



# 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/CommunityPortal/Registration/POCCA2021.aspx) (https://events.upu.int/CommunityPortal/Registration/POCCA2021.aspx)

**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](http://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

Postal Operations Council 19-23 April 2021  
Council of Administration 26-30 April 2021

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

**YOUR CONTACT INFORMATION**

Title

First Name

Last Name

usd

Email

testinfoexam1@spuinfo@bieme.ch

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](mailto:CA.Secretariat@upu.int)  
For questions related to POC, please write to [POC.Secretariat@upu.int](mailto: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	
POCCA2021-1212	Mr	Jacobo	Henry	Accept	
POCCA2021-1216		Jules	Smith		
POCCA2021-1217	Mr	Lilli	Mattala	Accept	
POCCA2021-1218	Mr	Participant First Name	participant last name		
POCCA2021-1213	Mr	Marry	Long	Accept	
POCCA2021-1214	Ms	Kate	Broad	Accept	This is accepted to check if review is wor
POCCA2021-1215	Mr	Harry	Morgan	Accept	
POCCA2021-1216		Roger	Long	Reject	Member country membership expired
POCCA2021-1217		Charlie	Brown	Reject	Membership expired. need to review an
POCCA2021-1219		Stuart	Beard	Reject	(Not a member and already 5 members re