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Mandatory registration on the Internet

The registration system, accessible on the IPU website, under the 531 General Assembly, can be accessed by clicking on "Registration". The system is open from 1 July to 3 October 2016 and, thereafter, must be used in the IPU office: registration@ipu.org.

Important: It recommended that one delegate is nominated for the mission, and use the same user name for the Internet registration and choose a password.

The registration process is as follows:

1. Register to create an account and enter the details required in this page. If you successfully register for the last Assembly, your login information will remain valid and you can use it.

If the IPU Secretariat opens an account on your behalf using your official email address of your parliament, contact the IPU on the address registration@ipu.org for more information.

2. After successful registration, log in using your username and password.

3. Click on "Register for this event" to register for the General Assembly 531.

4. Click on "Start registration" to register your delegation. You must include yourself if you plan to attend the event.

Documentation:

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ترجمة الأمانة العامة للاتحاد البرلماني العربي
25 رمضان / سبتمبر 2016
5. Please note that:

- All information related to membership in IPU bodies and committees, including titles held within the IPU:
  "Title or function within the IPU."
- Details related to your national parliament, including titles held in Parliament/organization:
  "Title/function in Parliament/Organization"

6. You can update your data until 31 October 2016, and after that, you should contact the International Parliamentary Union directly at the address:

registration@ipu.org

This process includes a validation phase where system administrators will review your registration request. Upon successful validation, you will receive an email to confirm. Otherwise, one of our staff will contact you for further actions.

If you have any questions about the registration, please contact Sally-Anne Sader at sas@ipu.org, copying the International Parliamentary Union's general email services:

registration@ipu.org or postbox@ipu.org.
Explanatory note on IPU online registration

The IPU Secretariat online registration system can be accessed through the IPU website, on the 135th Assembly page, simply by clicking on the Registration button. The system will be open from 1st July and will close on 3 October 2016, after which delegates should register with the IPU registration service: registration@ipu.org.

**Important:** It is recommended that all participants designate one delegation coordinator, who will be the sole user of the online registration system and will choose a password.

The registration process is as follows:

1. Sign up for an account and enter the requested details on this page. If you registered successfully for a recent Assembly, your identification information is still valid and may be used.
   
   If the IPU Secretariat has opened an account on your behalf using your parliament’s official e-mail address, you are invited to contact the IPU at registration@ipu.org for more information.

2. Once you have successfully created an account, sign in using your user name and password.

3. Click on "Register for this event" to register for the 135th Assembly.

4. Click on "Start registration" to register your delegation. In your capacity as delegation coordinator, do not forget to include yourself if you plan to attend the event.

5. Please ensure that:
   
   - All information relating to membership in IPU governing bodies and committees is included under: "Title or function within the IPU";
   - Details pertaining to your national parliament are included under: "Title/function in Parliament/Organization";
   - You **DO NOT** use ALL CAPITALS.
   - You click on the "+" sign to add committees (when there are more than one).

6. It will be possible to make changes to your data until 3 October 2016, after which you should contact the IPU directly at registration@ipu.org.

The registration process includes a validation phase, during which system administrators will examine your registration. Once your registration has been validated, you will be sent a confirmation e-mail. Otherwise, one of our administrators will contact you for any action that requires follow-up.

Should you have any questions on registration, please send them to Ms. Sally-Anne Sader, Conference Services Officer, at sas@ipu.org, with copies to the generic IPU e-mail addresses: postbox@ipu.org as well as registration@ipu.org.