



## **How to Register for ICAO Events using the new registration system**

A step by step guide provided by ICT

This guide intends to give you a step by step demonstration on how to register for any ICAO event using the **New Event Registration System**. This guide is intended for all participants of ICAO events including Resident Delegations, member states and government officials. Please follow this guide to seamlessly navigate through the event registration system and register for an ICAO event.

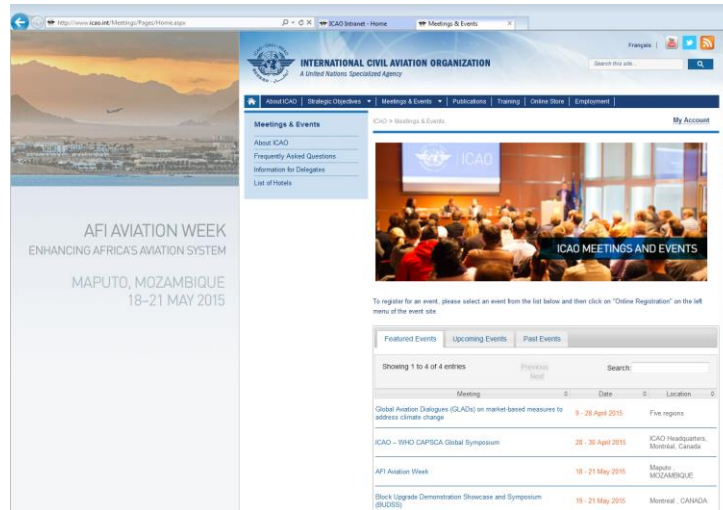
**Step 1:** Go to the ICAO public website at <http://www.icao.int>



**Step 2:** Click on Meetings & Events at the horizontal navigation bar on the website.



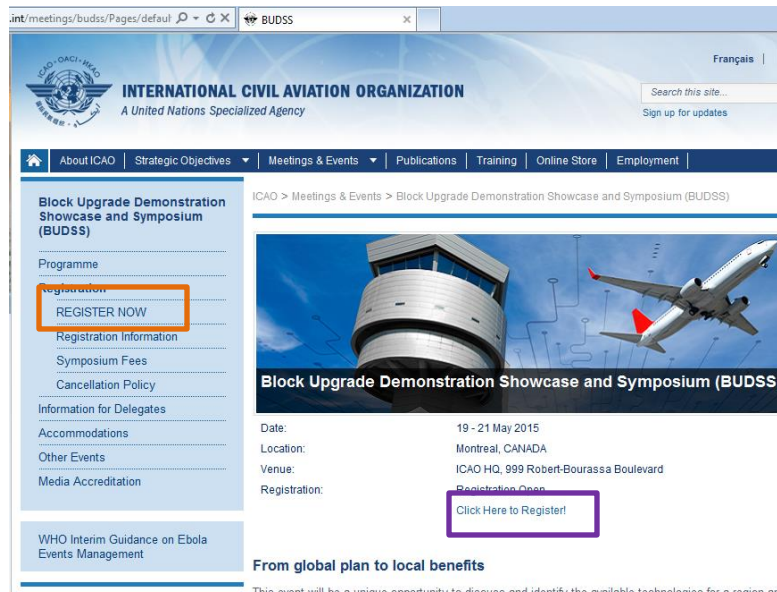
**Step 3:** Once you click on the Meetings & Events page as shown in the above screenshot, you will be re-directed to the ICAO Meetings and Events page as shown below.



**Step 4:** Click on the Event you wish to register for. For example, if you are interested in attending the event called Block Upgrade Demonstration Showcase and Symposium. Click on the event to go to the event website.

