

# 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.

ICAO / Asia and Pacific (APAC) Office / Meetings / 2020-SWIM-TF4

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Fourth Meeting of System Wide Information Management Task Force (SWIM TF/4)  
(Web-conference, 3 - 6 November 2020)

**Online Registration (Click This Link to Register for this event)**

The deadline for Online registration is Tuesday, 20 October 2020, Therefore Early registration is recommended.

Download all documents as ZIP

2020 SWIM TF4

✓	📄	Number	Title	Update Date	Presenter	Edit
Type Name : 2020 SWIM TF4 (13)						
Category : 2-General Information (5)						
	📄	01	Letter of invitation	25 Aug. 2020	Secretariat	
	📄	02	Attachment A - Provisional Agenda	25 Aug. 2020	Secretariat	
	📄	03	Attachment B - Meeting Bulletin	25 Aug. 2020	Secretariat	
	📄	04	Attachment C - Guidelines for online registration	25 Aug. 2020	Secretariat	

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

Online Registration

https://events.icao.int/event-details?campaignID=756D23D1-90D5-EA11-80F2-001DD8B71C70

ICAO UNITING AVIATION  
A UNITED NATIONS SPECIALIZED AGENCY

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## Online Registration

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)

**Register for this Event**

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## Step 2: Login to the Page if you have ever used this portal or skip to step 3 for New users

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   
CAPTCHA  
Privacy Terms

Logon

www.icao.int

Type here to search

Start Menu 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**


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  [Privacy](#) - [Terms](#)

Logon

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

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## 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

The screenshot shows the 'Online Registration' page. A modal dialog box titled 'Information' is displayed in the center, containing the text: 'We could not find your information with us. Please click on "Proceed to a new registration" to continue the registration process.' The dialog has two buttons: 'Cancel' and 'Proceed to a new registration'. The background form is partially visible, showing fields for 'Salutation', 'Picture', 'First Name', 'Last Name', 'E-Mail', 'Phone', 'Organization', 'Job Title', and 'Industry Type'. The 'E-Mail' field contains 'charles@caa.org'.

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

The screenshot shows the 'Online Registration' page with all required fields filled. The 'Picture' field shows 'No file selected.' The 'Industry Type' and 'Area of activity' fields are dropdown menus. A blue 'Next' button is located at the bottom right of the form. The 'E-Mail' field contains 'charles@caa.org'.

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

### 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.

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.