

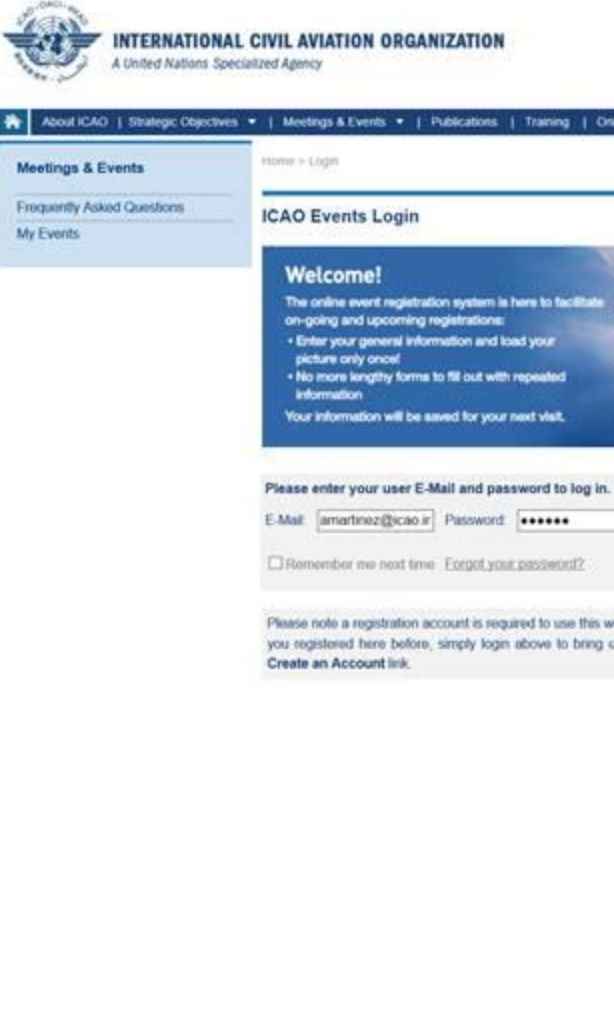
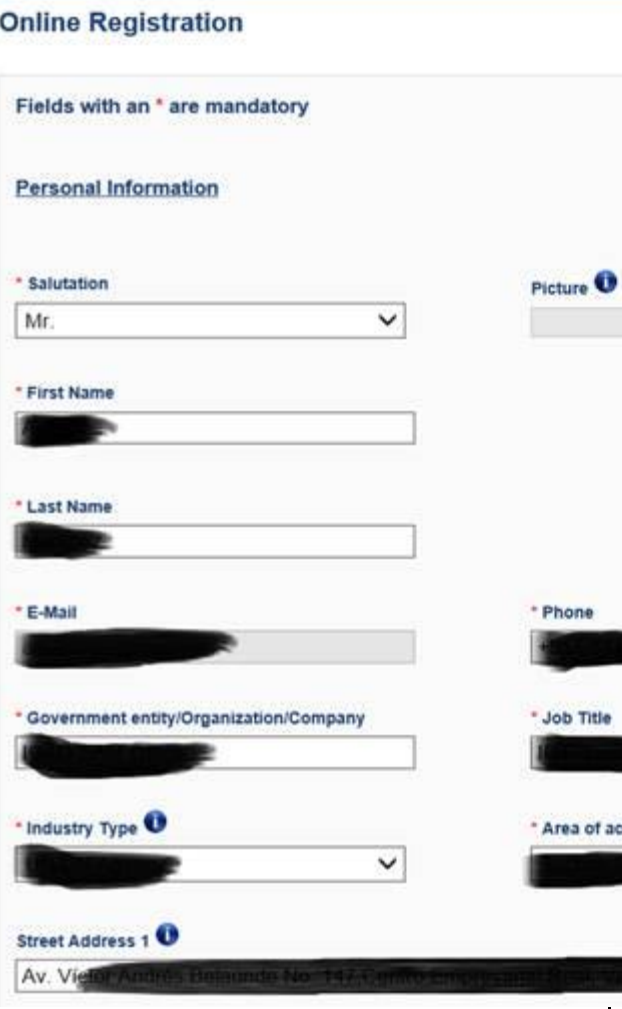


