

WMO OMM

WEATHER CLIMATE WATER
TEMPS CLIMAT EAU



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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Ref.: 10535/2017-114 LCP/CNF

Our ref.: 10535/2017/LCP/CNF/EC-69

30 March 2017

Annex: 1 (available in English only)

Subject: Sixty-ninth session of the Executive Council (EC-69)

Action required: For information and relevant action (pre-registration)

Dear Sir/Madam,

I wish to inform you that the sixty-ninth session of the Executive Council will be held from 10 to 17 May 2017 at the WMO headquarters in Geneva, Switzerland.

The Executive Council at its sixtieth session (Geneva, June 2008) decided to amend Rule 7 of its Rules and Procedures to provide for its meeting to be held in public. In this context, WMO Members and the Permanent Missions in Geneva who are interested in following the discussions of the above-mentioned Executive-Council session may send representatives to attend the session as Observers, without the right to speak and at their own cost, according to Resolution 40 (Cg-XVI).

The provisional annotated agenda, documents for the session as well as information on the material arrangements will be posted online in due time, exclusively on the session website (<http://meetings.wmo.int/EC-69>).

Online registration of participants to EC-69 will begin on 31 March 2017 and close on 1 May 2017.

In view of your official status with WMO, you are designated as focal point for the online registration of your delegation to this meeting.

The link to the online event registration system (<https://eventregistration.wmo.int/register>), the username and password that were used to pre-register your delegation to previous WMO meetings remain valid. If you have forgotten your password, please follow the instructions in the attached Annex.

Please pre-register each participant individually in order to avoid delays on arrival at the venue. Those participants who have not been pre-registered will be required to do so directly at the registration desk by presenting an official proof of representation, such as a letter from the relevant Member.

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO

cc: Hydrological Advisers to Permanent Representatives)
Permanent Missions of Members in Geneva) (for information)

Please note that the submission of information through the online event registration system does not exempt participants from the need to inform the Secretariat of their participation through signed letter or Note Verbale, to be sent by e-mail to: registration@wmo.int.

For further information, please contact the WMO Secretariat by e-mail at: registration@wmo.int.

Yours faithfully,



(P. Taalas)
Secretary-General

GUIDELINES

EVENT REGISTRATION

SYSTEM

(ERS)

ACCESS TO THE ERS AND LOGIN

Here is the link to access the ERS: <https://eventregistration.wmo.int/register/>

When you reach the login page, enter your username and password.



Username = email address

Password received by email

The password can be reset

Please note that newly designated Permanent Representatives shall receive an automatically generated e-mail containing the link, the username and the password that would allow them to access the ERS. If the e-mail has not been received, please contact registration@wmo.int.



Event Registration registration <registration@wmo.int>

WMO Event Registration System – Focal Point account created

Event Registration <registration@wmo.int>

Thu, Jan 19, 2017 at 12:15 PM

Reply-To: Event Registration <registration@wmo.int>
To:

Dear Mr

Your personal account has been created for the purpose of registering all members of your delegation for WMO meetings. To access the WMO Event Registration System, please click the link below and enter the username and password:

<https://eventregistration.wmo.int/register/>

Username:
Password:

Please note that you can change your password after your first login. If you cannot click on the link above, please copy and paste it into your browser.

Yours sincerely,

WMO Conference Services

RESETTING OF YOUR PASSWORD

WMO Event Registration

Username: test@wmo.int

Password: Password

Remember me:

Login

Forgot password

→ If you can't remember your password, click on "Forgot password" to reset it. The new password will be sent to your email address.

Reset Password

Username: Username

Captcha: v 9 b

Reset Password Cancel

→ Username = email address
→ Captcha = only blue characters

You can also decide to personalize your password. When logged in, click on the "Change password" tab, enter the current password and the new one.

WMO Event Registration | Focal Point

Attendance sheet | Registration | **Change password** | Help | Logout

Current password: Current password

New password: New password

Confirm new password: Confirm new password

Change Password

A confirmation message "Password has been successfully changed" will appear.

