



Inter-Parliamentary Union  
For democracy. For everyone.

# Fourth World Conference of Speakers of Parliament

United Nations Headquarters, New York  
31 August to 2 September 2015



SP-CONF/2015/1-Inf.2

## Note on IPU online registration

The IPU Secretariat [online registration system](#) can be accessed through the IPU website, on the Fourth World Conference of Speakers of Parliament page, simply by clicking on the Registration button. The system will be open from 1 May and will close on 21 August 2015, after which delegates should register with the IPU registration service at: [postbox@ipu.org](mailto:postbox@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 who will choose a password.

The registration process is as follows:

1. If you registered successfully for recent IPU Assemblies, your identification information is still valid and may be used for this event.
2. If you are a new user, [sign up for an account](#) and enter the requested details. This information will only be valid for the 2015 Speakers' Conference and cannot be used to log in for future IPU Assemblies.
3. Once you have successfully created an account, sign in using your user name and password.
4. Click on "Register for this event" to register for the Fourth World Conference of Speakers of Parliament.
5. 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.
6. Please ensure that all information pertaining to your national parliament is included under: "Title/function in Parliament/Organization".
7. It will be possible to make changes to your data until 21 August 2015, after which you should contact the IPU directly at [postbox@ipu.org](mailto:postbox@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 requiring 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 copy to the generic IPU e-mail address: [postbox@ipu.org](mailto:postbox@ipu.org).

