



# RA-19/WRC-19 DELEGATE REGISTRATION

## User Guide

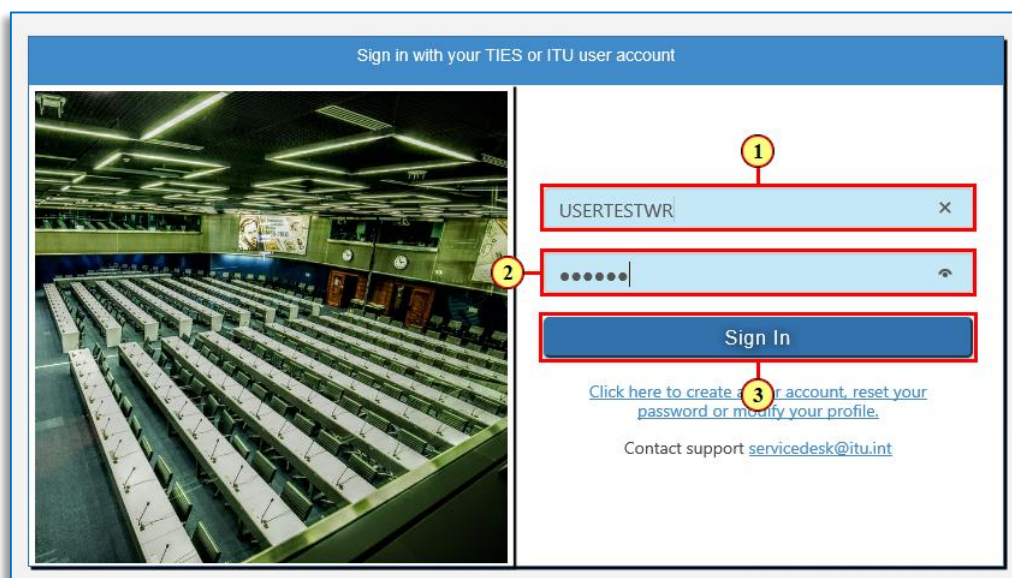
- [Delegate Registration](#)
  - [Login](#)
  - [Verify Personal Information](#)
  - [Select Meeting\(s\)](#)
  - [Accessibility Information](#)
  - [OPTIONAL: WRC-19 Opening Ceremony](#)
  - [OPTIONAL: Arrival & Departure Information](#)
  - [OPTIONAL: Privacy Options](#)
  - [Submit Registration Request](#)
- [OPTIONAL: Selecting a Different Representation](#)

# Event Registration: Login

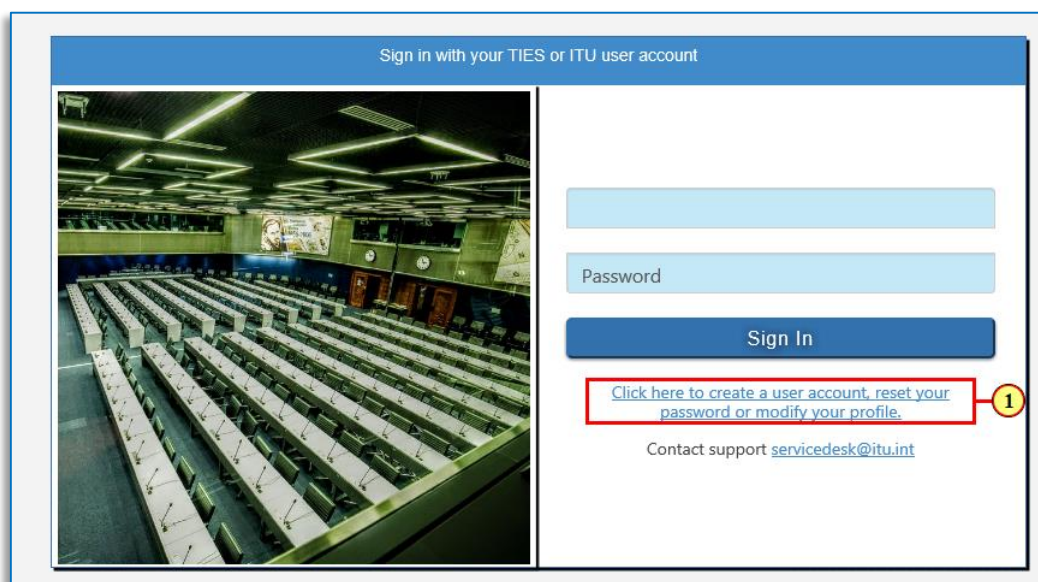
## WRC-19/RA-19 Event Registration - Login

 Welcome to the [WRC-19/RA-19](#) event registration page.  
**If you already have an ITU user account/ TIES\* account:** please login with your username (or login e-mail address) and password.

