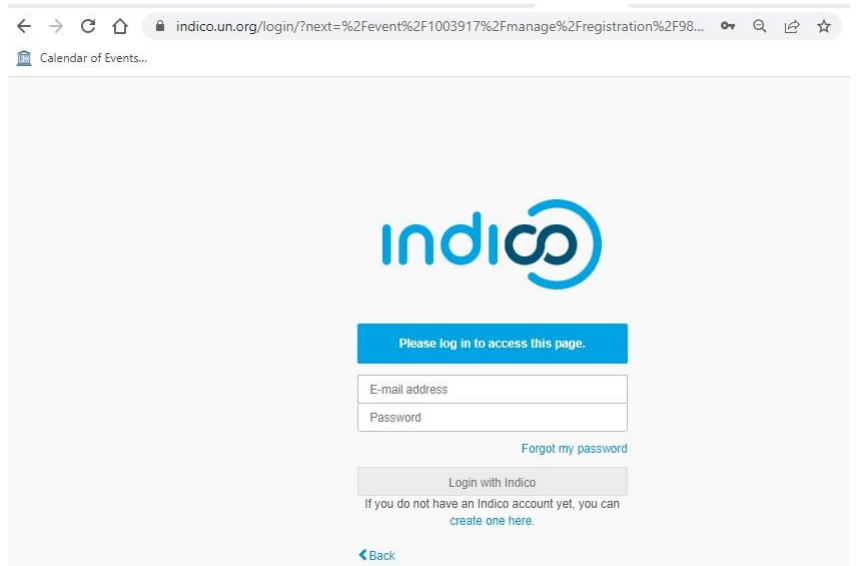


## Procedure for Indico focal points to register delegates on their behalf

1. Go to registration page:
  - a) [Management - Meeting of the Preparatory Group for the 216th Session of the Executive Board](#)
  - b) [Management - Registration for Executive Board Members](#)
  - c) [Management - Registration for Executive Board Observers](#)
  - d) [Management - Speakers List - Plenary 216 EXB](#)
  - e) [Management - Seating - Observers 216EXB](#)



(copy the link and paste on recommended browsers: **Firefox, Chrome and Microsoft Edge**)

2. Log in using your email and password (your name should be displayed at the top right corner).
3. To add a new Delegate, click on the "Registrant Actions" label to display the actions buttons toolbox.
4. Then click on the "Add Registrant" button.
5. Complete the registration form with the Delegate's details.
6. All fields marked with an asterisk (\*) are mandatory.



7. Be reminded to reflect the delegate's own email address. Email addresses, in combination with the participant's name and surname, are used as unique identifiers for users

Registration  
Add registration to "Member States and Associate Members of UNESCO"

Registration is open  
Deadline 3 Jun 2023

**i** In accordance with Article 21, paragraph 1, of the Regulations, the Director-General proposes that all Member States and Associate Members of UNESCO be invited to participate, with the right to vote, in the intergovernmental special committee meeting. It is further proposed that each Member State and Associate Members of UNESCO appoint two delegates.

**Representation Type** Representative of governments, NGOs, etc.

Representation Type \*    
**i** Some options are hidden due to restricted permissions.

**Personal Data / Données personnelles**

Civil title / Civilité \*

Gender / Le sexe \*

First name / Prénom \*    
Please make entries in the Title case. / Veuillez faire des entrées dans le cas du titre.

Last name / Nom \*    
Please make entries in the Title case. / Veuillez faire des entrées dans le cas du titre.

Function / Fonction

Professional email address / Adresse e-mail professionnelle \*

Mobile telephone with country code / Téléphone portable avec code pays \*  (+41) 123 45 6789

**Required Documents / Documents requis**

Note Verbale \*  No file chosen

8. Click on the button "Register" at the bottom of the form to submit the Delegate's registration.

*(All the fields marked with \* are mandatory)*