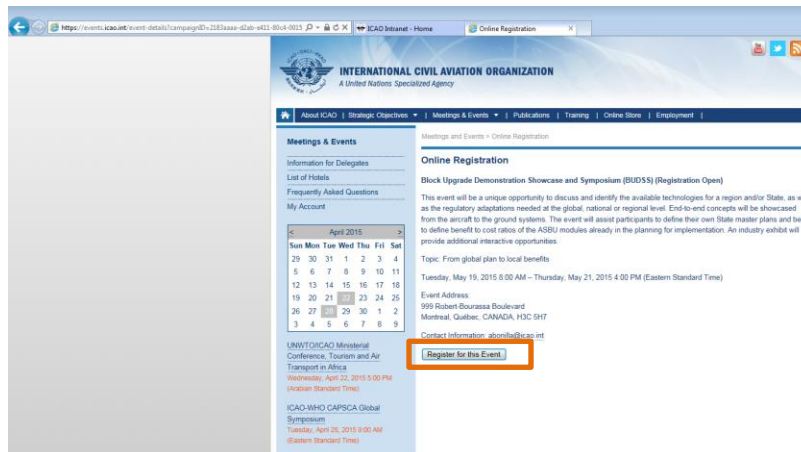
Meeting	Date	Location
Global Aviation Dialogues (GLADs) on market-based measures to address climate change	9 - 28 April 2015	Five regions
ICAO - WHO CAPSCA Global Symposium	28 - 30 April 2015	ICAO Headquarters, Montréal, Canada
AFI Aviation Week	18 - 21 May 2015	Maputo, MOZAMBIQUE
Block Upgrade Demonstration Showcase and Symposium (BUDSS)	19 - 21 May 2015	Montreal, CANADA

**Step 5:** Clicking on the event will take you to the event website.

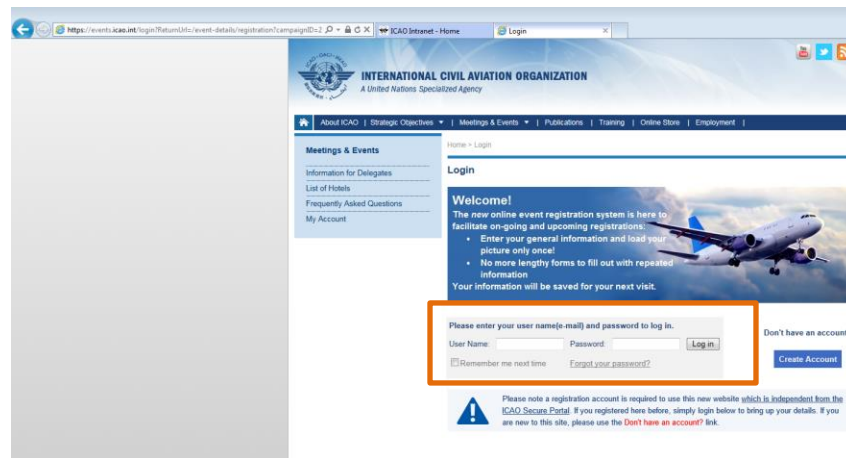


**Step 6:** You can either click on **REGISTER NOW** (highlighted in orange) or **CLICK HERE TO REGISTER!** (highlighted in purple) to go to the online registration. Upon clicking either of the two buttons highlighted above, you will be re-directed to the online registration page. Here you will find the event details, including the date, time and the venue of the event.

Now, let's click on **REGISTER FOR THE EVENT** button highlighted in orange in the screenshot below.



**Step 7:** The above action will take the user to the Login page of the new event registration system. This page demonstrates the new system and its functionalities, as listed on the top banner, where it stores the personal information of the user and at the same time, reduces the time required to register for a next event.



The following are the components of the new event registration system:

- Login Box** – This box is for those users who have registered before on the new ICAO Event registration system and are not a first time user. Just like any other login section on a normal website, the user must enter their **USERNAME** (an active email account) and **PASSWORD**.

- Forgot your password?** – This link is used to generate a temporary password if the user forgot their previous one.
- Create Account Box** - If you are registering for the first time, you will click on **CREATE ACCOUNT**. Clicking here will take the user to the new profile creation page, while simultaneously registering for the event.

**Don't have an account?**

**Create Account**

**Step 8:** Upon clicking on **CREATE ACCOUNT**, the user will be directed to the account creation and event registration page of the new event registration system. An image of the page is shown below:

The screenshot shows the ICAO Online Registration page. The header features the ICAO logo and the text 'INTERNATIONAL CIVIL AVIATION ORGANIZATION A United Nations Specialized Agency'. Below the header is a navigation menu with links for 'About ICAO', 'Strategic Objectives', 'Meetings & Events', 'Publications', 'Training', 'Online Store', and 'Employment'. The main content area is titled 'Online Registration' and contains a form for user registration. The form includes fields for 'Salutation', 'First Name', 'Last Name', 'Picture' (with a 'Browse...' button), 'E-Mail', and 'Phone'. A 'Register Now' button is located at the bottom of the form. A sidebar on the left lists 'Meetings & Events' and provides information for delegates, including a 'Block Upgrade Demonstration Showcase and Symposium (BUDSS)' event.