\* TIES account is an ITU user account with TIES access.




1. If you do not have an ITU user account/TIES account or have forgotten your password, please go to the [ITU User Account Management](#) page.





# Verify Personal Information


## Delegate Registration – Verify Details

 Upon logging in, the delegate's details such as Full Name, Organization Name, E-mail Address, Job Title are displayed in the **Personal Information** section.


1. The **Event Job Title field is mandatory**. It can be added/modified in the registration form.

 This field refers to the delegate's Job Title in the current event; it may or may not be the same as the delegate's Job Title in his/her organization.

Personal Information	
<b>Full Name</b> Mrs. Test WRC User	<b>Organization Name</b> Test Organization / United Kingdom
<b>E-mail Address</b> testwrcuser@vopmail.com	<b>Event Job Title *</b> WRC Delegate 

 Other Personal Information details, (such as Name and E-mail address) can be modified in the [ITU Account User Management](#) page.

## OPTIONAL: Delegate Registration – Other Representation

 If you would like to represent an organization other than the one linked to your user account, you can select the check box  **I will represent a Member State delegation or an organization different from the one in my profile.**

Personal Information	
<b>Full Name</b> Mrs. Test WRC User	<b>Organization Name</b> Test Organization / United Kingdom
<b>E-mail Address</b> testwrcuser@vopmail.com	<b>Event Job Title *</b> Director
Representation	
<input type="checkbox"/> I will represent a Member State delegation or an organization different from the one in my profile.	


 Go to the steps explaining the [different representation process](#).

## Select Meeting(s)

### Delegate Registration - Select Meeting(s)


1. **Select the meeting** you wish to attend by selecting the relevant check box . At least one meeting must be selected.
2. Select the **Function associated to each selected meeting**.

I Wish to Attend the Following Meeting(s)		
<b>1</b> Select at least one meeting	Start Date - End Date	Function* <b>2</b>
<input checked="" type="checkbox"/> Radiocommunication Assembly 2019	21/10/2019 - 25/10/2019	Choose a function... <input type="text"/>
<input type="checkbox"/> World Radiocommunication Conference 2019	28/10/2019 - 22/11/2019	Choose a function... <input type="text"/>

 Function selection is mandatory for a selected event.

## Accessibility Information

### OPTIONAL: Delegate Registration - Accessibility Information

 If you have any accessibility request, you can send e-mail to the ITU-R Event Registration Service at: [itu-r@registrations@itu.int](mailto:itu-r@registrations@itu.int).

Accessibility Information
ITU will strive to meet your requirements, subject to availability of resources. If you require specific assistance, please email us at <a href="mailto:itu-r.registrations@itu.int">itu-r.registrations@itu.int</a>



# OPTIONAL: WRC-19 Opening Ceremony


## OPTIONAL: Delegate Registration - Opening Ceremony

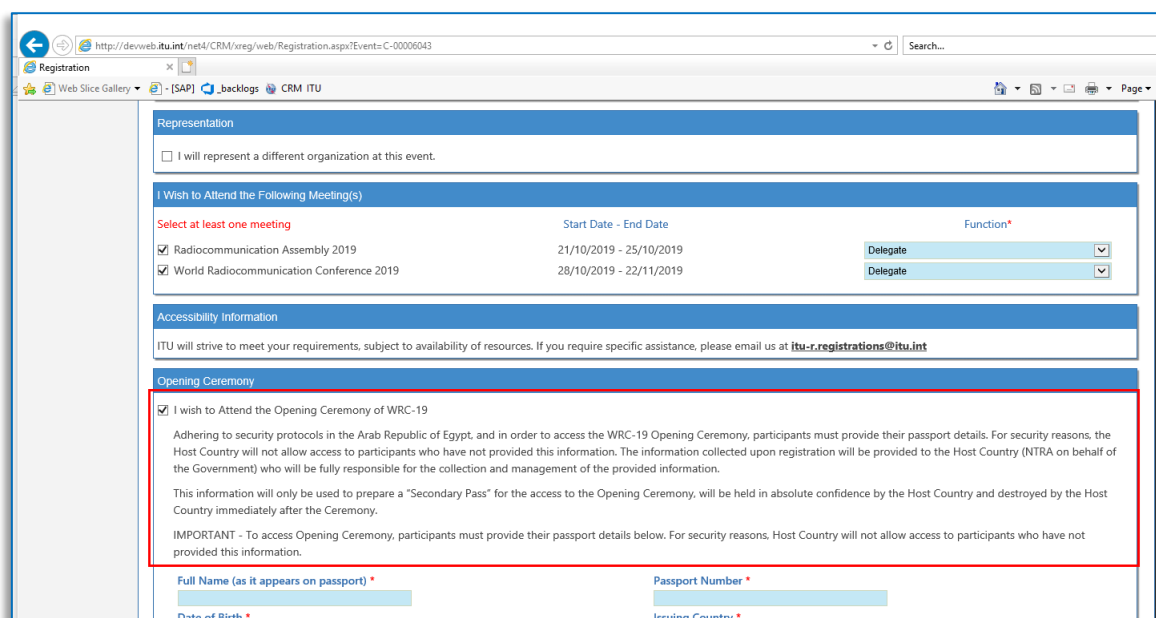
1. If you wish to attend the **Opening Ceremony of WRC-19**, please select the check box  in the Opening Ceremony section.

