



Inter-Parliamentary Union

For democracy. For everyone.

Explanatory note on IPU online registration

To access the IPU Secretariat online registration system, go to the IPU website and click on the Registration button on the Assembly's webpage.

Important: There should only be one delegation coordinator. S/he will be the sole user of the online registration system and will choose a password.

How to register:

1. Sign up for an account and enter the requested details. If you have registered for a recent Assembly, the same identification information may be used.
2. Once you have created an account, sign in with your user name and password.
3. Click on "Register for this event" for the Assembly you wish to attend.
4. Click on "Start registration" to register your delegation. If you plan to attend, do not forget to include yourself.
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).

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 and registration@ipu.org.

