



Nuestra ref.: 12051/2017/LCP/CNF/EC-69

30 de marzo de 2017

Anexo: 1 (disponible en inglés solamente)

Asunto: Sexagésima novena reunión del Consejo Ejecutivo

Finalidad: Para información y para que se adopten las medidas pertinentes (preinscripción)

Estimado señor/Estimada señora:

Me complace informarle de que la 69ª reunión del Consejo Ejecutivo se celebrará en la sede de la Organización Meteorológica Mundial (OMM), en Ginebra, del 10 al 17 de mayo de 2017.

El Consejo Ejecutivo, en su 60ª reunión (Ginebra, junio de 2008), decidió enmendar la Regla 7 de su Reglamento Interior para ofrecer la posibilidad de que sus sesiones fuesen públicas. A ese respecto, los Miembros de la OMM y las Misiones Permanentes establecidas en Ginebra que deseen seguir los debates de la reunión del Consejo pueden enviar representantes a la reunión como observadores, sin que por ello tengan derecho a tomar la palabra y siempre y cuando sea a sus expensas, con arreglo a la Resolución 40 (Cg-XVI).

El orden del día provisional anotado, los documentos de la reunión e información sobre las disposiciones prácticas se publicarán en línea a su debido tiempo, exclusivamente en el sitio web de la reunión (<http://meetings.wmo.int/EC-69>).

La inscripción en línea de los participantes en la 69ª reunión del Consejo Ejecutivo empezará el 31 de marzo de 2017 y terminará el 1 de mayo de 2017.

En vista de su condición oficial ante la OMM se le ruega que tenga a bien coordinar la inscripción en línea de la delegación de su país en esta reunión.

El enlace al Sistema en línea de inscripción en eventos (<https://eventregistration.wmo.int/register/>), así como el nombre de usuario y la contraseña que utilizó para preinscribir a los miembros de la delegación de su país en otras reuniones de la OMM, siguen siendo válidos. Si ha olvidado su contraseña, siga las instrucciones al respecto que encontrará en el anexo.

Se le ruega que tenga a bien preinscribir a cada uno de los participantes en la reunión por separado para evitar retrasos en la llegada al lugar de celebración de la reunión. Los participantes que no estén preinscritos deberán inscribirse personalmente en el mostrador de inscripción, para lo cual deberán presentar una prueba oficial de representación, como pueda ser una carta del miembro pertinente.

A los Representantes Permanentes (o Directores de los Servicios Meteorológicos o Hidrometeorológicos) de los Miembros de la OMM

copias: Asesores hidrológicos de los Representantes Permanentes)
Misiones Permanentes de los Miembros en Ginebra) (para información)

Sírvase tener en cuenta que la presentación de la información pertinente por medio del Sistema en línea de inscripción en eventos no exime a los asistentes de tener que informar a la Secretaría de su participación en la reunión por medio de una carta firmada o de una nota verbal, que habrá de enviarse por correo electrónico a la siguiente dirección: registration@wmo.int.

Si desea más información, sírvase ponerse en contacto con la Secretaría de la OMM por correo electrónico: registration@wmo.int.

Le saluda atentamente.



