

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: Registration for UPU meetings

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

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

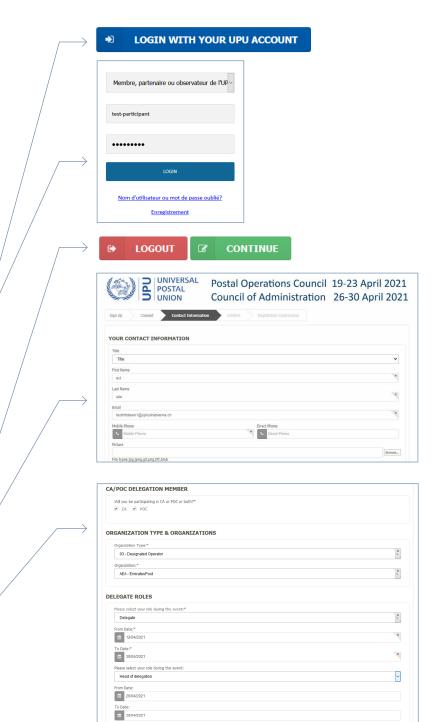
- a. Once identified, you are redirected to the registration page, and you have now access to the Continue button.
- b. Click **Continue** and the registration form page will appear

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.



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.

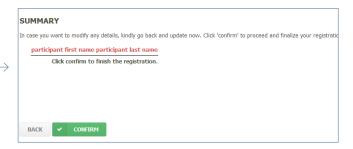
9. Manage your meetings

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.



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

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

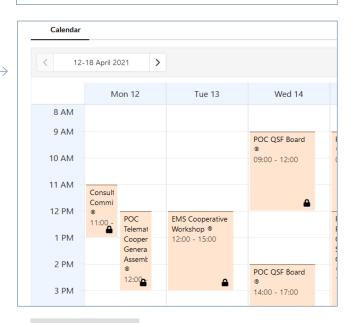
Book Meetings

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



Manage Meetings

9 AM -				POC QSF Board
10 AM				® 09:00 - 12:00
11 AM =	Consult			
12 PM =	© 11:00 -	POC	EMS Cooperative	
1 PM =	A	Telemat Cooper Genera	Workshop ® 12:00 - 15:00	
2 PM =		Assemb ®		POC QSF Board
3 PM =		12:00	<u> </u>	® 14:00 - 17:00

Number scored:	9 / 11	81% of total				
Number of "Accept":	6/9	66 % of scored				
Number of "Reject":	3/9	33 % of scored			X Export to Excel	
Identifier	Title	First Name 🎂	Last Name 🎄	Accreditation	Comments:	
					-	
POCCA2021-I/10	Mr	Robert	Armstrong	Accept ~		Revi
POCCA2021-I/2	Mr	Jacob	Henry	Accept ~		Revi
POCCA2021-I/26		John	Smith			Revie
POCCA2021-I/27	Mr	Lati	Matata	Accept ~		Revie
POCCA2021-T/28	Mr	Participant First Name	participant last name	~		Revie
POCCA2021-I/3	Mr	Marry	Long	Accept v		Revie
POCCA2021-I/4	Ms	Kate	Broad	Accept ~	This is accepted To check if review is wor	Revie
POCCA2021 I/5	Mr	Harry	Morgan	Accept ~		Revie
POCCA2021-I/6		Roger	Long	Reject ~	Momber country membership expired	Revie
POCCA2021-I/7		Charlie	Brown	Reject ~	Membership expired. Need to review and	Revi
POCCA2021-I/9		Stuart	Borad	Reject 🕶	Not a member and already 5 members re	Revie