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| [itu-logo](http://www.itu.int/) | | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | | Geneva, 16 January 2018 | |
| **Ref:** | **TSB Circular 68** | | **To:**  - Administrations of Member States of the Union;  - ITU-T Sector Members;  - ITU-T Associates;  - ITU Academia​ | |
| **Tel:** | +41 22 730 5415 | |
| **Fax:** | +41 22 730 5853 | |
| **E-mail:** | [tsbdir@itu.int](mailto:tsbdir@itu.int) | | **Copy to:**  - The Chairmen and Vice-Chairmen of ITU-T Study Groups;  - The Director of the Telecommunication Development Bureau;  - The Director of the Radiocommunication Bureau | |
| **Subject:** | **New registration system for meetings hosted by ITU-T** | | | |

Dear Sir/Madam,

1 As part of an ongoing programme to enhance service to members, I am pleased to announce the launch of a new registration system to support attendance at all ITU-T events. The roll-out of the new system is expected be completed in the first semester of 2018; please note that events already announced will still use the old system during the roll-out period.

2 In addition to automatic completion of user data from an ITU (TIES) user account, a key change of the new system is the use of Registration Focal Point validation for registration requests. Your attention is kindly requested in this aspect. By default, the primary contact person for each member organization will be considered to be the Registration Focal Point for ITU-T meetings. I shall be grateful should you **confirm** or **nominate** a different Registration Focal Point by e-mail to [ITU-Tmembership@itu.int](mailto:ITU-Tmembership@itu.int). The validation process is outlined in **Annex A** below and detailed guidelines will be sent directly to designated Focal Points.

Yours faithfully,

*(signed)*

Chaesub Lee  
Director of the Telecommunication  
Standardization Bureau

**Annex: 1**

ANNEX A  
New ITU registration system: Focal point validation

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| --- | --- |
| **For meeting participants** | **For Registration Focal Points** |
| Participants enter the registration system using the registration link provided, and log into the system using their ITU user account credentials (TIES or Guest)\*. Available user details are automatically pre-filled in the form. Once a participant has submitted a registration request, they will receive an e-mail confirmation that their request is awaiting validation by their Registration Focal Point.  Once the request has been reviewed by the member Focal Point, participants will receive a registration confirmation/‌rejection e‑mail. \* Account creation or update can be done [here](https://www.itu.int/en/ties-services/Pages/default.aspx). | Registration Focal Points access a specific page in the ITU website using their existing TIES account in order to confirm or reject registration requests submitted by colleagues from their organization. The necessary access permissions will be provided by ITU, as well as detailed guidelines on how to set up and use the system to approve or reject requests.  The ITU-T membership team should be contacted at [ITU-Tmembership@itu.int](mailto:ITU-Tmembership@itu.int) to update the Registration Focal Point for ITU-T events. Other enquiries about the system should be addressed to [tsbreg@itu.int](mailto:tsbreg@itu.int). |
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