

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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Notre réf.: 11994/2017/LCP/CNF/EC-69

30 mars 2017

Annexe: 1 (disponible en anglais seulement)

Objet: Soixante-neuvième session du Conseil exécutif

Suite à donner: Pour information et mesures à prendre, le cas échéant (préinscription)

Madame, Monsieur,

Par la présente, je tiens à vous informer que la soixante-neuvième session du Conseil exécutif de l'Organisation météorologique mondiale (OMM) se tiendra au siège de l'Organisation, à Genève, du 10 au 17 mai 2017.

À sa soixantième session (Genève, juin 2008), le Conseil exécutif a décidé de modifier la règle 7 de son Règlement intérieur de manière à rendre ses sessions publiques. Dans ce contexte, les Membres de l'OMM et les missions permanentes à Genève souhaitant suivre les débats peuvent se faire représenter à la session en tant qu'observateurs à leurs propres frais et sans bénéficier du droit de parole, conformément à la résolution 40 (Cg-XVI).

L'ordre du jour provisoire annoté, les documents relatifs à la session ainsi que des informations concernant l'organisation de la session seront mis en ligne en temps utile, uniquement sur le site Web consacré à la session (<http://meetings.wmo.int/EC-69>).

L'inscription en ligne des participants à la session commencera le 31 mars 2017 et prendra fin le 1^{er} mai 2017.

Compte tenu du statut officiel dont vous jouissez auprès de l'OMM, vous êtes nommé(e) personne référente pour ladite inscription.

Le lien vers le système d'inscription en ligne (<https://eventregistration.wmo.int/register/>), le nom d'utilisateur et le mot de passe utilisés afin de préinscrire votre délégation pour d'autres réunions de l'OMM restent valides. Si vous avez oublié votre mot de passe, veuillez suivre les instructions données en annexe.

Aux: Représentants permanents (ou directeurs des Services météorologiques ou hydrométéorologiques) des Membres de l'OMM

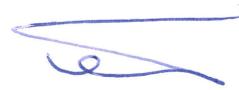
cc: Conseillers en hydrologie auprès des représentants permanents)
Missions permanentes des Membres à Genève) (pour information)

Afin d'éviter tout retard à votre arrivée sur le lieu de la session, vous voudrez bien préinscrire individuellement chaque membre de votre délégation. Les participants qui n'auront pas été préinscrits devront s'inscrire en personne au guichet d'enregistrement, munis d'une preuve officielle de leur statut de représentant, telle qu'une lettre délivrée par l'entité concernée.

Veillez noter que la communication des renseignements demandés via le système d'enregistrement en ligne ne dispense pas les participants d'informer le Secrétariat de l'OMM de leur participation à la session en envoyant une lettre signée ou une note verbale par courrier électronique (registration@wmo.int).

Pour de plus amples renseignements, veuillez prendre contact avec le Secrétariat de l'OMM par courriel à l'adresse registration@wmo.int.

Veillez agréer, Madame, Monsieur l'expression de ma considération distinguée.



(P. Taalas)
Secrétaire général

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

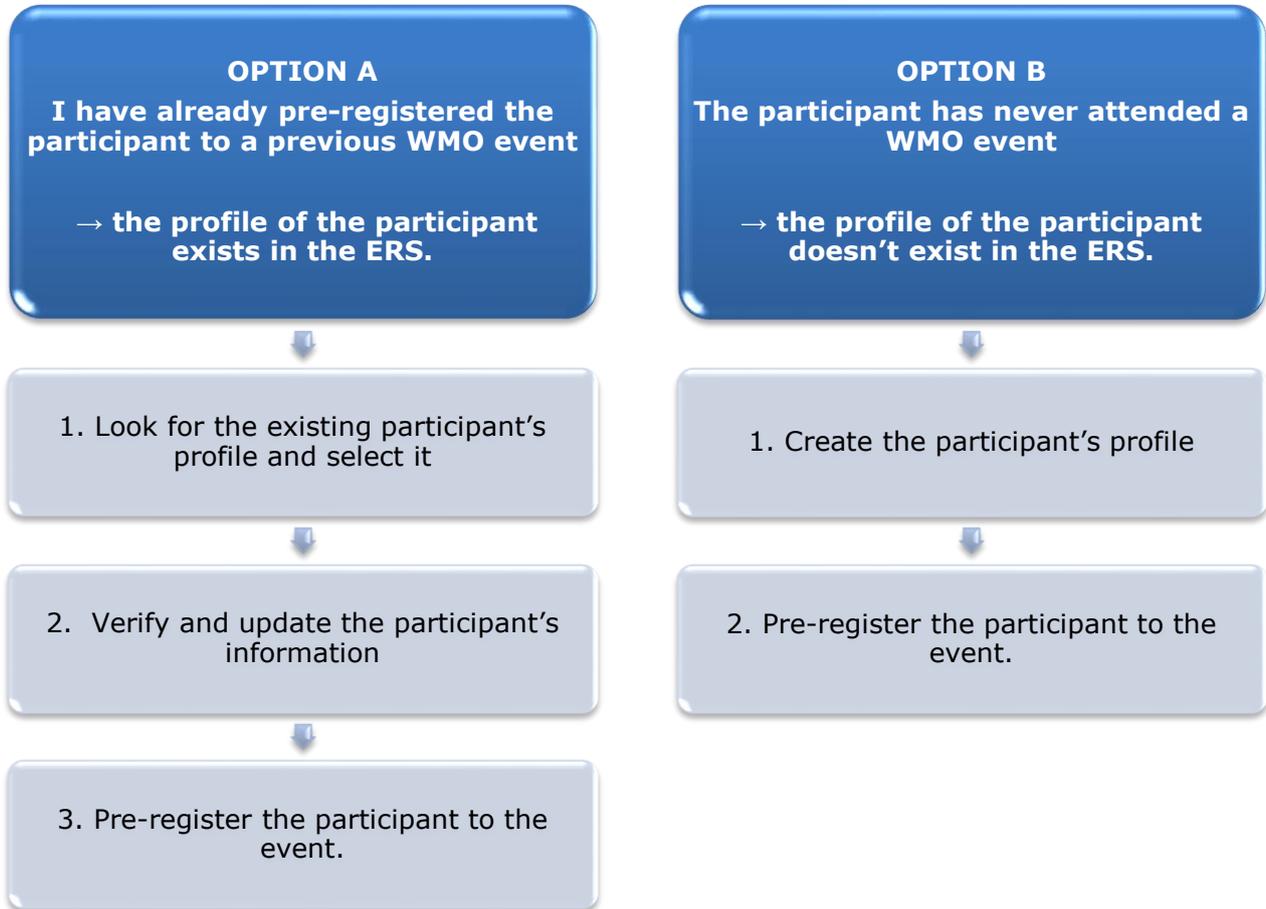
Confirm new password: Confirm new password

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 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

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.

The screenshot shows the 'WMO Event Registration' interface. The 'Attendance sheet' tab is highlighted in red. Below it, a dropdown menu shows 'EC-69' selected. A table lists participants with columns for Participant, Delegation category, Delegation function, Telephone, Email address, and Status. The first row shows a participant with status 'Pre-registered', which is highlighted in red. A red asterisk icon is next to the participant name. Below the table, a note states: '* Modifying registration details of participants whose status is Confirmed will change their status back to Pre-registered'.

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

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*.