



Inter-Parliamentary Union

For democracy. For everyone.

Explanatory note on IPU online registration

To access the IPU Secretariat online registration system, go to the IPU website and click on the Registration button on the Assembly's web page.

Important: It is recommended that all participants designate one delegation coordinator, who will be the sole user of the online registration system and will choose a password.

How to register:

1. Sign up for an account and enter the requested details. If you have registered for a recent Assembly, the same identification information may be used.

If the IPU Secretariat has opened an account on your behalf using your parliament's official e-mail address, please write to registration@ipu.org for more information.

2. Once you have created an account, sign in with your user name and password.
3. Click on "Register for this event" for the Assembly you wish to attend.
4. Click on "Start registration" to register your delegation. If you plan to attend, do not forget to include yourself.
5. Please ensure that:
 - All information about membership of **IPU governing bodies and committees** is included under: "Title or function within the IPU";
 - Details of your **national parliament** are included under: "Title/function in Parliament/Organization".

When you have submitted your registration, administrators will validate it. Once your registration has been validated, you will receive a confirmation e-mail. Otherwise, an administrator will contact you about follow-up action.

Should you have any questions on registration, please send them to Ms. Sally-Anne Sader, Conference Services Officer, at sas@ipu.org, with copies to postbox@ipu.org and registration@ipu.org.

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