



Inter-Parliamentary Union
For democracy. For everyone.

143rd IPU Assembly

Madrid, Spain
26-30 November 2021



A/143/C.1
Annex 4

Explanatory note on IPU online registration

The IPU Secretariat online registration system can be accessed through the 143rd Assembly webpage, simply by clicking on the Registration button. The system will be open from 18 October to 12 November 2021, after which delegates should register with the IPU registration service: registration@ipu.org.

Important: There should only be one coordinator per delegation. S/he 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.
(If you registered successfully for a recent Assembly, your identification information is still valid and may be used.)
2. Once you have successfully created an account, sign in using your username and password.
3. Click on "Register for this event" to register for the 143rd Assembly.
4. Carefully enter the information requested on the first page. Please note that this information cannot be edited at a later stage. In your capacity as delegation coordinator, do not forget to include yourself if you plan to attend the event.
5. Provide an individual email address for each delegate¹ (this is mandatory, as it is part of the delegate's registration identity).
6. Fill out the date of birth for each delegate.
The Secretariat uses this information in the preparation of the Assembly statistics (monitoring of youth participation in the political process).

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 email. 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 Conference Services at conference.services@ipu.org, with copies to postbox@ipu.org and registration@ipu.org.

¹ The IPU is committed to respecting the privacy of the people with whom it engages. More information about our privacy practices is available at this link <https://www.ipu.org/privacy-statement>