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REPUBLIC OF AUSTRIA  
Parliament

# Fifth World Conference of Speakers of Parliament

United Nations Office, Vienna (Austria), 19–21 August 2020

SP-CONF/2020/1-Inf.3  
20 April 2020

## Explanatory note on the 5WCSP event registration system

The Fifth World Conference of Speakers of Parliament (5WCSP) event registration system (ERS) is only open to national Parliaments, Associate Members, permanent observers entitled to attend according to the Conference Rules, and the media. Any other organizations and/or persons interested in participating in this event are invited to write to: [postbox@ipu.org](mailto:postbox@ipu.org).

The ERS can be accessed either through the Fifth World Conference of Speakers of Parliament (5WCSP) [webpage](#), simply by clicking on the Registration button or through this weblink: <https://registration.ipu.org/d/wngcd5/>. The 5WCSP ERS should also be used to register Women Speakers of Parliament to the 13th Summit.

The system will be open from 24 April to 10 August 2020, after which delegates should register directly with the IPU: [postbox@ipu.org](mailto:postbox@ipu.org).

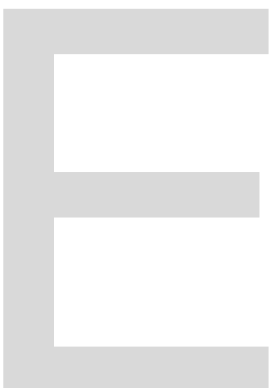
**Important:** There should only be one coordinator per delegation using the ERS.

The registration process is as follows:

1. Carefully enter the information requested on the first page.  
Please note that this information cannot be edited at a later stage.
2. Provide an individual email address for each delegate<sup>1</sup> (this is now mandatory, as it is part of the delegate's registration identity).
3. Fill out the date of birth for each delegate.
4. In your capacity as delegation coordinator, do not forget to include yourself if you plan to attend the event.
5. It is possible to register more than one person at a time.  
After you have completed the first registration, before pressing "Finish", click on the "add person" button.

Depending on the "participation category" selected, different fields become available, some of which are mandatory, indicated by (\*), i.e. details pertaining to a national parliament (chairing of a parliamentary committee, titles, etc.). Please **do not** use all capital letters when completing the different fields.

<sup>1</sup> The IPU is committed to respecting the privacy of the people it engages with. More information about our privacy practices is available at this link <https://www.ipu.org/privacy-statement>



The registration process includes a **validation phase**, during which system administrators will examine your registration. Once your registration has been validated, you will receive a confirmation e-mail.

If for any reason it is not possible to register online, the delegation's composition may be transmitted either by e-mail: [postbox@ipu.org](mailto:postbox@ipu.org) or fax (+41 22 919 41 60).

Should you have any questions on registration, please send them to Ms. Sally-Anne Sader, Conference Services Officer, at [sas@ipu.org](mailto:sas@ipu.org), with copy to the generic IPU e-mail address: [postbox@ipu.org](mailto:postbox@ipu.org).