EVENTS.UPU.INT
Registering and participating in an UPU meeting

REGISTERING FOR AN UPU EVENT

1. To start the registration process please use this link: [Registration for UPU meetings](events.upu.int) (events.upu.int) →

Register here!!

Notes:

 a. The participant will receive an e-mail confirmation. This means it is vital that the participant's e-mail address be correctly listed in the UPU user database.

 b. To register, the participant will need to authenticate using their UPU account, i.e. the same account used for the previous delegate registration system. (To create a new UPU account, go to the UPU website – www.upu.int – and click the **Login** button.)
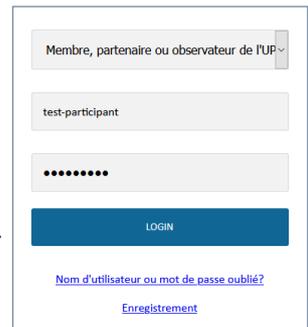
2. Click the LOGIN WITH YOUR UPU ACCOUNT button →

LOGIN WITH YOUR UPU ACCOUNT

3. Login pop-up page
 The login window will appear:
 a. **Role:** Choose UPU member, partner or observer

 b. **Credentials:** Use your UPU credentials as the user name and password
 (the same ones that you used on the previous delegate registration system or on the UPU website)

Membre, partenaire ou observateur de l'UP⌄

test-participant

●●●●●●●●●

LOGIN

Nom d'utilisateur ou mot de passe oublié?

Enregistrement

4. Access the registration form page
 a. Once identified, you are redirected to the registration page, and you have now access to the **Continue button.**

 b. Click **Continue** and the registration form page will appear →
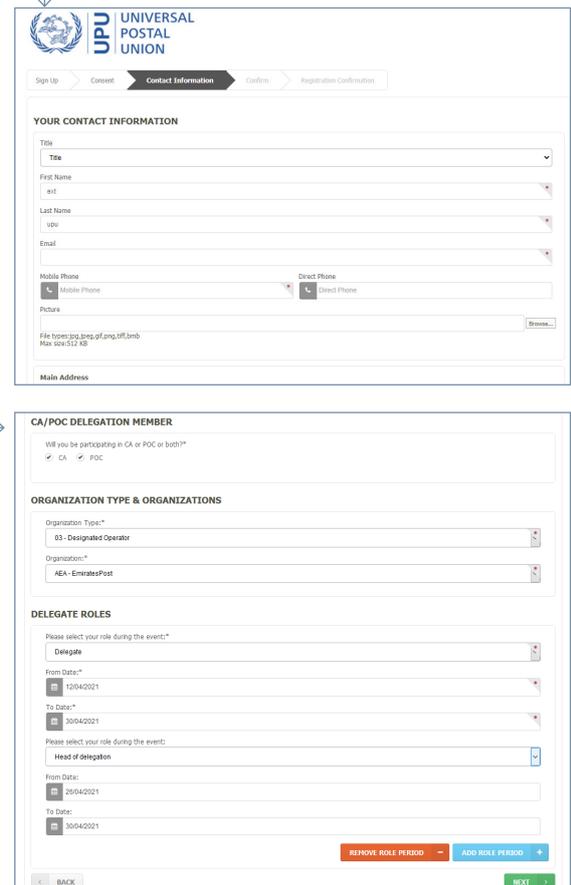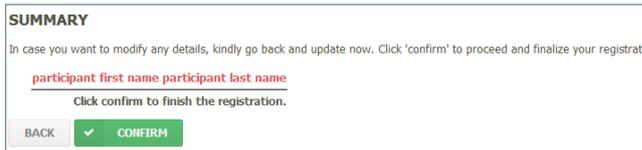
LOGOUT   **CONTINUE**

5. Complete the registration form
 a. **Contact information:** Enter your contact details in the top part of the page.

 b. **Meetings role and period:** Complete the bottom part of the page with the role(s) that you will have during the meeting and your participation period. *As an example, the following screenshot shows a user from Emirates Post registering as a delegate for the POC and as head of delegation for the CA.*

 Note: You can register for up to nine different participation periods.

6. Submit the form
 a. Once you have **entered your participation information**, click Next.

 b. In the next window you will be asked to **check and confirm your registration**. Once confirmed, you will not be able to go back and change your registration.

SUMMARY
In case you want to modify any details, kindly go back and update now. Click 'confirm' to proceed and finalize your registrati

participant first name participant last name
Click confirm to finish the registration.

