Online accreditation system: User Guide

Welcome to the International Labour Conference Online Accreditation System, which has the advantage of expediting the accreditation process and reducing transcription errors. It also allows for the viewing of the composition of delegations at all times and permits the changing, adding and removal of participants.

Getting started: Enter your Login and Password.

Required information: Provide the requested information for the "Point of Contact", which will permit communication between the ILO and official(s) responsible for accreditation and then click "Save".

Delegates: For an overview of the entire delegation, click "Expand All". Click "Collapse All" and you will return to this view, containing three lines: one for each group. Information by group (Governments, Employers, Workers) and, within each group, by category (ministers, delegates, substitutes, advisers) is added in this section. For full details, please see the Explanatory note for national delegations.

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

Fields: Use the mouse or Tab key to move from one field to the next, which also serves to save information and permits the completion of accreditation in more than one sitting. As information is provided, the red will disappear. *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, Mrs* or *Ms* from the dropdown list. This field makes it possible to generate statistics on participation by women and men at the Conference;

Function: indicates what is a participant's role. For individuals belonging to the same ministry or 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 meeting 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. The same action can be used to change a delegate from one category to another by dragging and dropping the line to its new position (hover over the dark blue band heading the category).

Presence in Geneva: Indicate if the individual will participate personally in Geneva, as well as by video-conference (*upon arrival individuals must register as physically present to receive a badge giving them access to the Conference facilities*).
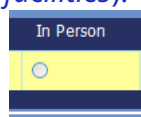
Errors: Are signalled, whether due to information being omitted or because an entry is not compatible with the Standing Orders of the Conference.
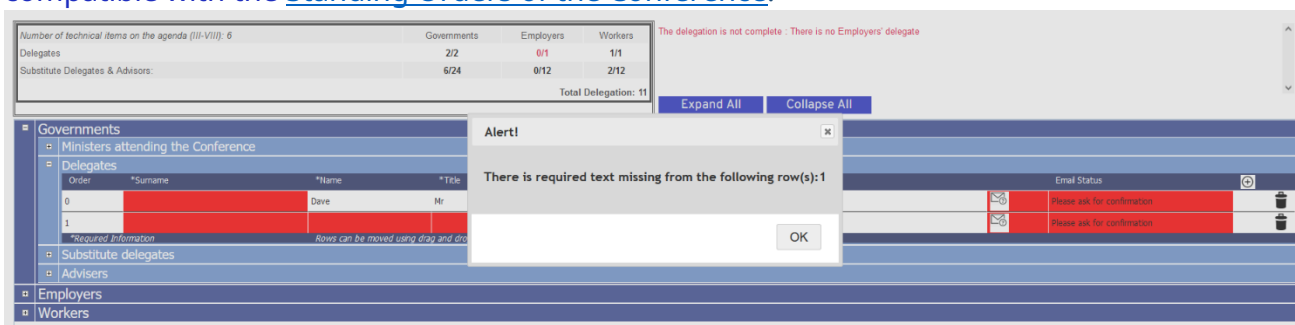
Submit delegation: When the information for each delegate has been completed it is time to submit your delegation. Follow the instructions to generate a form in PDF that may be printed and verified before being signed/stamped (image or electronic signature is acceptable) by a duly authorized representative of the Permanent Mission or government. Scan and submit electronically the form as a PDF using the "Upload Form" tab.
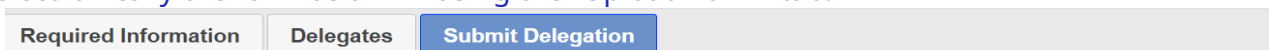
You have completed the process and the Office of the Legal Adviser is notified automatically that your credentials are ready.

*Credentials should be submitted for the duration of the Conference. In accordance with usual practice, modifications (removing the name of a delegate unable to attend the Conference; adding additional delegates; altering the information provided, etc.) to credentials will remain possible at any time during the Session and for this purpose please contact credentials@ilo.org to **re-open** the Online Accreditation System as once credentials have been processed and validated the System is **closed**. The System will need to be re-opened to permit the validation of email addresses. Modifications not involving email addresses may be submitted in writing directly to credentials@ilo.org (i.e., Note verbale from the Permanent Mission or an official letter from the relevant Ministry). For Conference details, please visit https://www.ilo.org/ilc/ILCSessions/110/lang--en/index.htm.*

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