Opening Ceremony

**1** to Attend the Opening Ceremony of WRC-19

## Delegate Registration - Passport Information for Opening Ceremony

 Please read the Important Information regarding the Opening Ceremony for WRC-19. Should you wish to attend the opening ceremony, enter your passport details (all fields are mandatory).



The screenshot shows a web browser window with the URL <http://devweb.itu.int/net4/CRM/web/Registration.aspx?Event=C-00006043>. The page is titled "Registration" and contains several sections: "Representation", "I Wish to Attend the Following Meeting(s)", "Accessibility Information", and "Opening Ceremony". The "Opening Ceremony" section is highlighted with a red border and contains the following text:

I wish to Attend the Opening Ceremony of WRC-19

Adhering to security protocols in the Arab Republic of Egypt, and in order to access the WRC-19 Opening Ceremony, participants must provide their passport details. For security reasons, the Host Country will not allow access to participants who have not provided this information. The information collected upon registration will be provided to the Host Country (NTRA on behalf of the Government) who will be fully responsible for the collection and management of the provided information.

This information will only be used to prepare a "Secondary Pass" for the access to the Opening Ceremony, will be held in absolute confidence by the Host Country and destroyed by the Host Country immediately after the Ceremony.

IMPORTANT - To access Opening Ceremony, participants must provide their passport details below. For security reasons, Host Country will not allow access to participants who have not provided this information.

Full Name (as it appears on passport) \*

Passport Number \*

Date of Birth \*

Issuing Country \*

Opening Ceremony

I wish to Attend the Opening Ceremony of WRC-19

Adhering to security protocols in the Arab Republic of Egypt, and in order to access the WRC-19 Opening Ceremony, participants must provide their passport details. For security reasons, the Host Country will not allow access to participants who have not provided this information. The information collected upon registration will be provided to the Host Country (NTRA on behalf of the Government) who will be fully responsible for the collection and management of the provided information.

This information will only be used to prepare a "Secondary Pass" for the access to the Opening Ceremony, will be held in absolute confidence by the Host Country and destroyed by the Host Country immediately after the Ceremony.

IMPORTANT - To access Opening Ceremony, participants must provide their passport details below. For security reasons, Host Country will not allow access to participants who have not provided this information.

Full Name (as it appears on passport) \*  **1**

Date of Birth \*  **3**


Place of Birth \*  **5**

Expiry Date \*  **7**

Passport Number \*  **2**

Issuing Country \*  **4**


Date of Issuance \*  **6**

 Passport information is mandatory to fill in, if you choose the option to attend the WRC-19 Opening Ceremony. Note that only participants having selected this option and provided their passport details in advance will be allowed to attend the Opening Ceremony.



## OPTIONAL: Arrival & Departure Information

### OPTIONAL: Arrival & Departure Information (Optional)


 If you have such travel information available when registering to the event, please provide your travel details.

Arrival & Departure Information

Date of Arrival	21/10/2019	x	1	Airline and Flight No	ABCD123	x	2
Date of Departure:	31/11/2019	x	3	Airline and Flight No	PQRS123	x	4
Local Address or Hotel	Test Hotel	x	5				

## OPTIONAL: Privacy Options


### Delegate Registration – Privacy

 Please read the **Privacy** section and select any options that may apply to you.

