



Inter-Parliamentary Union  
For democracy. For everyone.

# 135<sup>th</sup> IPU ASSEMBLY AND RELATED MEETINGS

Geneva, 23 – 27.10.2016

A/135/C.1  
Annex 4

## Explanatory note on IPU online registration

The IPU Secretariat online registration system can be accessed through the IPU website, on the 135<sup>th</sup> Assembly page, simply by clicking on the Registration button. The system will be open from 1<sup>st</sup> July and will close on 3 October 2016, after which delegates should register with the IPU registration service: [registration@ipu.org](mailto:registration@ipu.org).

**Important:** It is recommended that all participants designate one delegation coordinator, who 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.

If the IPU Secretariat has opened an account on your behalf using your parliament's official e-mail address, you are invited to contact the IPU at [registration@ipu.org](mailto:registration@ipu.org) for more information.

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 135<sup>th</sup> 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. It will be possible to make changes to your data until 3 October 2016, after which you should contact the IPU directly at [registration@ipu.org](mailto: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](mailto:sas@ipu.org), with copies to the generic IPU e-mail addresses: [postbox@ipu.org](mailto:postbox@ipu.org) as well as [registration@ipu.org](mailto:registration@ipu.org).

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