

## Online accreditation system: User Guide

Welcome to the Online Accreditation System of the <u>International Labour Conference</u>. In addition to expediting the accreditation process and reducing transcription errors, the System also allows the changing, adding and removal of participants as needed.

Getting started: Enter your Login and Password.

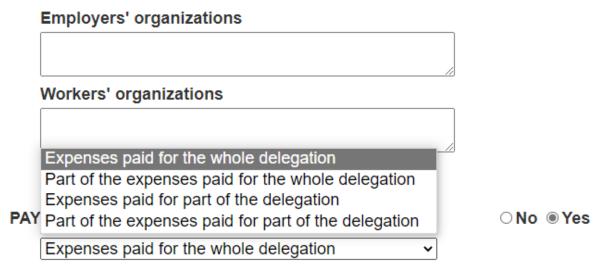


**Required information:** Provide the requested information for the "Point of Contact" then click "Save". The Point of Contact permits the ILO's to contact the official(s) responsible for accreditation.

Required Information	Delegates	Submit Delega	tion
POINT OF CONTACT			Save
*Full Name		This f	field is required.
Function			
*Phone		This f	field is required.
*Email		This f	field is required.
*This field is required	d.		

**Consultations:** 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. If none, please indicate none.

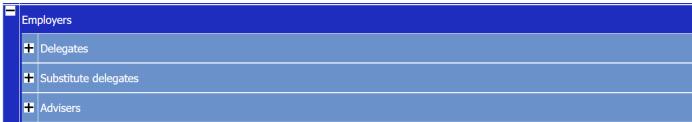
## ORGANIZATIONS CONSULTED FOR THE NOMINATION OF THE DELEGATION



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

+	Governments	
+	Employers	
+	Workers	

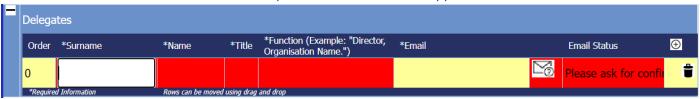
**Select the corresponding category:** If applicable, please click the  $oldsymbol{\oplus}$  button for the appropriate function.



One row per participant: To add a participant, please click the  $\bigoplus$  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  $\bigoplus$  or "-" to the left.



**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.

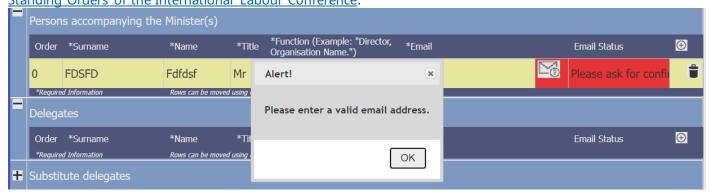


Surname and Name: the system capitalizes automatically;

**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 Standing Orders of the International Labour Conference.



**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 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. Focal points may request that the Online accreditation system be re-opened or, if the modifications are minimal, submit an official signed communication (i.e., on official letterhead). For **corrections**, please fill out the <u>form</u> and return to <u>credentials@ilo.org</u>.

Please submit any queries regarding credentials to the Office of the Legal Adviser (<a href="mailto:credentials@ilo.org">credentials@ilo.org</a>). The Secretariat of the Conference (<a href="mailto:reloff-conf@ilo.org">reloff-conf@ilo.org</a>) may be contacted for all other matters.

For full details regarding the International Labour Conference, please visit the Conference website.

Contact details:

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E: credentials@ilo.org
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