1. For example, here the check box  for **I do NOT wish my e-mail address to be published in the list of participants and on the event mobile application (if any)** has been selected in the **Privacy** section.


Privacy

ITU will publish a list of participants (with email addresses and event ID photos) in a password protected area of the event website, and on the event mobile application (if any). If you do not wish your email addresses and/or event ID photo to be published, please tick the appropriate box below.

  I do not wish my e-mail address to be published in the list of participants and on the event mobile application (if any).

I do not wish my event ID photo to be published in the list of participants and on the event mobile application (if any)

ITU's privacy notice is available [here](#)

 If the options do not apply to you, you can leave them blank.

# Submit Registration Request

## Submit Registration Request

1. Please review your registration details before clicking on [Submit Registration](#).

IMPORTANT - To access Opening Ceremony, participants must provide their passport details below. For security reasons, Host Country will not allow access to participants who have not provided this information.

Full Name (as it appears on passport) *	Passport Number *
Test WRC User	Test1234
Date of Birth *	Issuing Country *
21/05/1990	Test Country
Place of Birth *	Date of Issuance *
Test Place	21/05/2011
Expiry Date *	
21/05/2022	

**Visa Support**

Please note that visas cannot be obtained through the ITU Secretariat. All inquiries should be addressed by email to [wrcvisa@tra.gov.eg](mailto:wrcvisa@tra.gov.eg)

The Host Country website at <https://wrc19egypt.eg/> contains information on visa requirements to travel to Egypt and on how to request a visa to participate to the RA-19/WRC-19. The official RA-19/WRC-19 confirmation of registration email issued by ITU must be presented with your visa request. Participants are strongly invited to submit their visa request and required official documents to the Egyptian authorities preferably 12 weeks, but not less than 6 weeks, prior to travelling to Egypt.

**Arrival & Departure Information**

Date of Arrival	Airline and Flight No
21/10/2019	ABCD123
Date of Departure:	Airline and Flight No
31/11/2019	PQRS123
Local Address or Hotel	
Test Hotel	

**Privacy**

ITU will publish a list of participants (with email addresses and event ID photos) in a password protected area of the event website, and on the event mobile application (if any). If you do not wish your email addresses and/or event ID photo to be published, please tick the appropriate box below.


I do not wish my e-mail address to be published in the list of participants and on the event mobile application (if any).

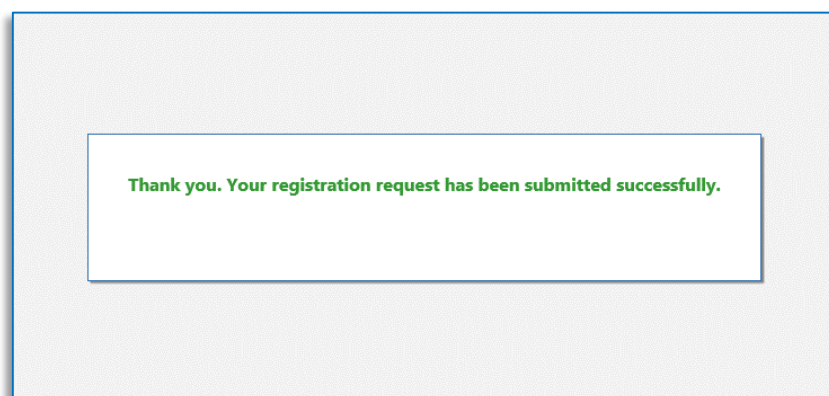
I do not wish my event ID photo to be published in the list of participants and on the event mobile application (if any)

ITU's privacy notice is available [here](#)

[Submit Registration](#) 1

## Registration request successful

-  If your registration is successfully submitted, a message confirming the same will be displayed.
- You will receive an e-mail confirming the registration request submission.
  - Your Designated Focal Point will receive an e-mail requesting approval/rejection of your registration request.





 **Your registration to the event is not yet confirmed. All registration requests have to be approved by the corresponding Designated Focal Point (DFP) for ITU-R event registration, i.e. the DFP of the entity you have selected to represent.**

[Read More](#)



## OPTIONAL: Selecting a Different Representation

### Delegate Registration – Different Representation

-  If your entity (organization) is not entitled to participate to this event, an error message explaining the same will be displayed: **Your entity is not entitled to participate to this event. Consider selecting a different representation. [XR009]**
-  If you wish to represent a different organization, please scroll up to the Representation section and select the appropriate representation.

