Inter-Parliamentary Union
For democracy. For everyone.

136th IPU Assembly

Dhaka, Bangladesh, 1- 5 April 2017

A/136/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 136th Assembly page, simply by clicking on the Registration button. The system will be open from 1 December 2016 and will close on 15 March 2017, after which delegates should register with the IPU registration service: 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 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 136th 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 15 March 2017, after which you should contact the IPU directly at 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, with copies to the generic IPU e-mail addresses: postbox@ipu.org as well as registration@ipu.org.

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