

# MEETING **REGISTRATION**

## **MEETING REGISTRATION SYSTEM**

### **GUIDE FOR PARTICIPANTS**

#### **HOW TO REGISTER FOR THE IEC 2010 GENERAL MEETING**

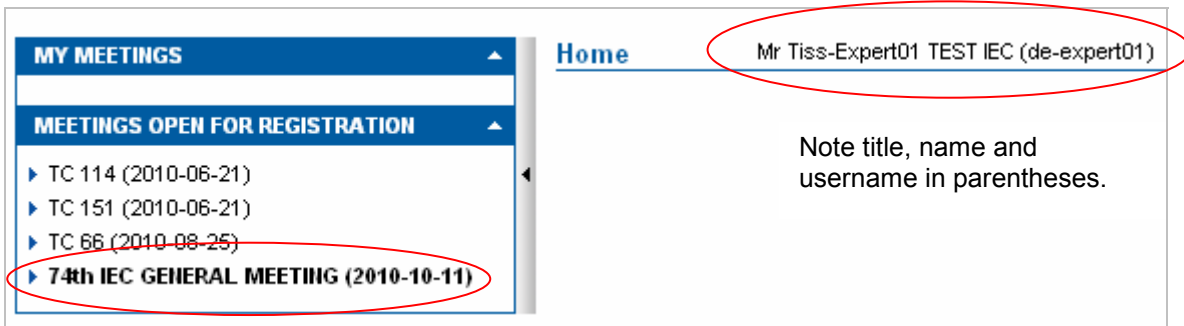
## 1 Prerequisites

All users must have an IEC username and password to access the IEC's online Meeting Registration System (MRS) at <http://meetings.iec.ch>.

If you do not have a username and a password, you are invited to send a request to [generalmeeting@iec.ch](mailto:generalmeeting@iec.ch).

## 2 How to register

1. Login to <http://meetings.iec.ch> using your username and password.
2. Under "MEETINGS OPEN FOR REGISTRATION", select **74<sup>th</sup> IEC GENERAL MEETING (2010-10-11)**.



Home Mr Tiss-Expert01 TEST IEC (de-expert01)

