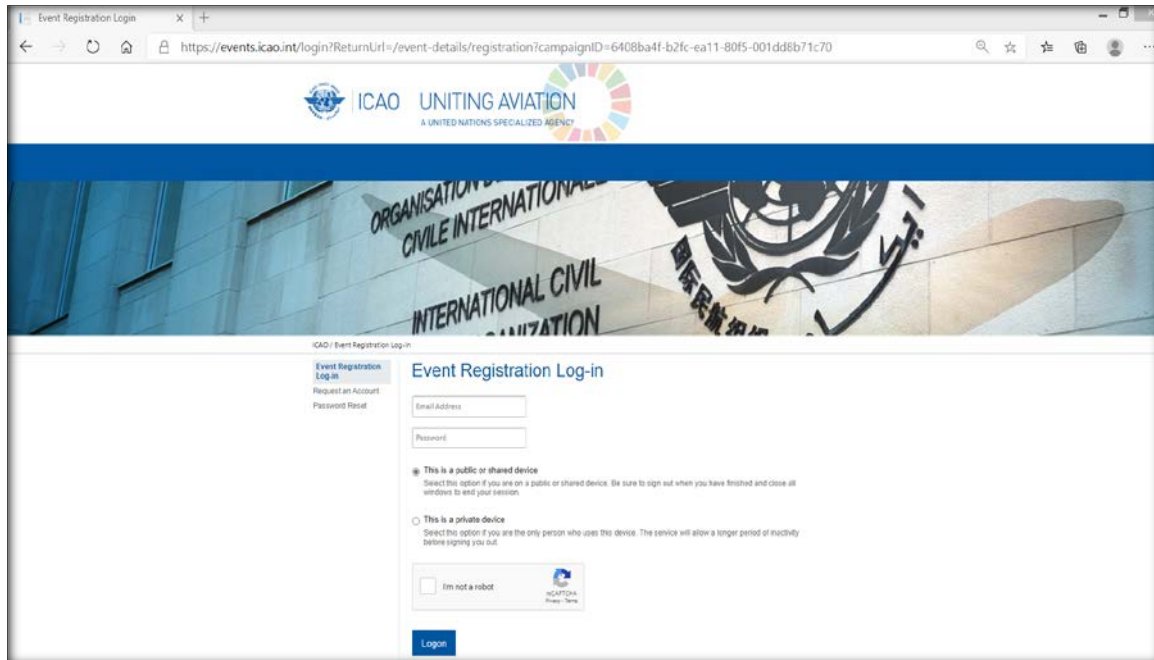
UAS/RPAS/2 ONLINE REGISTRATION GUIDELINES

Step 1: Open the registration link located in the [webinar web-page](#), and click on “Register for this Event”



Existing Users of ICAO Event Registration

Step 2: If you have previously used this registration portal, login to the page following the instructions below. New users go to Step 3. .



The screenshot shows the ICAO Event Registration Log-in page. The browser address bar displays 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:

- Links: "Event Registration Log-in", "Request an Account", "Password Reset".
- Form fields: "Email Address" and "Password".
- Device selection section:
 - ☒ 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.
- Captcha: "I'm not a robot" with a reCAPTCHA logo.
- Logon button.

If you have previously registered for any ICAO event using this portal, 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: Check your email account for the event confirmation email.

Step 2d: If you forgot your password for the Events Registration portal, 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

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 has a header 'Online Registration' and a sub-header 'Existing user? Please login here'. Below this, it says 'Fields with an * are mandatory' and 'Personal Information'. The form fields include: *Salutation (dropdown), *Picture (with a 'Browse...' button), *First Name, *Last Name, *E-Mail (pre-filled with 'charles@caa.org'), Phone, *Organization, *Job Title, and *Industry Type (dropdown). An error message box is overlaid on the form, stating: 'Information We could not find your information with us. Please click on "Proceed to a new registration" to continue the registration process.' The box has 'Cancel' and 'Proceed to a new registration' buttons.

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

This screenshot shows the same 'Online Registration' page, but the error message box is gone. The form fields are now visible in full. The 'Picture' field shows 'No file selected.' The 'Industry Type' dropdown is now open, showing a list of options. The 'Area of activity' dropdown is also visible. A blue 'Next' button is located at the bottom right of the form.

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

Forgot your password?

ICAO / Event Registration Log-in

Event Registration Log-in

Request an Account

Password Reset

Email Address

Password

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☐ **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

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

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