This form will allow the user to enter their personal information such as name, picture, email, phone number, address, etc. The system then stores this information so that on their next visit, the user will just have to register for the event.

In addition to personal information, the form includes general event information which is required to complete the registration process. These fields are category for registration or nominated by (in case of diplomatic events), role in the event, accompanied or not, and confirmation of Canadian status (for commissariat purposes).

**Step 9:** Once the user completes the registration form they will click on **REGISTER NOW** to complete their registration.

The screenshot shows the ICAO registration form. The form includes fields for 'Category' (ICAO staff and Resident Delegation), 'Role in this Event' (Participant), 'Price for the Event' (\$0.00 USD), 'Street Address 1', 'Street Address 2', 'City', 'Country', 'Postal Code', 'State/Province', 'Language' (English), 'Preferred Method of Communication', and a 'Register Now' button. There are also checkboxes for 'I will be accompanied?' and 'I am a Canadian Citizen or a Canadian Resident?'. A 'Verify' button is present next to the 'Enter discount voucher code:' field.



**Step 12:** Clicking on **REGISTER AND PAY NOW**. This will take the user to the payment page. The payment page displays the amount charged to the participant and the credit cards that are accepted by the system. The user will input their credit card information and should carefully read the ICAO Cancellation policy with respect to payments, before clicking on **REGISTER AND PAY NOW**.

**Step 13:** It is mandatory to check the “I have read ICAO’s Cancellation Policy” box before clicking on **REGISTER AND PAY NOW**. By preceding with this last step, the user will get a confirmation page of their registration. The user can save the event to their outlook calendar and/or go back to the ICAO meetings and events page to register for other events.

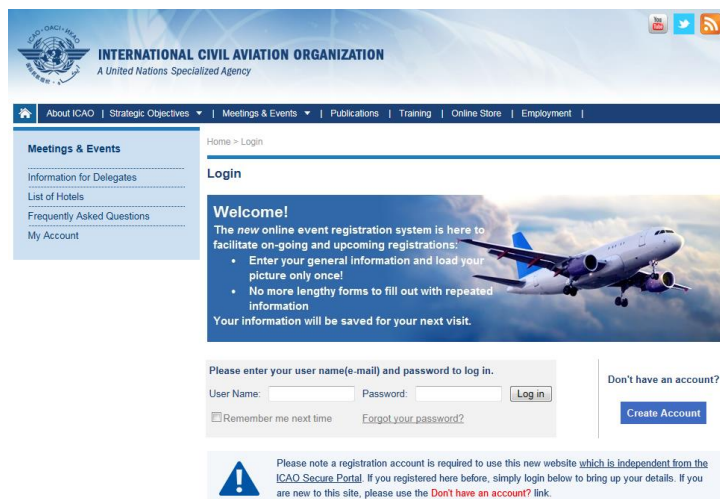
\*\*\*\*\***This completes your online registration for the event**\*\*\*\*\*

**Post Registration process:** Upon a successful first time event registration and account creation through the new event registration system, a user will receive the following 2 emails:

- i. Account creation email:
  - a. This email confirms that you have created an ICAO Events account.
  - b. It includes a link for the user to generate a temporary password which will be sent through an email to his/her inbox.’
  - c. This new email will contain the users account information: Username(email), and Temporary password.
  - d. The final step to complete the account creation is to login with the new account information and reset the users password to a password of their choice.



The user can use this password to log in at the login box of the ICAO Events website and register for another ICAO event when they get to the home page of ICAO events as shown in the below screenshot while registering for another event.



- ii. Registration confirmation email: The second email will inform the user about the confirmation of their registration for the event. This email will have the details of the event, the invoice number(in case of a paid event), further instructions, links to FAQs and the event specific emails. The user will be instructed in this email printout this as an event confirmation receipt and VISA purposes, where necessary.

NOTE: *Where necessary, and before the start of the event, the user may continue to receive confirmation/notification emails, in the case that credentials or other information, required by the event organizers, maybe needed.*

For other enquiries about the new event registration system, please refer to the FAQ's at:

<https://events.icao.int/faqs>

For event specific enquiries, please send an email to [registration@icao.int](mailto:registration@icao.int)

For system specific enquiries, please send an email to [crm@icao.int](mailto:crm@icao.int)