## **Registration Manual**

### IEEE-ITU Symposium on Achieving Climate Resilience - Towards a Technology Roadmap: Leveraging Policy, Standards, Skills and Finance (Geneva, Switzerland, 12-13 December 2024)

### FOR PARTICIPANTS WHO HAVE AN ACTIVE ITU ACCOUNT:

• Please proceed to Step 2 below.

## **STEP 1: PARTICIPANTS WHO DO NOT HAVE AN ACTIVE ITU ACCOUNT:**

 Go to ITU User Account login page: <u>https://user.itu.int/</u> and at the bottom of that page, click "here" on No ITU Account yet? Click here to create one. This will bring you to the "ITU User account creation" page.

No ITU Account yet? Click here to create one

- Fill in the Contact data (left side panel). If your e-mail account is already registered in the system, it most likely means that you already have an ITU account. If you don't remember the password, please follow the steps to reset your password.
- For Organization data, pick the applicable type or organization Membership Type \*

Please choose	Ľ
Please choose	
I don't know	
Non-Member	
Member State	
Sector Member	
Associate	
Academia, University, Research Establishment	
International/Regional Organizations	
Resolution 99	
United Nations, Specialized agency, IAEA	
Media	

The "I don't know" option will let you explore the list of existing members, in case you represent a member and you are not aware of it.

**ONLY** in the case you **cannot** find your organization in the database, follow the link to enter information of your organization (link just below the Country drop-down list).

4. Click the appropriate check boxes

5. Click "Sign up"

Sign up

- 6. You are required to follow up an e-mail address verification step before the account is activated. If you don't get it shortly after completing the steps above, please check your spam filer or junk mail folder.
- 7. Once done, you will receive an e-mail to activate your user account.

# Step 2: PARTICIPANTS WHO ALREADY HAVE AN ACTIVE ITU ACCOUNT:

Once your user account has been created and activated, you can now register for the event by logging in here:

<u>https://www.itu.int/net4/CRM/xreg/web/Registration.aspx?Event=C-00014476</u> (using your existing/newly created ITU User Account).

For non-ITU members who received an invitation to attend the event, please check the **Invited Expert** box.

#### Invited Expert

🗌 I do not represent an ITU member, but I received a written invitation of the chairman of the meeting to attend as an Invited Expert.