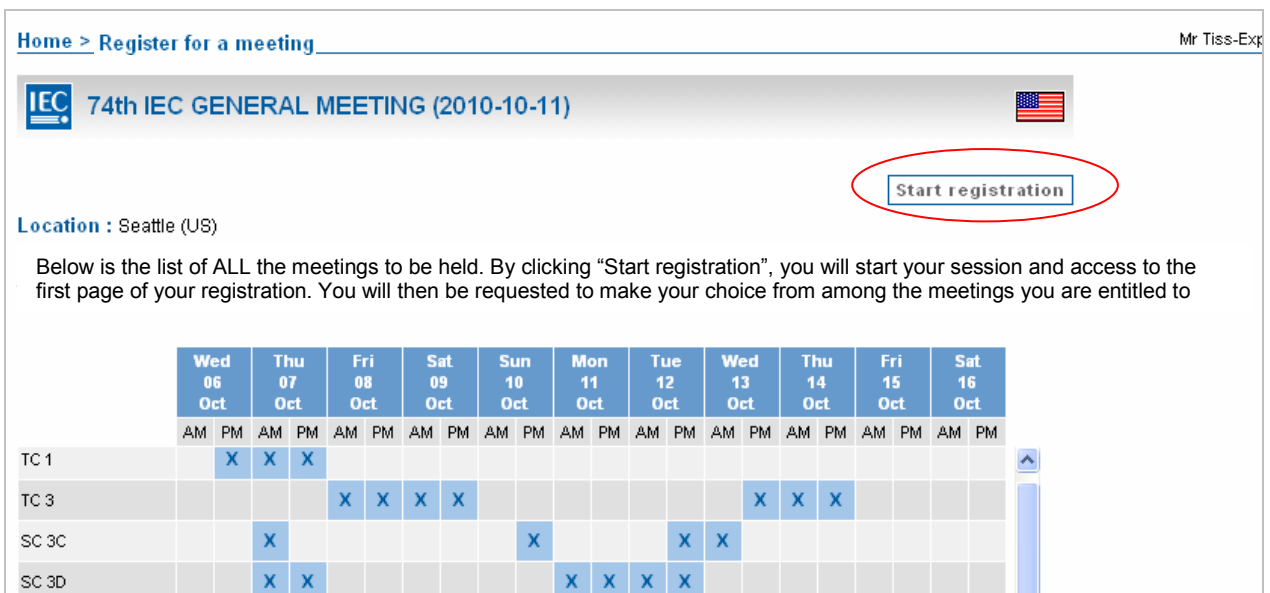
MY MEETINGS

MEETINGS OPEN FOR REGISTRATION


- TC 114 (2010-06-21)
- TC 151 (2010-06-21)
- TC 66 (2010-08-25)
- 74<sup>th</sup> IEC GENERAL MEETING (2010-10-11)**

Note title, name and username in parentheses.

3. Click on "**Start registration**" to activate your profile and registration process.



Home > Register for a meeting Mr Tiss-Exp

IEC 74<sup>th</sup> IEC GENERAL MEETING (2010-10-11) 

