

Online accreditation system: User Guide

Welcome to the <u>Online Accreditation System</u> of the <u>17th Asia and the Pacific Regional Meeting</u> of the <u>International Labour Organization</u>. In addition to expediting the accreditation process and reducing transcription errors, the System also allows the changing, adding and removal of participants as needed.

Credentials should be submitted on or before Tuesday, 15 November 2022.

Getting started: Enter your Login and Password.

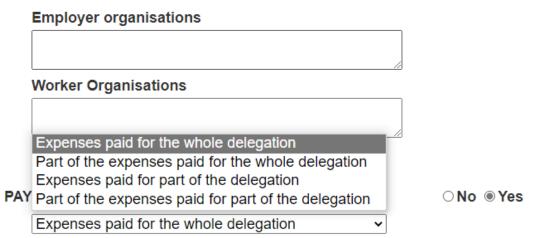
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International Labour Organization	Advancing social justice, promoting decent work ILO is a specialized agency of the United Nations
	Online accreditation for the 17th Asia and the Pacific Regional Meeting
	* Login:
	* Password :
	login

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

Required Information	Delegates	Submit Deleg	ation
POINT OF CONTACT			Save
*Full Name		This	s field is required.
Function			
*Phone		This	s field is required.
*Email		This	s field is required.
*This field is required	d.		

Consultations: If applicable, 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.

ORGANIZATIONS CONSULTED FOR THE NOMINATION OF THE DELEGATION



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

+	Governments
+	Employers
+	Workers

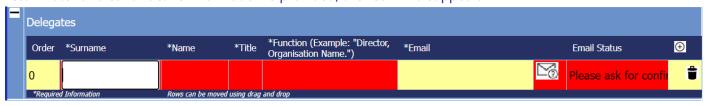
Select the corresponding category: If applicable, please click the \oplus button for the appropriate function.

Employers					
+	Delegates				
+	Substitute delegates				
+	Advisers				

One row per participant: To add a participant, please click the \bigoplus 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 \bigoplus or "-" to the left.



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.



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

Rules for regional meetings.



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.



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. An official signed document (i.e., on official letterhead) is required where the modification involves removing or adding a participant. Otherwise, an email indicating what information must be corrected (e.g., title, email address) will suffice.

Please submit any queries regarding credentials to the Office of the Legal Adviser (<u>credentials@ilo.org</u>). The Secretariat of the Meeting (<u>aprm@ilo.org</u>) may be contacted for all other matters.

For full details regarding the 17th Asia and the Pacific Regional Meeting, please visit the Meeting website.

Contact details:	Office of the Legal Adviser E: credentials@ilo.org	International Labour Organization Route des Morillons 4 CH-1211 Geneva 22
		Switzerland