



Online accreditation system: User Guide

Welcome to the [Online Accreditation System](#) of the [17th Asia and the Pacific Regional Meeting](#) of the [International Labour Organization](#). In addition to expediting the accreditation process and reducing transcription errors, the System also allows the changing, adding and removal of participants as needed.

Credentials should be submitted on or before **Tuesday, 15 November 2022**.

Getting started: Enter your Login and Password.

International Labour Organization
▶ **Advancing social justice, promoting decent work**
ILO is a specialized agency of the United Nations

Online accreditation for the 17th Asia and the Pacific Regional Meeting

* Login :

* Password :

Required information: Provide the requested information for the "Point of Contact" then click "Save". The Point of Contact permits the ILO to contact the official(s) responsible for accreditation.

Required Information
Delegates
Submit Delegation

POINT OF CONTACT

Save

*Full Name	<input style="width: 95%;" type="text"/>	This field is required.
Function	<input style="width: 95%;" type="text"/>	
*Phone	<input style="width: 95%;" type="text"/>	This field is required.
*Email	<input style="width: 95%;" type="text"/>	This field is required.
<i>*This field is required.</i>		

Consultations: If applicable, please indicate which employer and worker organizations have been consulted, as well as whether payment of expenses for the delegation have been made, in whole or in part.

ORGANIZATIONS CONSULTED FOR THE NOMINATION OF THE DELEGATION

Employer organisations

Worker Organisations

PAY

Expenses paid for the whole delegation	<input type="radio"/> No <input checked="" type="radio"/> Yes
Part of the expenses paid for the whole delegation	
Expenses paid for part of the delegation	
Part of the expenses paid for part of the delegation	
Expenses paid for the whole delegation	

Delegates/Representatives: If applicable, please click the button for the appropriate group.

	Governments
	Employers
	Workers

Select the corresponding category: If applicable, please click the button for the appropriate function.

	Employers
	Delegates
	Substitute delegates
	Advisers

One row per participant: To add a participant, please click the button and then add the requested information. To display or hide information that has already been entered in respect of each individual, click either the or "-" to the left.

	Employers																
	Delegates																
	<table border="1"> <thead> <tr> <th>Order</th> <th>*Surname</th> <th>*Name</th> <th>*Title</th> <th>*Function (Example: "Director, Organisation Name.")</th> <th>*Email</th> <th>Email Status</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Order	*Surname	*Name	*Title	*Function (Example: "Director, Organisation Name.")	*Email	Email Status									
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*Required Information Rows can be moved using drag and drop

Fields: Use the mouse or Tab key to move from one field to the next. This also saves information, so that you can return later and continue. As information is provided, the red will disappear.

	Delegates																
	<table border="1"> <thead> <tr> <th>Order</th> <th>*Surname</th> <th>*Name</th> <th>*Title</th> <th>*Function (Example: "Director, Organisation Name.")</th> <th>*Email</th> <th>Email Status</th> <th></th> </tr> </thead> <tbody> <tr> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td> Please ask for confir</td> <td></td> </tr> </tbody> </table>	Order	*Surname	*Name	*Title	*Function (Example: "Director, Organisation Name.")	*Email	Email Status		0						Please ask for confir	
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*Required Information Rows can be moved using drag and drop

Remember to click on the email icon "Please ask for confirmation" to verify participants' email addresses.

Surname and Name: the system capitalizes automatically;

Title: select *Mr* or *Ms* from the dropdown list. This field makes it possible to generate gender-related statistics;

Function: indicates the participant's role in the organization to which the individual belongs. For individuals

belonging to the same organization, an acronym should be used after its initial use (e.g., Deputy President, ABC);
Email: individual email addresses must be provided and validated so that links and all necessary information may be communicated directly to each participant;

Changes: the order in which the names are displayed within a category can be changed by dragging and dropping the relevant row. The row will automatically be inserted above the row where it is dropped.

Errors: Are signalled, whether due to information being omitted or because an entry is not compatible with the [Rules for regional meetings](#).

The screenshot shows a web application interface with three main sections: 'Persons accompanying the Minister(s)', 'Delegates', and 'Substitute delegates'. The 'Persons accompanying the Minister(s)' section contains a table with columns: Order, *Surname, *Name, *Title, *Function (Example: "Director, Organisation Name."), *Email, and Email Status. A modal dialog box is open over the table, displaying the message 'Please enter a valid email address.' with an 'OK' button. A red banner at the top right of the table area says 'Please ask for confir'.

Submit: Once all the information has been inserted, it is time to submit your delegation. Follow the instructions to generate a form in PDF that may be printed and verified before being signed/stamped by a duly authorized representative. An image or electronic signature affixed to the form will be considered equivalent to a handwritten signature for the purposes of validity, enforceability and admissibility in connection with this Meeting. The Form must then be saved and submitted electronically as a PDF using the "Upload Form" tab.

The screenshot shows a web application interface with three tabs: 'Required Information', 'Delegates', and 'Submit Delegation'. The 'Submit Delegation' tab is active. Below the tabs, there are three steps for submitting a form: Step 1: Go to the form and click 'print'. Step 2: Sign the paper copy and scan to electronic format (pdf, jpg, etc.). Step 3: Click 'Browse' to find the form on your computer and then click 'Upload Form'. There are buttons for 'Go to form', 'Browse', and 'Upload Form'.

The Office of the Legal Adviser is notified automatically that credentials have been submitted. Once they have been validated, the System will close for you.

In accordance with usual practice, modifications to credentials remains possible at any time. An official signed document (i.e., on official letterhead) is required where the modification involves removing or adding a participant. Otherwise, an email indicating what information must be corrected (e.g., title, email address) will suffice.

Please submit any queries regarding credentials to the Office of the Legal Adviser (credentials@ilo.org). The Secretariat of the Meeting (aprm@ilo.org) may be contacted for all other matters.

For full details regarding the 17th Asia and the Pacific Regional Meeting, please visit the Meeting [website](#).

Contact details:

Office of the Legal Adviser
E: credentials@ilo.org

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