(P. Taalas)
Secretario 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

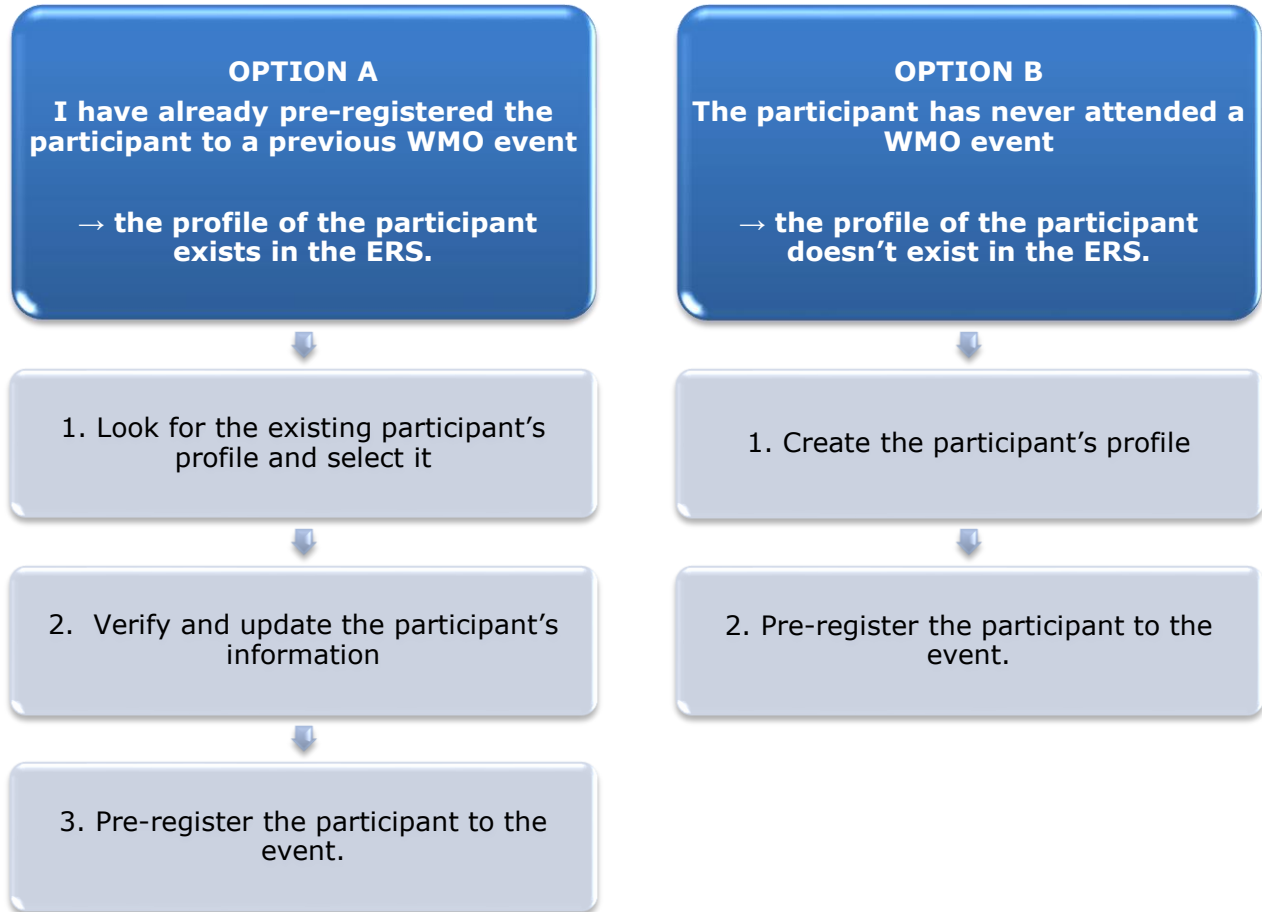
New password: New password

Confirm new password: Confirm new password

Change Password

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 Official title

Institution Institution

Work address Work address

Country Select...

Telephone Telephone number

Fax Fax number

Mobile Mobile number

* 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

The screenshot shows the 'WMO Event Registration' interface. At the top right, it says 'Focal Point'. Below the title bar, there are navigation tabs: 'Attendance sheet' (highlighted with a red box), 'Registration', 'Change password', 'Help', and 'Logout'. Below the tabs is a dropdown menu for event selection, currently showing 'EC-69'. Below the dropdown is a table of participants:

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

Below the table, there is a note: '* Modifying registration details of participants whose status is Confirmed will change their status back to Pre-registered'. The 'Pre-registered' status in the table is highlighted with a red box.

Select the event

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*.