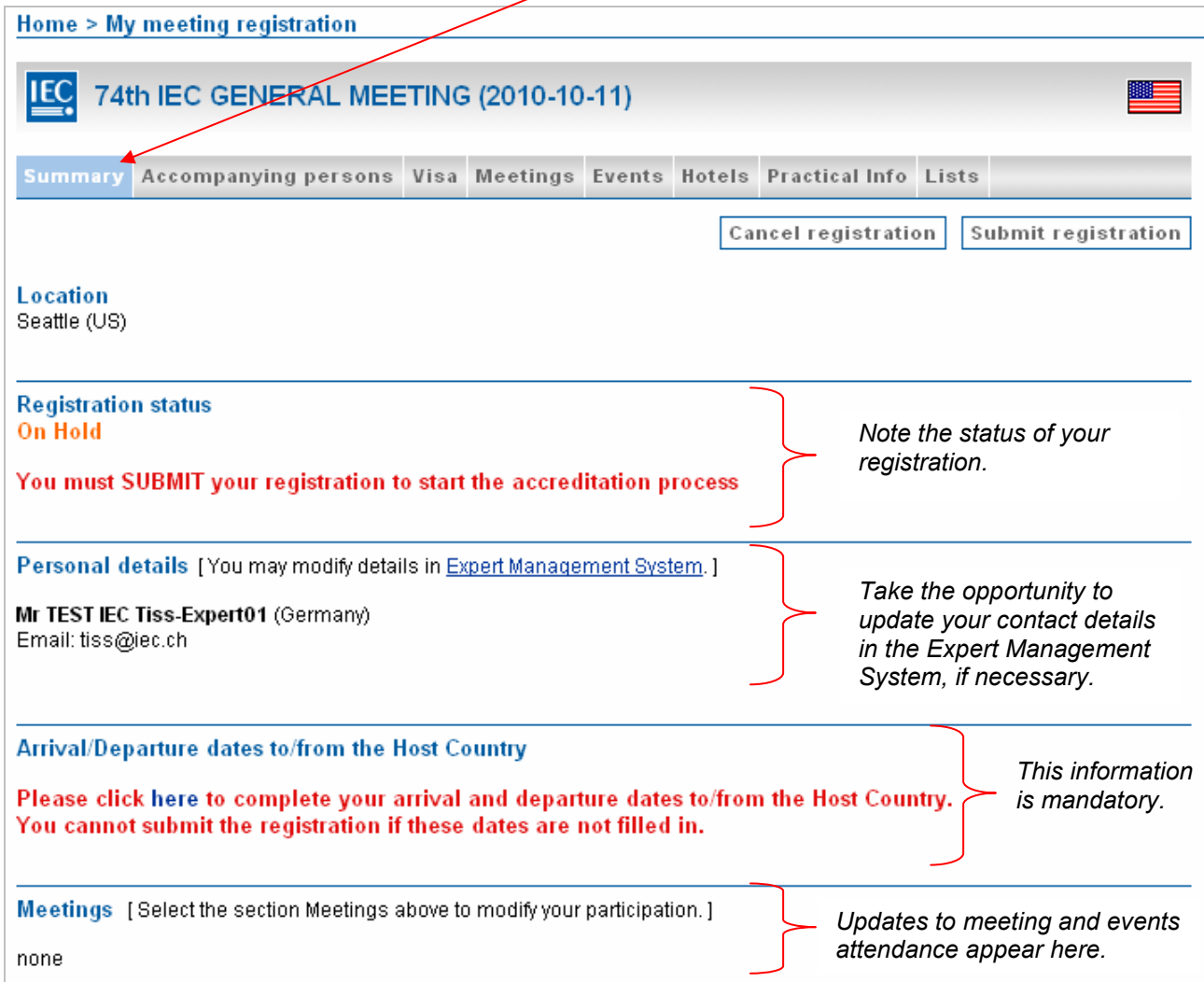
**Start registration**

Location : Seattle (US)

Below is the list of ALL the meetings to be held. By clicking "Start registration", you will start your session and access to the first page of your registration. You will then be requested to make your choice from among the meetings you are entitled to

	Wed 06 Oct		Thu 07 Oct		Fri 08 Oct		Sat 09 Oct		Sun 10 Oct		Mon 11 Oct		Tue 12 Oct		Wed 13 Oct		Thu 14 Oct		Fri 15 Oct		Sat 16 Oct	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
TC 1		X	X	X																		
TC 3					X	X	X	X							X	X	X					
SC 3C			X						X			X	X									
SC 3D			X	X						X	X	X	X									

4. Once you have started your registration, your **Summary Tab** will look similar to this:



The screenshot shows the 'Summary' tab of the registration system. A red arrow points to the 'Summary' tab. The page title is '74th IEC GENERAL MEETING (2010-10-11)'. The location is 'Seattle (US)'. The registration status is 'On Hold', with a red warning: 'You must SUBMIT your registration to start the accreditation process'. Personal details for 'Mr TEST IEC Tiss-Expert01 (Germany)' are shown. Arrival/Departure dates are missing, with a red warning: 'Please click here to complete your arrival and departure dates to/from the Host Country. You cannot submit the registration if these dates are not filled in.' Meetings are listed as 'none'. Annotations in red text explain the status and mandatory fields.

**Registration status**  
On Hold  
You must **SUBMIT** your registration to start the accreditation process

*Note the status of your registration.*

**Personal details** [ You may modify details in [Expert Management System.](#) ]  
Mr TEST IEC Tiss-Expert01 (Germany)  
Email: tiss@iec.ch

*Take the opportunity to update your contact details in the Expert Management System, if necessary.*

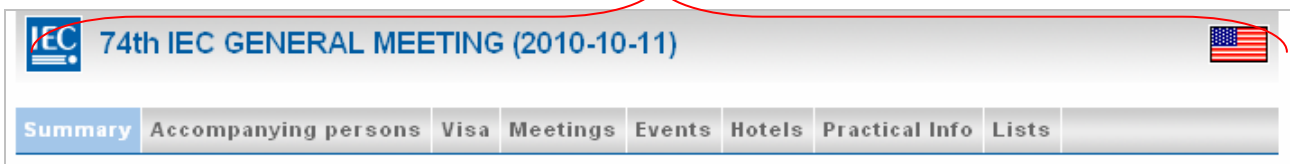
**Arrival/Departure dates to/from the Host Country**  
Please click [here](#) to complete your arrival and departure dates to/from the Host Country.  
You cannot submit the registration if these dates are not filled in.

*This information is mandatory.*

**Meetings** [ Select the section Meetings above to modify your participation. ]  
none

*Updates to meeting and events attendance appear here.*

5. Then, complete your details by clicking on the “**Tabs**” as shown below:



The screenshot shows the navigation tabs of the registration system. The 'Summary' tab is highlighted. The other tabs are 'Accompanying persons', 'Visa', 'Meetings', 'Events', 'Hotels', 'Practical Info', and 'Lists'.