BACK   ✔ CONFIRM

7. Confirmation
 a. **Registration confirmation:**
 Once the registration process is completed, the participant will receive an e-mail message acknowledging their registration request.

 b. **Information sent to accreditor:**
 The accreditor responsible for validating the registration will also receive a message.

 c. **Acceptance by accreditor:**
 Once the registration is accepted or rejected by the accreditor, an e-mail will automatically be sent to inform the participant of the acceptance or rejection.

UPU | UNIVERSAL POSTAL UNION

Sign Up   Consent   **Contact Information**   Confirm   Registration Confirmation

YOUR CONTACT INFORMATION

Title
Title

First Name
ext

Last Name
upu

Email

Mobile Phone
Mobile Phone

Direct Phone
Direct Phone

Picture
File types:jpg,jpeg,gif,png,tiff,bmb
Max size:512 KB
Browse...

Main Address

CA/POC DELEGATION MEMBER

Will you be participating in CA or POC or both?*
☑ CA   ☑ POC

ORGANIZATION TYPE & ORGANIZATIONS

Organization Type:*
03 - Designated Operator

Organization:*
AEA - EmiratesPost

DELEGATE ROLES

Please select your role during the event:*
Delegate

From Date:*
12/04/2021

To Date:*
30/04/2021

Please select your role during the event:
Head of delegation

From Date:
26/04/2021

To Date:
30/04/2021

REMOVE ROLE PERIOD →   ADD ROLE PERIOD +

‹ BACK   NEXT ›

BOOKING AND PARTICIPATING TO AN UPU EVENT

1. To start the booking or participating process please use this link: Portal login (events.upu.int)

≡ Portal Login

2. Book a specific meetings
If the registration is validated and accepted, a confirmation e-mail will be sent to the participant. This will contain a link and a quick explanation of how to book/participate in specific meetings.

BOOK MEETINGS

   a. **Click Book meeting** to access the calendar page and choose the meeting in which you will be participating.

   b. **Click the icon of the meeting** in which you wish to participate.
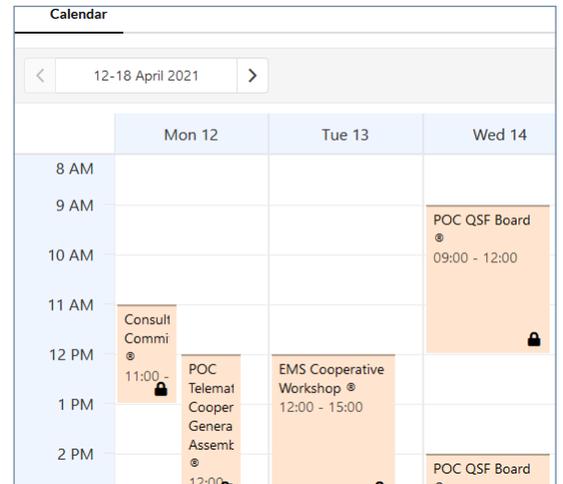
     • Click the **star icon if the meeting is open** to all registered users.

     • Click the **lock icon if the meeting is restricted.** The system will automatically send a request to the International Bureau staff responsible for the meeting in order to accredit participation in that meeting.

     Note: It is important to register for all meetings that you wish to participate in.

   c. **Once you have chosen all the meetings in which you want to participate, close the window.**
An automated e-mail will be sent to the International Bureau listing your selection. **Note**: For restricted meetings, following review by the International Bureau, an e-mail will be sent summarizing the status (confirmation/rejection) of the request.

2. Manage your meetings
On your meetings calendar page:

Manage Meetings

   • a meeting with a **black lock** indicates that the participant **did not request attendance**;

   • a meeting with an **open lock** indicates the participant's request to attend **was accepted**;

   • a meeting with a **red lock** indicates that the participant's request to attend the meeting **was rejected**.

3. Accreditation *(ONLY FOR ACCREDITORS)*

   a. When a participant submits their registration, **the accreditor will receive an e-mail** informing them that one or more accreditations are pending.

   b. The e-mail is self-explanatory and contains the **link to access the list of registration requests**, together with information on how to process the requests.

   c. Follow the link in the message.

   d. **In the Accreditation dropdown list, indicate whether a participant's registration should be accepted or rejected.** Comments can also be added; these will be included in the e-mail sent to the participant informing them about their registration status.

4. Participate in a booked meeting

VIRTUAL LOBBY

   a. **Click Virtual lobby** to access the calendar page and choose the meeting in which you will be participating.

   b. **Click the join icon of the meeting** in which you wish to participate.

   c. **The use of the microphone and camera functions are therefore mandatory** in order to connect to a UPU meeting. Once you have been validated by the UPU host, your microphone will be muted. It will be unmuted if you take/are given the floor.

   d. **If you wish to speak,** please request the floor by raising your hand in the Zoom application. Once you have finished, your microphone will be muted by the host.