

# Documentation Requirements for Registration

## Member States and Government Officials

A formal **Letter of Designation/Nomination** from a Member State, on official letterhead and signed by the appropriate authority for the government entity of the State, is required to qualify for free registration(s). The letter should be addressed to the ICAO Secretary General in response to the [ICAO Aviation Climate Week 2026 State Letter 26/3](#). Please include the full name, position, and email address for each nominee, and send it to [icaoevents@icao.int](mailto:icaoevents@icao.int).

Once approved by ICAO, voucher code(s) will be provided to the individuals nominated by the State with instructions on the registration process.

## ICAO Staff Members and Resident Delegations

**ICAO Staff** are invited to register using their ICAO email address. Please click on the [Online Registration](#) link to register.

### Resident Delegations

1. Delegations using the email extension **@icao-delegations.org** have been added to the ICAO registration system and can [register](#) online
2. Delegations who do not have an **@icao-delegations.org** email extension are asked to kindly contact [icaoevents@icao.int](mailto:icaoevents@icao.int) to notify that you wish to register. Registration assistance will be provided.

## Speakers and Moderators

Registration information will be provided to **Confirmed Speakers and Moderators** via email. Any queries can be sent to [officeenv@icao.int](mailto:officeenv@icao.int).

## International Organizations

A formal **Letter of Designation/Nomination** from an international organization (IO), on official letterhead and signed by the Head of the IO, is required to qualify for two (2) free registration(s) per IO. The letter should be addressed to the ICAO Secretary General in response to the [ICAO Aviation Climate Week 2026 State Letter 26/3](#). Please include the full name, position, and email address for each nominee, and send it to [icaoevents@icao.int](mailto:icaoevents@icao.int).

Once approved by ICAO, voucher code(s) will be provided to the maximum of two (2) nominated individuals with instructions on the registration process. Once the two (2) free registrations have been used by an IO, any additional representative may register directly online and pay the associated registration fee.

### **General Public and Industry**

**Individuals from the General Public and/or Industry** can register directly online for the event and pay the associated registration fee.

### **Sponsors and Exhibitors**

Voucher codes to register under **Sponsors/Exhibitors** will be provided by the ICAO Business Development Unit (BDU) upon contract completion. To request voucher codes, or should you have any questions, please contact [icaoevents@icao.int](mailto:icaoevents@icao.int).

Additional Representatives in the above categories, prior to registering at the reduced rate, are required to provide the name(s) for approval prior to registration.

### **Academia**

**Academia** registrations require proof of academic status. Should you have any questions, please contact [icaoevents@icao.int](mailto:icaoevents@icao.int).

### **ICAO TRAINAIR PLUS Programme (TPP) Members**

A formal **Letter of Designation/Nomination** from an **ICAO TRAINAIR PLUS Programme (TPP) Member**, on official letterhead, is required to qualify for two (2) free registration(s) per TPP Member. To request voucher codes, or should you have any questions, please contact [icaoevents@icao.int](mailto:icaoevents@icao.int).

Once approved by ICAO, voucher code(s) will be provided to the maximum of two (2) nominated individuals with instructions on the registration process. To complete the registration, individuals should select the General Public/Industry category on the registration form.

Requests for additional passes may be considered on an exceptional basis, subject to ICAO approval.

## Media and Press

**Media and Press** registrations require proof of journalism, which should be attached when registering online. Once received, ICAO will proceed with the accreditation process in order to verify credentials. Should you have any questions, please contact [icaoevents@icao.int](mailto:icaoevents@icao.int).

## Cancellation Policy

1. If you wish to cancel your participation in the [ICAO Aviation Climate Week 2026](#), please login to My Events and select the event for which you wish to cancel your registration.
2. Registrants who are unable to attend an event will receive a refund (less 30% of the registration fee for administrative charge – minimum charge of USD 100.00) on cancellation requests received 14 calendar days or less prior to the event start date. Regrettably, no refunds will be granted thereafter.

ICAO reserves the right to cancel any programmes and assumes no responsibility for personal expenses. A substitute registrant cannot be designated in lieu of the original registrant. Any queries can be sent to [icaoevents@icao.int](mailto:icaoevents@icao.int).

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