Online Registration User Guide

For the UNESCAP Event Portal

updated as of July 2020

This Guide is designed to assist participants with general information of the UNESCAP Event Portal on “How to create an account” and “How to register for an event”.

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1. How to Create an Account

This section explains how to create an account of the UNESCAP Event Portal.

Step 1 – Sign up for an account
The UNESCAP Portal can be reached at https://meetings.unescap.org/. If this is the first time that you are joining the portal, please click Sign Up.
1. How to Create an Account (Cont’d)

Step 2 – Entre Account Details
Enter details of the account holder. All fields must be fully completed.

**Important:** Details must be of the person attending the event.

If you register on behalf of someone, please be noted that details of the person who will be attending the event are required to be filled on the portal. All details must be filled correctly. Participants will have to produce their identification card/passport at the UNCC Registration Counter for cross-reference.
1. How to Create an Account (Cont’d)

Step 3 – Validate your account
An automated email will be sent to your provided email directly. Please follow instructions in the email to complete the validation step.

**Important**: Validation email may be classified as junk/spam due to some security issues. Please check your junk/spam email folders if validation email has not been received within reasonable time.

In case that you are creating an account on behalf of someone, please ensure that the validation email is forwarded to you for further processes.

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Note: For security reasons, registration must be completed within 30 minutes. After 30 minutes, the temporary password will expire so you will need to re-start registration from signing up.
Note: For security reasons, registration must be completed within 30 minutes. After 30 minutes, the temporary password will expire so you will need to re-start registration from signing up.
1. How to Create an Account (Cont’d)

Step 4 – Enter a new password
Enter a new password that you wish to use for this portal. Once you complete the New Password and Confirm new Password, please click Submit.

Note: The password must contain at least 9 characters.
Step 5 – Create a Profile
To create a user profile, please choose Profile from the top right menu.

- Name
  - Fourth session of the Asia-Pacific Information Superhighway (AP-IS) Steering Committee and WSIS Regional Review
  - The 24th session of the Intergovernmental Consultative Committee (ICC) on Regional Space Applications Programme for Sustainable Development (RESAP)
  - Third session of the Committee on Information and Communications Technology, Science, Technology and Innovation

- Location of Event
  - Virtual Meeting
  - United Nations Conference Centre, Bangkok, Thailand

Please enter your information in all mandatory fields. All information is important for event organizer of further registration processes.
1. How to Create an Account (Cont’d)

Note: You will have the opportunity to review and modify the profile before registering every event.
This section explains how to register for an event on the UNESCAP Event Portal.

**Important**: An account is required to register for an event. If you do not have an account, please follow the step of *How to Create an Account* at the early session.

**Step 1 – Choose an event**
Please log in to The UNESCAP Portal at [https://meetings.unescap.org/](https://meetings.unescap.org/).
Once you log in with your account, all available events will be shown.

<table>
<thead>
<tr>
<th>Name</th>
<th>Location of Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fourth session of the Asia-Pacific Information Superhighway (AP-IS) Steering Committee and WSIS Regional Review</td>
<td>Virtual Meeting</td>
<td>11 Aug 2020</td>
</tr>
<tr>
<td>The 24th session of the Intergovernmental Consultative Committee (ICC) on Regional Space Applications Programme for Sustainable Development (RESAP)</td>
<td>Virtual Meeting</td>
<td>18 Aug 2020</td>
</tr>
<tr>
<td>Committee on Statistics, Seventh Session</td>
<td>Virtual meeting</td>
<td>26 Aug 2020 – 28 Aug 2020</td>
</tr>
</tbody>
</table>

Please select the event you wish to register for.
2. How to Register for an Event (Cont’d)

Step 2 – Register for the event
Once the chosen event is clicked. You will be able to see relevant information of the event (if any) such as event description, documents and links.

To begin the event registration, select the green button **Register**.

In case that the event has not been opened for registration or registration for the event is already closed, a message will be displayed as **Registrations are closed for this event.**
2. How to Register for an Event (Cont’d)

Step 3 – Submit to the event
Once you clicked register. The system will be displayed your account information again before you submit to the event.

Profile photo size should submit with passport format and not exceed 2 MB.

Please review your account information and ensure that all provided details is correct before submitting for the event.
2. How to Register for an Event (Cont’d)

Step 4 – Register is completed
Once your information is submitted. The system will be displayed confirming that the registration has been received.

Please click Go Back to return to the event page.

Note: This confirmation page does not confirm participation at the event. The registration must first be reviewed by the event organizer, upon which an email will be sent to the account email confirming the participation.
2. How to Register for an Event (Cont’d)

Registration Status
When you return to the event page. The status of the registration will be shown as *Registration Submitted.*
Once the event organizer review and confirm your participation of the event. Confirmation email will automatically be sent to your mailbox.

UN ESCAP Events Portal - Event Registration Confirmation

noreply@unescap.org
To Natchana Sivasaroch

Congratulations!

Your registration for the event UNCC Hybrid Meeting Simulation Exercise has been confirmed.

Additional information can be found at the following URL:

https://meetings.unescap.org/events/uncc-hybrid-meeting-simulation-exercise/

Thank you.

Note: This E-mail was sent by the UN ESCAP Events Portal. If this E-mail has been wrongly addressed, please disregard it.
3. Recommended Web Browser

The site should accept most modern web browsers, please consider using one of the following:

- Mozilla Firefox
- Google Chrome
- Internet Explorer (Version 10 or later)
4. Contact Event Organizer

If you have any comments or need further explanations on the online registration, please contact the event organizer by clicking Contact. Choose the relevant event organizer, then click Send Message.
## 4. Contact Event Organizer

### UN ESCAP EVENTS PORTAL

### Contact Us

<table>
<thead>
<tr>
<th>Event</th>
<th>Contact Options</th>
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<tbody>
<tr>
<td>Fourth session of the Asia-Pacific Information Superhighway (AP-IS) Steering Committee and WSIS Regional Review Virtual Meeting 11 Aug 2020</td>
<td>Contact organizer</td>
</tr>
<tr>
<td>The 24th session of the Intergovernmental Consultative Committee (ICC) on Regional Space Applications Programme for Sustainable Development (RESAP) Virtual Meeting 18 Aug 2020</td>
<td>Contact organizer</td>
</tr>
<tr>
<td>Committee on Statistics, Seventh Session Virtual meeting 26 Aug 2020 – 28 Aug 2020</td>
<td>Contact organizer</td>
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Step 2
Contact the event organizer

Committee on Statistics, Seventh Session
26 August 2020 – 28 August 2020

Your name:
Sivasaroch, Natchana

Your email (will be used for replies):
natchana.sivasaroch@un.org

You may specify alternate contact information in the below message.

Your message:

(Maximum length 1000 characters)

Step 3