



Online accreditation system: User Guide

Welcome to the Online Accreditation System of the [International Labour Conference](#). In addition to expediting the accreditation process and reducing transcription errors, the System also allows the changing, adding and removal of participants as needed.

Getting started: Enter your Login and Password.

International Labour Organization

▶ Advancing social justice, promoting decent work

ILO is a specialized agency of the United Nations

Online accreditation for the International Labour Conference
Accréditation en ligne pour la Conférence internationale du Travail
Acreditación en línea para la Conferencia Internacional del Trabajo

* Login :

* Password :

Required information: Provide the requested information for the “Point of Contact” then click “Save”. The Point of Contact permits the ILO’s to contact the official(s) responsible for accreditation.

Required Information

Delegates

Submit Delegation

POINT OF CONTACT

Save

*Full Name	<input type="text"/>	This field is required.
Function	<input type="text"/>	
*Phone	<input type="text"/>	This field is required.
*Email	<input type="text"/>	This field is required.
<i>*This field is required.</i>		

Consultations: Please indicate which employer and worker organizations have been consulted, as well as whether payment of expenses for the delegation have been made, in whole or in part. If none, please indicate none.

ORGANIZATIONS CONSULTED FOR THE NOMINATION OF THE DELEGATION

Employers' organizations

Workers' organizations

PAY

Expenses paid for the whole delegation	<input type="radio"/> No <input checked="" type="radio"/> Yes
Part of the expenses paid for the whole delegation	<input type="radio"/> No <input checked="" type="radio"/> Yes
Expenses paid for part of the delegation	<input type="radio"/> No <input checked="" type="radio"/> Yes
Part of the expenses paid for part of the delegation	<input type="radio"/> No <input checked="" type="radio"/> Yes
Expenses paid for the whole delegation	<input type="radio"/> No <input checked="" type="radio"/> Yes

Delegates/Representatives: If applicable, please click the button for the appropriate group.

	Governments
	Employers
	Workers

Select the corresponding category: If applicable, please click the button for the appropriate function.

	Employers
	Delegates
	Substitute delegates
	Advisers

One row per participant: To add a participant, please click the button and then add the requested information. To display or hide information that has already been entered in respect of each individual, click either the or "-" to the left.

	Employers							
	Delegates							
	Order	*Surname	*Name	*Title	*Function (Example: "Director, Organisation Name.")	*Email	Email Status	
	<small>*Required Information</small>		<small>Rows can be moved using drag and drop</small>					

Fields: Use the mouse or Tab key to move from one field to the next. This also saves information, so that you can return later and continue. As information is provided, the red will disappear.

	Delegates							
	Order	*Surname	*Name	*Title	*Function (Example: "Director, Organisation Name.")	*Email	Email Status	
	0	<input type="text"/>						
	<small>*Required Information</small>		<small>Rows can be moved using drag and drop</small>					
								Please ask for confirmation

Remember to click on the email icon "Please ask for confirmation" to verify participants' email addresses.

Surname and Name: the system capitalizes automatically;

Title: select *Mr* or *Ms* from the dropdown list. This field makes it possible to generate gender-related statistics;

Function: indicates the participant's role in the organization to which the individual belongs. For individuals belonging to the same organization, an acronym should be used after its initial use (e.g., Deputy President, ABC);

Email: **individual email addresses must be provided and validated** so that links and all necessary information may be communicated directly to each participant;

Changes: the order in which the names are displayed within a category can be changed by dragging and dropping the relevant row. The row will automatically be inserted above the row where it is dropped.

Errors: Are signalled, whether due to information being omitted or because an entry is not compatible with the [Standing Orders of the International Labour Conference](#).

Order	*Surname	*Name	*Title	*Function (Example: "Director, Organisation Name.")	*Email	Email Status
0	FDSFD	Fdfdsf	Mr	Alert!		Please ask for confir

*Required Information Rows can be moved using

Delegates

Order	*Surname	*Name	*Title	*Function	*Email	Email Status

Substitute delegates

Alert! Please enter a valid email address.

OK

Submit: Once all the information has been inserted, it is time to submit your delegation. Follow the instructions to generate a form in PDF that may be printed and verified before being signed/stamped by a duly authorized representative. An image or electronic signature affixed to the form will be considered equivalent to a handwritten signature for the purposes of validity, enforceability and admissibility in connection with this Meeting. The Form must then be saved and submitted electronically as a PDF using the "Upload Form" tab.

Required Information Delegates **Submit Delegation**

Step 1: Go to the form and click 'print'. [Go to form](#)

Step 2: Sign the paper copy and scan to electronic format (pdf, jpg, etc.).

Step 3: Click 'Browse' to find the form on your computer and then click 'Upload Form'.

[Browse](#) [Upload Form](#)

The Office of the Legal Adviser is notified automatically that credentials have been submitted. Once they have been validated, the System will **close for you.**

*In accordance with usual practice, modifications to credentials remains possible at any time. Focal points may request that the Online accreditation system be re-opened or, if the modifications are minimal, submit an official signed communication (i.e., on official letterhead). For **corrections**, please fill out the [form](#) and return to credentials@ilo.org.*

Please submit any queries regarding credentials to the Office of the Legal Adviser (credentials@ilo.org). The Secretariat of the Conference (reloff-conf@ilo.org) may be contacted for all other matters.

For full details regarding the International Labour Conference, please visit the Conference [website](#).

Contact details:

Office of the Legal Adviser
E: credentials@ilo.org

International Labour Organization
Route des Morillons 4
CH-1211 Geneva 22
Switzerland