I do not wish my e-mail address to be published in the list of participants and on the event mobile application (if any).

I do not wish my event ID photo to be published in the list of participants and on the event mobile application (if any)

ITU's privacy notice is available [here](#)

Your entity is not entitled to participate to this event. Consider selecting a different representation. [XR009]

### Different Representation - Select ITU Status, Country, Organization/Delegation

- Select check box  **I will represent a Member State delegation or an organization different from the one in my profile.**

**1** representation

I will represent a Member State delegation or an organization different from the one in my profile.

- Select the **ITU Status** of your representation, such as here: **Member States** is selected.
- Select your **Represented Country**, such as here: **United Kingdom** is selected.
- Select your **Organization/Delegation** such as here: **Delegation of United Kingdom** is selected.

**Representation**

I will represent a Member State delegation or an organization different from the one in my profile.

**ITU Status \***

Member States  **1**

**Country \***

United Kingdom  **2**

**Delegation / Organization \***

Delegation of Member States  **3**





# Submit Registration Request with Different Representation

## Submit Registration Request

1. Please review your registration details before clicking on [Submit Registration](#).

IMPORTANT - To access Opening Ceremony, participants must provide their passport details below. For security reasons, Host Country will not allow access to participants who have not provided this information.

Full Name (as it appears on passport) *	Passport Number *
Test WRC User	Test1234
Date of Birth *	Issuing Country *
21/05/1990	Test Country
Place of Birth *	Date of Issuance *
Test Place	21/05/2011
Expiry Date *	
21/05/2022	

**Visa Support**

Please note that visas cannot be obtained through the ITU Secretariat. All inquiries should be addressed by email to [wrcvisa@tra.gov.eg](mailto:wrcvisa@tra.gov.eg).

The Host Country website at <https://wrc19egypt.eg/> contains information on visa requirements to travel to Egypt and on how to request a visa to participate to the RA-19/WRC-19. The official RA-19/WRC-19 confirmation of registration email issued by ITU must be presented with your visa request. Participants are strongly invited to submit their visa request and required official documents to the Egyptian authorities preferably 12 weeks, but not less than 6 weeks, prior to travelling to Egypt.

**Arrival & Departure Information**

Date of Arrival	Airline and Flight No
21/10/2019	ABCD123
Date of Departure:	Airline and Flight No
31/11/2019	PQRS123
Local Address or Hotel	
Test Hotel	


**Privacy**

ITU will publish a list of participants (with email addresses and event ID photos) in a password protected area of the event website, and on the event mobile application (if any). If you do not wish your email addresses and/or event ID photo to be published, please tick the appropriate box below.


I do not wish my e-mail address to be published in the list of participants and on the event mobile application (if any).

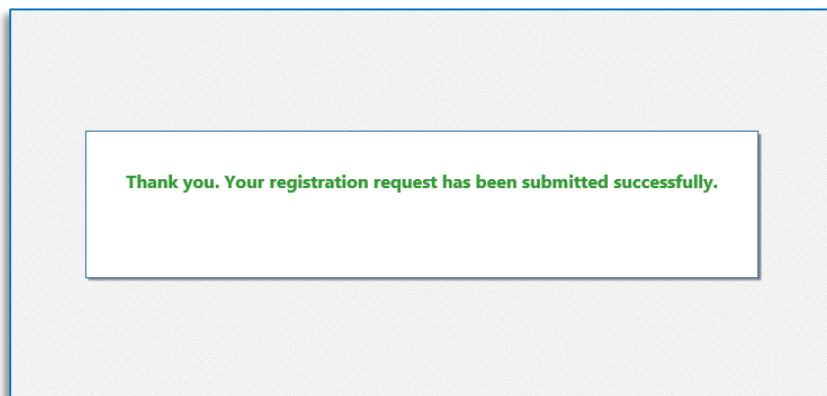
I do not wish my event ID photo to be published in the list of participants and on the event mobile application (if any)

ITU's privacy notice is available [here](#)

[Submit Registration](#) 

## Registration request successful

-  If your registration is successfully submitted, a message confirming the same will be displayed.
- You will receive an e-mail confirming the registration request submission.
  - Your Designated Focal Point will receive an e-mail requesting approval/rejection of your registration request.



 **Your registration to the event is not yet confirmed. All registration requests have to be approved by the corresponding Designated Focal Point (DFP) for ITU-R event registration, i.e. the DFP of the entity you have selected to represent.**

[Read More](#)