6. You may wish to add accompanying persons under the **Accompanying Persons Tab**.
7. If you need a visa, go to the **Visa Tab**. Check requirements for yourself and the Accompanying Person(s) and fill in the appropriate fields to receive the invitation letter(s).

8. Select meeting session(s) you wish to attend under the **Meetings Tab**, as shown below.

**74th IEC GENERAL MEETING (2010-10-11)**

Summary
Accompanying persons
Visa
Meetings
Events
Hotels
Practical Info
Lists

Done

### Meetings Information

	Wed 06 Oct		Thu 07 Oct		Fri 08 Oct		Sat 09 Oct		Sun 10 Oct		Mon 11 Oct		Tue 12 Oct		Wed 13 Oct		Thu 14 Oct		Fri 15 Oct		Sat 16 Oct			
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
TC 1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																				
TC 3					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
SC 3C			<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>										
SC 3D			<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
SC 65B													<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
SMB <i>Subject to approval</i>											<input type="checkbox"/>	<input type="checkbox"/>												
Affiliate Forum													<input type="checkbox"/>											
TC 16									<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>														
TC 34											<input type="checkbox"/>	<input type="checkbox"/>												
Workshop for Industrializing Countries															<input checked="" type="checkbox"/>									

9. Sign up to any **Events**.

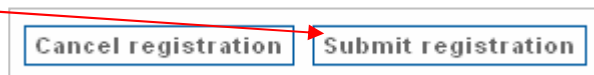
10. For the 2010 General Meeting, a list of hotels will be provided under the **Hotel Tab**, for information only. To make reservations, click on the link under the **Hotel Tab** to access the external booking application. **Hotel registrations should be made by 6 September 2010, after which date accommodation cannot be guaranteed.**

11. Review the **Practical Info Tab**.

12. The **Lists Tab** provides the following lists: *Overview of current status of registrations, All participants, Participants by meeting and Participants by event.*

13. Return to the **Summary Tab** and check that the information is accurate.

14. Finally, **submit** your registration.



NOTE If your application is “**On Hold**”, check that you have clicked the “**Submit**” button, and/or filled out all mandatory information fields.



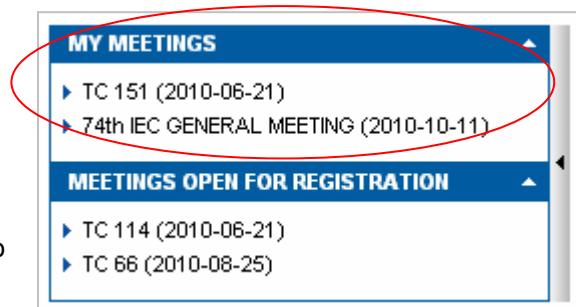
### 3 Congratulations – your registration has been submitted!

Your registration has been sent. Delegates who are not automatically registered and approved for relevant meetings will require approval. If such is the case, the meeting attendance status will be listed as “**Pending**”.

In the example below, the participant is listed as “**Approved**” for the TC1 plenary meeting. However, participation in other meetings requires accreditation and therefore is noted as “**Pending**”. The relevant accrediting parties will be notified of such requests by email. The participant’s meeting status will be automatically updated once the accrediting party has approved or disapproved the request.

Meetings [ Select the section Meetings above to modify your participation. ]	
TC 1 (Wednesday 06 October PM, Thursday 07 October )	Approved
SC 3C (Thursday 07 October AM, Sunday 10 October PM)	Pending
SC 65B (From Wednesday 13 October to Friday 15 October )	Pending
TC 16 (Sunday 10 October )	Pending
Workshop for Industrializing Countries (Wednesday 13 October PM)	Pending

As soon as you have submitted your registration, it will no longer be displayed in the “MEETINGS OPEN FOR REGISTRATION” menu but will appear under “MY MEETINGS”.



An email with a summary of your details will be sent to you two weeks prior to the opening of the meeting. You will also be notified by email of any modifications in the timetable, such as meeting rescheduling or cancellation.

### 4 Change or modify my registration

Meetings, Hotels reservations and Events can be modified at any time.

All other requests should be sent to [generalmeeting@iec.ch](mailto:generalmeeting@iec.ch).