

REGISTERING *to participate in a UPU meeting*



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

1. To start the registration process please use this link: <u>Registration for UPU meetings</u> (https://events.upu.int/)

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

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)

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

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.

LOGIN WITH YOUR UPU ACCOUNT

N	Aembre, partenaire ou observateur de l'UP
te	est-participant
•	•••••
	LOGIN
	Nom d'utilisateur ou mot de passe oublié?
	Enregistrement

LOGOUT

n Up Consent Contact Information Confirm Registration Confirmation	
OUR CONTACT INFORMATION	
tie	
Title	~
rst Name	
ext	•
ist Name	
	•
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	4

CONTINUE

/POC DELEGATION MEMBER	
Will you be participating in CA or POC or both?*	
🖉 CA 🕑 POC	
GANIZATION TYPE & ORGANIZATIONS	
Organization Type:"	
03 - Designated Operator	*
Organization:*	
AEA - EmiratesPost	
LEGATE ROLES Please select your role during the events*	
	\$
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:	
2010//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.

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.

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.
- 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.

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.

SUMMARY
In case you want to modify any details, kindly go back and update now. Click 'confirm' to proceed and finalize your registrative
participant first name participant last name
Click confirm to finish the registration.
BACK CONFIRM
Thank you for your registration for the Council of Administration/Postal Oper

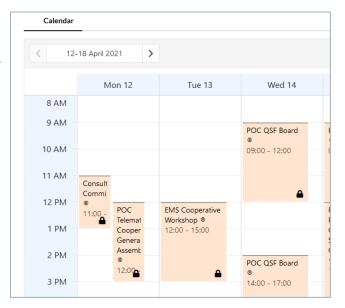
The accreditor has reviewed and **ACCEPTED** your registration for the meeting your meetings.

Book Meetings

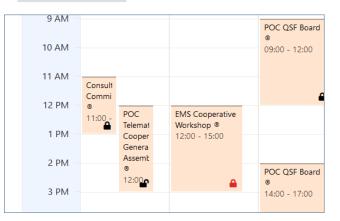
Should you have any queries, please do not hesitate to contact us at the addr

For questions related to CA, please write to <u>CA.Secretariat@upu.int</u> For questions related to POC, please write to <u>POC.Secretariat@upu.int</u>

Kind Regards, Universal Postal Union



Manage Meetings



Number scored: Number of "Accept": Number of "Reject":	11 9 9	81% of total 66 % of scored 33 % of scored						Export to Excel		
Identifier	0 т	itle	First Name	0	Last Name (Accreditation	0	Comments:	
POCCA2021-I/10	Mr		Robert		Armstrong	A	ccept 🗸			Review
POCCA2021-I/2	Mr		Jacob		Henry	A	ocept 🗸			Review
POCCA2021-I/26			John		Smith		~			Review
POCCA2021-I/27			Lati		Matata	A	ocept 🗸			Review
POCCA2021-I/28			Participant First Name		participant last name		v			Review
POCCA2021-I/3			Marry		Long	A	🗸 v tqeco			Review
POCCA2021-I/4			Kate		Broad	A	ocept 🗸 🗸	This is accep	ted To check if review is wor	Review
POCCA2021-I/5			Harry		Morgan	A	ocept 🗸 🗸			Review
POCCA2021-I/6			Roger		Long	R	eject 🗸	Member cou	ntry membership expired	Review
POCCA2021-I/7			Charlie		Brown	R	eject 🗸	Membership	expired. Need to review and	Review
POCCA2021-I/9			Stuart		Borad	B	eiect 🗸	Not a memb	er and already 5 members re	Review