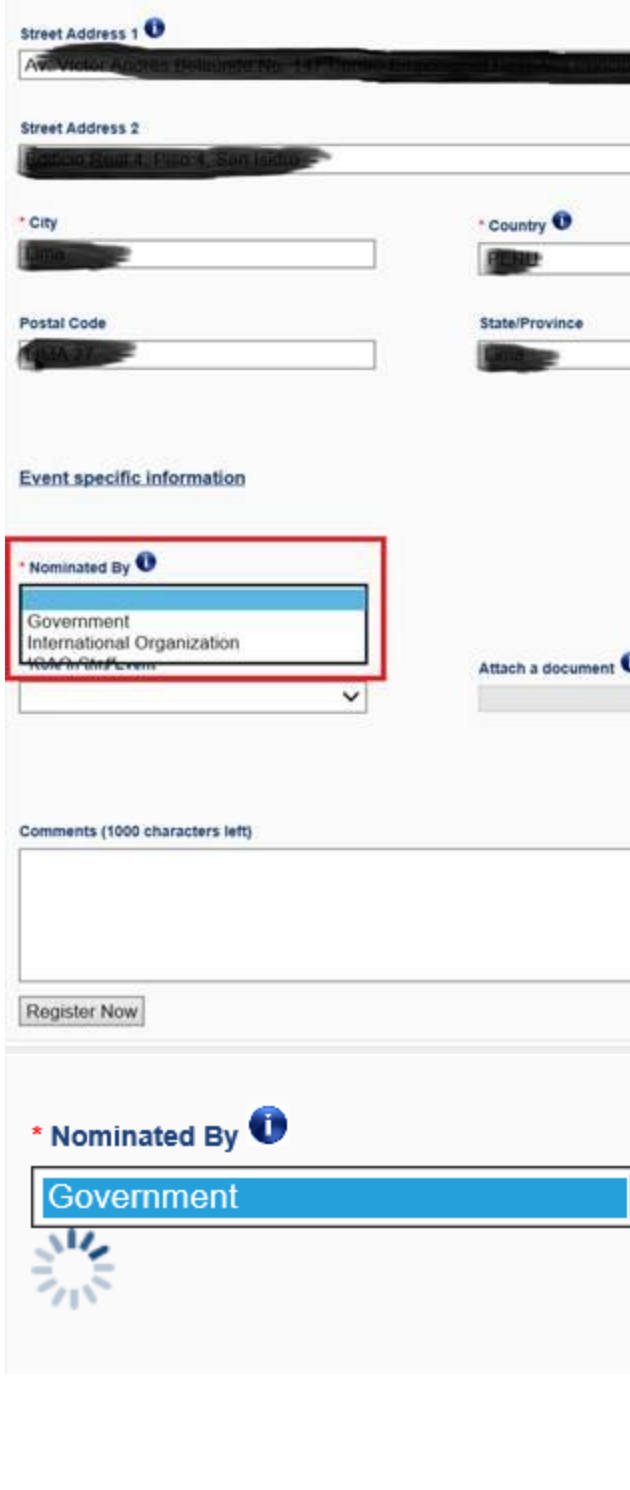
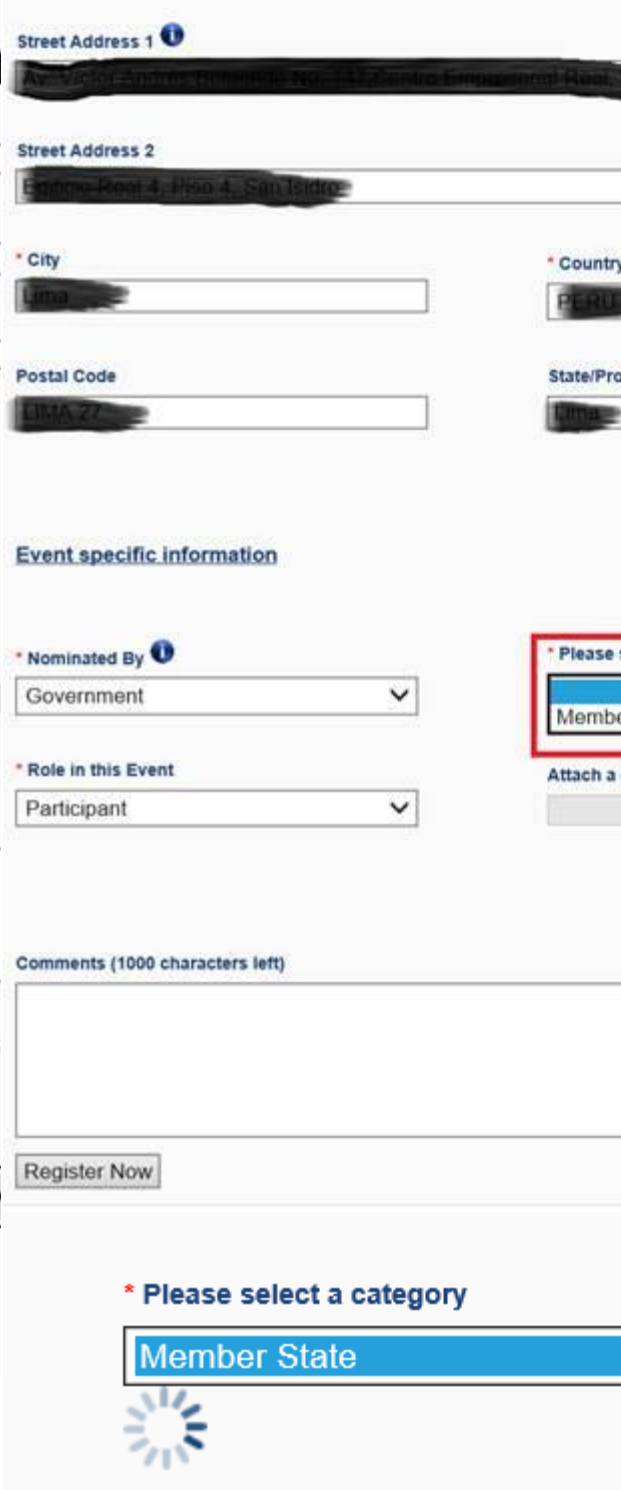
QUICK GUIDE FOR ONLINE REGISTRATION

