



WMO OMM

World Meteorological Organization
Organisation météorologique mondiale
Organización Meteorológica Mundial
Всемирная метеорологическая организация
المنظمة العالمية للأرصاد الجوية
世界气象组织

Secrétariat

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Our ref.: LCP/CNF/ORS/EC-68

GENEVA, 11 March 2016

Annex: 1

Subject: Registration of EC Members, alternates and advisors for the sixty-eighth session of the Executive Council (EC-68)

Dear Sir/Madam,

I wish to refer to the sixty-eighth session of the Executive Council (EC-68), which will be held from 15 to 24 June 2016 in Geneva, Switzerland and to inform you that the online registration of participants to the session will begin on 11 April 2016.

It is strongly advised that all participants are pre-registered through the online registration system in order to avoid delays upon arrival at the venue. In view of your official status with WMO, you are kindly invited to act as focal point for your online registration as well as that of your alternate(s) and, or advisor(s) as relevant.

Details regarding the registration process are provided in the attached "Information note on the registration of participants: Access to the Online Registration System (ORS)". Please note that the submission of information through the online registration system will not preclude the need to inform the WMO Secretariat of your participation in the session.

Yours faithfully,

(P. Taalas)
Secretary-General

To: Members of the Executive Council (EC-1016)

**Sixty-eighth Session of the Executive Council
Geneva, 15-24 June 2016**

**Information note to focal points on the registration of participants
Access to the Online Registration System (ORS)**

As focal point for the online registration of participants to the sixty-eighth session of the Executive Council, the WMO Secretariat is pleased to provide you with direct access to an online registration system that will enable you to handle all the related registration formalities.

Access to the registration system

You will soon receive in a separate e-mail, the link to the registration system along with a username and password that will allow you to register all participants that will accompany you to the session.

Registration of participants

Online registration begins on 11 April 2016.

You are kindly requested to register each accompanying alternate and, or advisor individually. When a request has been submitted, you will receive an acknowledgement of the request to participate in the sixty-eighth session of the Executive Council.

Confirmation of registration

Upon validation of the registration by WMO, each individual will receive a confirmation letter by e-mail providing further information concerning the registration.

Please note that in order to obtain an identification badge, the participant must bring a copy of the confirmation letter and present it to the registration desk, together with a passport or other official identification card. The registration desk will be located in the reception area of the ground floor of the WMO headquarters.

The submission of information through the online registration system does not exempt EC members from the need to inform the Secretariat of their participation in the session, either by mail or by fax to: [+41 22 730 80 37](tel:+41227308037).

The WMO Secretariat would strongly advise that you pre-register all participants that will accompany you to the meeting, in order to avoid delays upon arrival at the venue.

On-site registration & issuing of badges

Badges for the sixty-eighth session of the Executive Council will be issued at the WMO headquarters from Tuesday, 14 June between 2.30 p.m. and 5.30 p.m.

As of Wednesday, 15 June, and throughout the duration of the Executive Council, badges will be issued between 8.30 a.m. and 5.30 p.m.

Those participants who have not pre-registered will be required to register personally at the registration desk by presenting official proof of representation, such as a letter from the relevant EC member. **For further information, please contact the WMO Secretariat by e-mail at: registration@wmo.int.**

WMO Conference Services