A/140/C.1
Annex 5

Explanatory note on IPU online registration

The IPU Secretariat online registration system can be accessed through the 140ᵗʰ Assembly webpage, simply by clicking on the Registration button. The system will be open from 6 December 2018 to 10 March 2019, after which delegates should register with the IPU registration service: registration@ipu.org.

Important: There should only be one coordinator per delegation. S/he will be the sole user of the online registration system and will choose a password.

The registration process is as follows:

1. Sign up for an account and enter the requested details on this page.
   If you registered successfully for a recent Assembly, your identification information is still valid and may be used.

2. Once you have successfully created an account, sign in using your user name and password.

3. Click on "Register for this event" to register for the 140ᵗʰ Assembly.

4. Click on "Start registration" to register your delegation. In your capacity as delegation coordinator, do not forget to include yourself if you plan to attend the event.

5. Please ensure that:
   - All information relating to membership in **IPU governing bodies and committees** is included under: "Title or function within the IPU";
   - Details pertaining to your **national parliament** are included under: "Title/function in Parliament/Organization".
   - You **DO NOT** use ALL CAPITALS.
   - You click on the **"+" sign** to add committees (when there are more than one).

6. More information under FAQs: http://w3.ipu.org/registration/index.php/FAQs/en.

7. It will be possible to make changes to your data until 10 March 2019, after which you should contact the IPU directly at registration@ipu.org.

The registration process includes a **validation phase**, during which system administrators will examine your registration. Once your registration has been validated, you will be sent a confirmation e-mail. Otherwise, one of our administrators will contact you for any action that requires follow-up.

Should you have any questions on registration, please send them to Ms. Sally-Anne Sader, Conference Services Officer, at sas@ipu.org, with copies to the generic IPU e-mail addresses: postbox@ipu.org and registration@ipu.org.

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