Enter the enabled link on the event page which can be accessed either from the banner of the main page of the ICAO SAM Office website, or from the list of events by choosing the "Meetings" option from the left panel:

<https://www.icao.int/SAM/Pages/MeetingsDocumentation.aspx?m=2018-ADPLAN>

<p>1. Click on the word "OPEN".</p>	<p>2. A new window opens with the information of the meeting. Here click on "Register for this Event".</p>
	
<p>3. The window below is displayed. If participant has not used online registration before, he must create an account by using the option "Create an Account". This process is done only once for all future events. If the account exists and the password is forgotten, the option "Forgot your password" will be found. If the account exists, the participant must enter his e-mail and password and press the "Log In" button. To create a new account it is recommended to use the Organisation's or Administration's e-mail.</p>	<p>4. In the form shown below, all fields with a red asterisk are mandatory. Complete the fields.</p>

	
<p>5. From this part, follow this order for data entry. When reaching the "Nominated by" field, select the appropriate one, for the example, "Government" and wait for the system to display the list.</p>	<p>6. Go to the "Please select category" field and wait for the system to display the list as shown below. Select the desired option, in this case "Member State".</p>

 <p>The screenshot shows a registration form with several fields. The 'Nominated By' field is highlighted with a red box, and a dropdown menu is open, showing 'Government' as the selected option. Other fields include 'Street Address 1', 'Street Address 2', 'City', 'Country', 'Postal Code', 'State/Province', and 'Event specific information'. A 'Register Now' button is visible at the bottom.</p>	 <p>The screenshot shows a registration form with several fields. The 'Please select a category' field is highlighted with a red box, and a dropdown menu is open, showing 'Member State' as the selected option. Other fields include 'Street Address 1', 'Street Address 2', 'City', 'Country', 'Postal Code', 'State/Province', and 'Event specific information'. A 'Register Now' button is visible at the bottom.</p>
<p>7. The system shows a new field, in this case "Government".</p>	<p>8. When selected, it shows the list of States to choose the one that corresponds</p>

Edificio Real 4, Piso 4, San Isidro

* City * Countr

Postal Code State/Pr

Event specific information

* Nominated By * Please

* Government

* Role in this Event Attach a

Comments (1000 characters left)

Edificio Real 4, Piso 4, San Isidro

* City * Cou

Postal Code State/

Event specific information

* Nominated By * Plea

ANTIGUA AND BARBUDA
ARGENTINA
BAHAMAS
BARBADOS
BELIZE
BOLIVIA, P.S.
BRAZIL
CANADA
CHILE
COLOMBIA
COSTA RICA
CUBA
DOMINICAN REPUBLIC
ECUADOR
EL SALVADOR
FRANCE
GRENADA
GUATEMALA
GUYANA
HAITI
HONDURAS
JAMAICA
MEXICO
NETHERLANDS
NICARAGUA
PANAMA
PARAGUAY
PERU
ST. KITTS & NEVIS

9. In the field "Government" choose the desired State; enter some comments and click on "Register now".

10. The system will show the window that appears below, informing that the participant will receive a confirmation message.

