A BRIEF GUIDE FOR ONLINE REGISTRATION FOR ICAO EVENTS

Visit the Meeting Page of the ICAO Regional Office e.g
https://www.icao.int/APAC/Meetings/Pages/default.aspx , Select the Meeting you would like to attend, and you will see a Link for online Registration, which you should click to Register. See Sample Screenshot.

Step 1: Open the link for the event you are registering for and select Register for this Event button
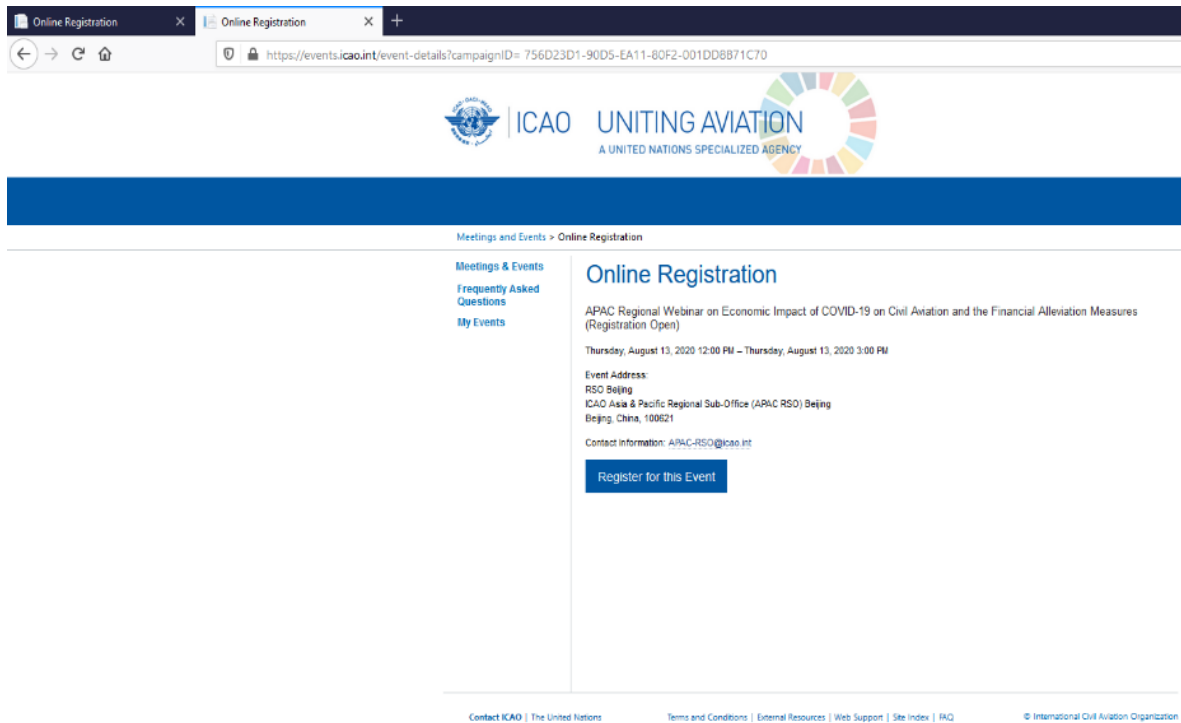
Existing Users of ICAO Event Registration

Step 2: Login to the Page if you have ever used this portal, or skip to step 3 for New users
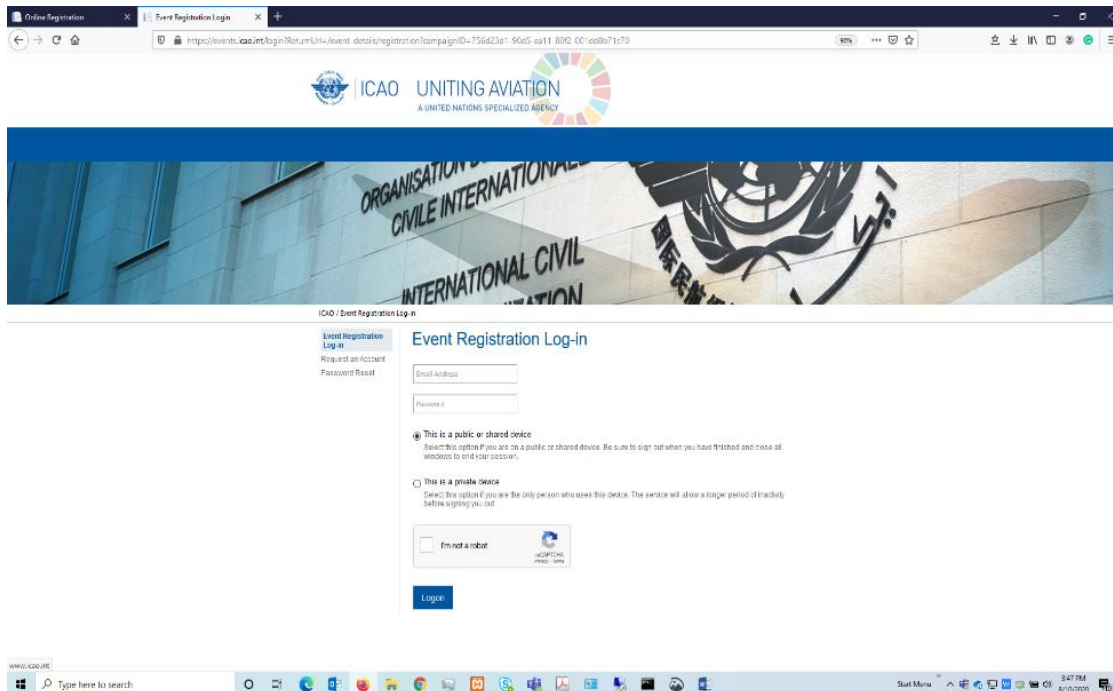
If you have ever Registered for any ICAO event using this portal, please enter you email address and password, Select the Captcha and finally click login to open the Next Page and complete the registration.

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.

New Users of ICAO Event Registration

Step 3: For a new user of this event registration page, click on "Request an Account" link found on the left menu as seen below.

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

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 new Registration
Remarks: If the system locates your details, please follow step 2 above.

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

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

Forget your password?

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.

To change password to your preferred, please login and click the drop down menu besides you profile picture, and select profile, then click change password to make the password change to your preferred password.