

## New ITU-T events registration system (2018): Guidance for Registration Focal Points

A new ITU-T events registration system is being rolled out during the first two quarters of 2018. Under the new system, it is the role of an organization's Registration Focal Point to approve or reject registration requests made by representatives of your organization to attend ITU-T events. The process for approving or rejecting is described below.

By default, each member organization has its designated Registration Focal Point for ITU-T meetings; if you wish to nominate a different Focal Point for registration please contact: [ITU-Tmembership@itu.int](mailto:ITU-Tmembership@itu.int).

### Process for approving or rejecting registration requests

Once a participant from your organization has submitted a registration request, a notification email will be sent to the Registration Focal Point(s). Follow the link:

- “To View Complete Details of the delegate's registration request, click [here](#)”.

Once you have signed in using your TIES username and password, you will be taken to a dashboard showing all registration requests for your organization (see below).

Req Details	Request Number	Full Name	Email	Organization	Status	Action
<a href="#">View</a>	70000922-10-QETY	Mr. Piet Pompies	Piet.Pompies@domain.com	Tech Co. Ltd	Open	<a href="#">Approve</a> <a href="#">Reject</a>
<a href="#">View</a>	70000923-10-HOVC	Mr. Jan Alleman	Jan.Alleman@domain.com	Tech Co. Ltd	Open	<a href="#">Approve</a> <a href="#">Reject</a>

If you wish, you may filter by Sector or my meeting using the two drop-down lists. The first column in the table contains links to details of each registration request. The final column allows you to “Approve” or “Reject” each request in turn. Clicking on either option will update the registration record and send a notification email to the person making the request. The content of the final column is then updated to contain a link to change the Approve/Reject decision if you wish.

If you have any questions regarding use of the system, please contact the TSB Registration team: [tsbreg@itu.int](mailto:tsbreg@itu.int).