A/130/C.1
Annex 4

EXPLANATORY NOTE ON IPU ONLINE REGISTRATION

The IPU Secretariat is currently developing an online registration system for its Assemblies, which will be put to the test for the first time for the March 2014 Assembly. As it is still under trial, any comments or suggestions you may wish to share with us will be most welcome.

The system can be accessed through the IPU website, on the 130th Assembly page, simply by clicking on the Registration button; and will be available as of 15 December 2013.

Important: It is recommended that IPU Members designate a delegation coordinator, who will be the sole user of the online registration system and who will choose a password.

The registration process is as follows:

1. Sign up for an account and enter the requested details on this page.

2. Once you have registered successfully, sign in using your account.

3. Click on "Register for this Event" to register for the 130th Assembly.

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

5. It will be possible to make changes to your data at any time up to one week before the opening of the Assembly, i.e. until 10 March 2014.

The registration process includes a **validation phase,** where 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 in general, please send them to Ms. Sally-Anne Sader, Conference Services Officer, at: sas@ipu.org. Should you need technical assistance, please contact the IT expert who has been helping with the system's development, Mr. Robert Narvaez, at: rn@ipu.org, with copy to Ms. Sader.