



World Meteorological Organization
Organisation météorologique mondiale

Secrétariat
7 bis, avenue de la Paix – Case postale 2300 – CH 1211 Genève 2 – Suisse
Tél.: +41 (0) 22 730 8111 – Fax: +41 (0) 22 730 81 81
wmo@wmo.int – www.wmo.int

Weather • Climate • Water
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Our ref.: SG/CER/Cg-17/Registration

GENEVA, 3 March 2015

Annex: 1

Subject: Focal point for registration of delegates for Seventeenth Congress (Cg-17)

Dear Sir/Madam,

I wish to refer to the Seventeenth World Meteorological Congress (Cg-17) which will be held from 25 May to 12 June 2015 in Geneva, Switzerland and to inform you that online registration of your delegation to the session will begin on **30 March 2015**.

It is strongly advised that all delegates are pre-registered through the online registration system in order to avoid delays upon arrival at the Congress venue. In view of your official status with WMO, you are kindly invited to act as a focal point for the online registration of your delegation.

Details regarding the registration process are provided in the attached "Information note on the registration of delegates: 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 provide credentials to the WMO Secretariat, in accordance with Regulation 21 of the WMO General Regulations.

In this regard, we invite you to contact the appropriate governmental authority to ensure consistency between pre-registration and credentials.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'M. Jarraud', written over a blue horizontal line.

(M. Jarraud)
Secretary-General

To: Permanent Representatives (or Directors of Meteorological or Hydrometeorological Services) of Members of WMO (PR-6829)

**SEVENTEENTH WORLD METEOROLOGICAL CONGRESS
GENEVA, 25 MAY-12 JUNE 2015**

**INFORMATION NOTE TO FOCAL POINTS ON THE REGISTRATION OF DELEGATES
ACCESS TO THE ONLINE REGISTRATION SYSTEM (ORS)**

As focal point for the online registration of delegates to the seventeenth session of the World Meteorological Congress, the WMO Secretariat is pleased to provide you with direct access to an online registration system that will enable you to handle all registration formalities for your delegation.

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 the members of your delegation.

Registration of participants

Online registration begins on 30 March 2015.

You are kindly requested to register each member of your delegation individually. When a request has been submitted, you will receive an acknowledgement of the request to participate in the seventeenth session of the World Meteorological Congress.

Confirmation of registration

Upon validation of the registration by WMO, each participant of your delegation 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 delegate must bring a copy of the confirmation letter and present it to the Congress registration desk, together with a passport or other official identification card. The registration desk will be located in the reception area of the International Conference Centre - Geneva (CICG).

Please note that the official status of the delegation will be confirmed once the WMO Secretariat receives the credentials from your appropriate governmental authority. The submission of information through the online registration system does not exempt Members from the need to provide credentials to the WMO Secretariat, either by mail or by fax to: +4122 730 80 37.

The WMO Secretariat would strongly advise that you pre-register all members of your delegation in order to avoid delays upon arrival at the Congress venue.

On-site registration & issuing of badges

Badges for the seventeenth session of the World Meteorological Congress will be issued at the CICG from Sunday 24 May 2015 between 2.30 p.m. and 5.30 p.m.

As of Monday, 25 May, and throughout the duration of Congress, badges will be issued between 8.30 a.m. and 5.30 p.m.

Those delegates 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 of credentials duly signed **by the appropriate governmental authority** of the delegate's home country or, in the case of observers, a letter of representation signed by the head of the relevant administration or entity.

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