



REGISTERING

to participate in a UPU meeting



UPU | UNIVERSAL
POSTAL
UNION

Because of the COVID-19 pandemic, the Universal Postal Union has enabled remote participation in meetings. The UPU selected a new system better suited to remote or hybrid participation. This selection was based on criteria such as security, ease of use and full integration. The registration and accreditation process has changed; it is integrated into the new system.

REGISTERING FOR A UPU EVENT

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

Notes:

- 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.
- 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.)

- Click the **LOGIN WITH YOUR UPU ACCOUNT** button

- Login pop-up page**

The login window will appear:

- Role:** Choose UPU member, partner or observer
- 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)

- Access the registration form page**

- Once identified, you are redirected to the registration page, and you have now access to the **Continue** button.
- Click **Continue** and the registration form page will appear

- Complete the registration form**

- Contact information:** Enter your contact details in the top part of the page.
- 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.

LOGIN WITH YOUR UPU ACCOUNT

Membre, partenaire ou observateur de l'UPU

test-participant

.....

LOGIN

[Nom d'utilisateur ou mot de passe oublié?](#)

[Enregistrement](#)

LOGOUT CONTINUE

UPU UNIVERSAL POSTAL UNION

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

YOUR CONTACT INFORMATION

Title

First Name: test

Last Name: upu

Email:

Mobile Phone: Direct Phone: Picture: File types: jpg, jpeg, gif, png, tiff, bmp

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: 25/04/2021

To Date: 30/04/2021

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 registration

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.

Thank you for your registration for the Council of Administration/Postal Oper

The accreditor has reviewed and **ACCEPTED** your registration for the meeting your meetings.

[Book Meetings](#)

Should you have any queries, please do not hesitate to contact us at the addr

For questions related to CA, please write to CA.Secretariat@upu.int
For questions related to POC, please write to POC.Secretariat@upu.int

Kind Regards,
Universal Postal Union

8. Book and participate in 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.
- 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.

Calendar

12-18 April 2021

	Mon 12	Tue 13	Wed 14
8 AM			
9 AM			POC QSF Board 09:00 - 12:00
10 AM			
11 AM	Consult Commi 11:00 - 12:00		
12 PM	POC Telemat Cooper Genera Assemt 12:00	EMS Cooperative Workshop 12:00 - 15:00	
1 PM			
2 PM			POC QSF Board 14:00 - 17:00
3 PM			

- a. Click the **star icon** if the meeting is open to all registered users.
 - b. 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.

Manage Meetings

9 AM			POC QSF Board 09:00 - 12:00
10 AM			
11 AM	Consult Commi 11:00 - 12:00		
12 PM	POC Telemat Cooper Genera Assemt 12:00	EMS Cooperative Workshop 12:00 - 15:00	
1 PM			
2 PM			POC QSF Board 14:00 - 17:00
3 PM			

9. Manage your meetings

- On your meetings calendar page:
- 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**.

10. Accreditation

- 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.

Participant Review - Overview

Number scored: 9 / 11 81% of total
Number of 'Accept': 6 / 9 66% of scored
Number of 'Reject': 3 / 9 33% of scored

Export to Excel

Identifier	Title	First Name	Last Name	Accreditation	Comments	
POCCA2021-1210	Mr	Robert	Armstrong	Accept		Review
POCCA2021-1212	Mr	Jacobo	Hernandez	Accept		Review
POCCA2021-1216		John	Smith			Review
POCCA2021-1227	Mr	Lili	Mutala	Accept		Review
POCCA2021-1228	Mr	Participant First Name	participant last name			Review
POCCA2021-123	Mr	Marry	Long	Accept		Review
POCCA2021-124	Ms	Kate	Broad	Accept	This is accepted to check if review is wor	Review
POCCA2021-125	Mr	Harry	Morgan	Accept		Review
POCCA2021-126		Roger	Long	Reject	Member country membership expired	Review
POCCA2021-127		Charlie	Brown	Reject	Membership expired. need to review an	Review
POCCA2021-129		Stuart	Broad	Reject	(Not a member and already 5 members re	Review