WMO Event Registration | Focal Point

Attendance sheet | Registration | **Change password** | Help | Logout

Current password: Current password

New password: New password

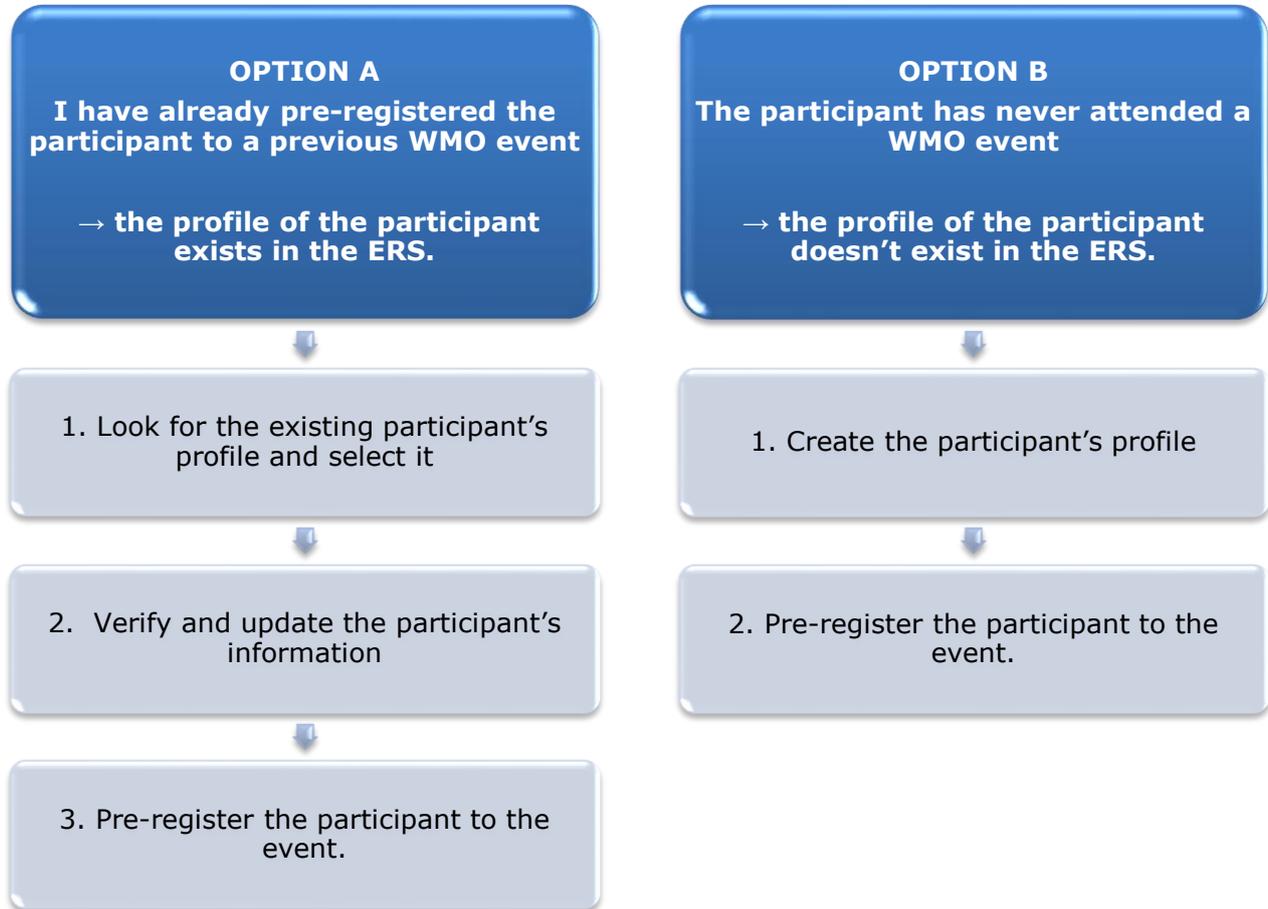
Confirm new password: Confirm new password

Change Password

Password has been successfully changed

If you experience any technical problem or haven't received your password, please contact registration@wmo.int.

STEPS TO FOLLOW TO PRE-REGISTER A PARTICIPANT



OPTION A: The profile of the participant exists in the ERS.1. Look for the existing participant's profile and select it

Click on the "Registration" tab to have access to all the existing participant's profiles. Look for the participant that you want to pre-register and click on his/her name.

WMO Event Registration | Focal Point

Attendance sheet **Registration** Change password Help Logout

Existing Participants Profiles

Name	Email
PEDRONI, Mario	mpedroni@wmo.int
PETERS, Johana	jpeters@wmo.int
SMITH, John	jsmith@wmo.int
WHITE, Barbara	bwhite@wmo.int

Add Profile

2. Verify and update the participant's information

Before clicking on the "Proceed" button, make sure that the existing information is correct, add missing data and upload a photo (if missing). **Please fill in all the fields that you can.**

Participant Information

Title * Ms

Last name * WHITE

First name * Barbara

Email address * bwhite@wmo.int

Delegate's photo **Browse...** No file selected. ?

Official title

Institution

Work address

Country Select...

Telephone

Fax

Mobile

* Required fields

Save **Proceed** Cancel

➔ Upload the participant's photo

3. Pre-register the participant to the event

Fill in the fields with the participant's registration information corresponding to the event. Click on "Register".

Participant Registration

Event *	EC-69
Delegation category *	Representatives of WMO Members
Delegation function *	Observer
Representing country/organization *	Switzerland
Arrival	yyyy-mm-dd Flight number
Departure	yyyy-mm-dd Flight number
Local address	Local address
Comments	Comments...

* Required fields

Register Cancel

Confirmation

Delegate has been registered for the event. Please click on the 'Attendance Sheet' menu to make sure all the delegates appear in the list. You will also receive a confirmation by email.

OK

OPTION B: The profile of the participant doesn't exist in the ERS.1. Create the participant's profile

Click on the "Registration" tab and on the " Add Profile" Button.

WMO Event Registration Focal Point

Attendance sheet **Registration** Change password Help Logout

Existing Participants Profiles

Name	Email
PEDRONI, Mario	mpedroni@wmo.int
PETERS, Johana	jpeters@wmo.int
SMITH, John	jsmith@wmo.int
WHITE, Barbara	bwhite@wmo.int

Add Profile

Fill in the fields with the participant's personal information. **Please fill in all the fields that you can**

Participant Information ✕

Title ▾ Mr

Last name ▾ Mohamed

First name ▾ Karim

Email address ▾ amohamed@wmo.int

Delegate's photo **Browse...** No file selected. ? 

Official title

Institution

Work address

Country ▾ Select...

Telephone

Fax

Mobile

* Required fields

Save the profile & pre-register the participant later **Save** **Proceed** Cancel

Proceed Save the profile & proceed with pre-registration

2. Pre-register the participant to the event

Fil in the fields with the participant's registration information corresponding to the event. Click on "Register".

Participant Registration

Event *	EC-69
Delegation category *	Representatives of WMO Members
Delegation function *	Observer
Representing country/organization *	Switzerland
Arrival	yyyy-mm-dd Flight number
Departure	yyyy-mm-dd Flight number
Local address	Local address
Comments	Comments...

* Required fields

Register Cancel

Confirmation

Delegate has been registered for the event. Please click on the 'Attendance Sheet' menu to make sure all the delegates appear in the list. You will also receive a confirmation by email.

OK

Attendance Sheet

Click on the "Attendance Sheet" tab and select an event to display all the participants that you have already pre-registered for this specific event.

Ref.: 10535/2017-114 LCP/CNF

WMO Event Registration Focal Point

Attendance sheet | Registration | Change password | Help | Logout

Select the event: EC-69 ?

Participant	Delegation category	Delegation function	Telephone	Email address	Status
TEST, registration	Representatives of WMO Members	Delegate		test@wmo.int	Pre-registered

* Modifying registration details of participants whose status is *Confirmed* will change their status back to *Pre-registered*

Remove a participant from the delegation.

The profile will not be deleted from the system so that you can pre-register this person to another event.

You can follow up the status of the registration of each participant. When registration details have been checked by WMO, the status changes to *Confirmed*.



Modifying registration details for participants whose status is already *Confirmed* will change their status back to *Pre-registered*.