



International
Labour
Organization

► How to prepare to register for ILO Governing Body Sessions

► System User Manual: **Accredited Participants**

► Contents

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► Introduction

Welcome to the user manual for accredited participants of International Labour Organization (ILO) meetings. This manual will guide you through the processes involved in using the ILO Meeting Management System (MMS) to submit the information required for registering for a session of the Governing Body.

 **Important:** *The following instructions apply only to participants who require an ILO badge*

Before proceeding, please make sure you have your passport or other official identification document ready. In addition, you will be required to take a photo for the badge or upload an existing passport-style photo that complies with the ILO photo requirements, as indicated in paragraph **1.2.1 Photo Requirements**.

Please note that the ILO uses the email addresses of accredited participants to communicate to them information regarding the meeting. All accredited participants are recommended to ensure that they follow the steps explained below.

Submitting the required information prior to the meeting will speed up your registration and shorten the waiting time to obtain an ILO badge, which is necessary to access meeting premises.

1. Prepare the required information:

 **Note:** *The following applies only to participants who require an ILO badge.*

You can use a personal computer (PC), tablet or a smartphone to submit your information.

You will need to **finalize entering the required information and submit without saving for later**. If you enter information and need to continue later, information entered will be lost and will need to be re-entered.

Once you have submitted the form, you will be **unable to access your provided information again to adjust it**. If you do require to adjust your information, you will need to contact your Focal Point directly and ask them to resend you the link to access your "Badge Related information".

1.1. Passport or official identification document (ID)

Please ensure that your name as indicated in the MMS corresponds to your name in your passport or official identification document (ID). If not, please follow the instructions in section 4.2 below.

1.2. Passport-style photo

Be prepared to take a photo when submitting the form using your device or to upload a **passport-style photo**.

1.2.1. Photo Requirements

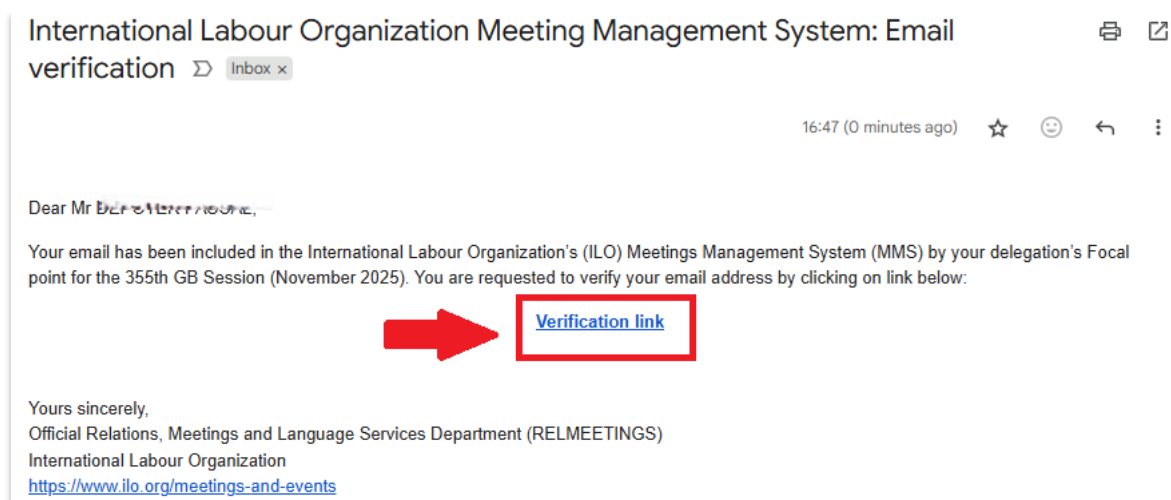
Official **photo guidelines can be found at:** [Link to Photo Upload Guidelines](#)

2. Email verification:

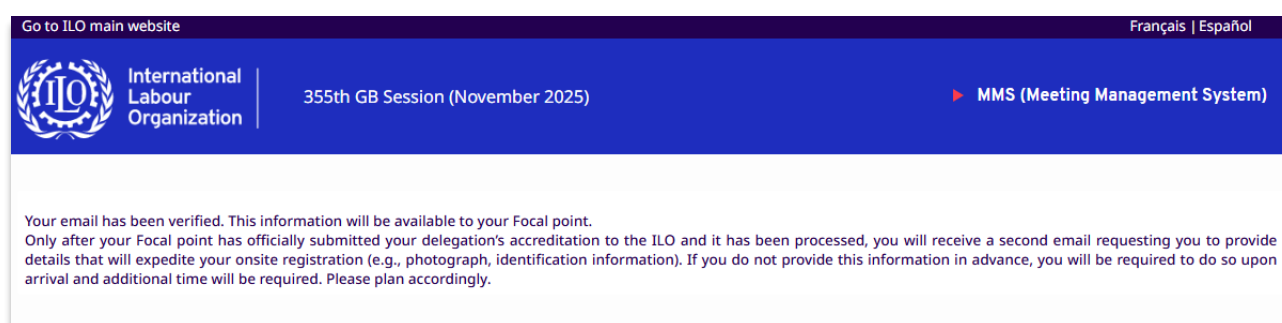
Your delegation's Focal Point will initiate a system-generated email requesting you to verify your email address.

Open your email and locate the message from the ILO's email noreply-meetings@ilo.org.

Check your spam or junk folder if you do not find the email from noreply-meetings@ilo.org in your inbox.



Click on the [Verification link](#)



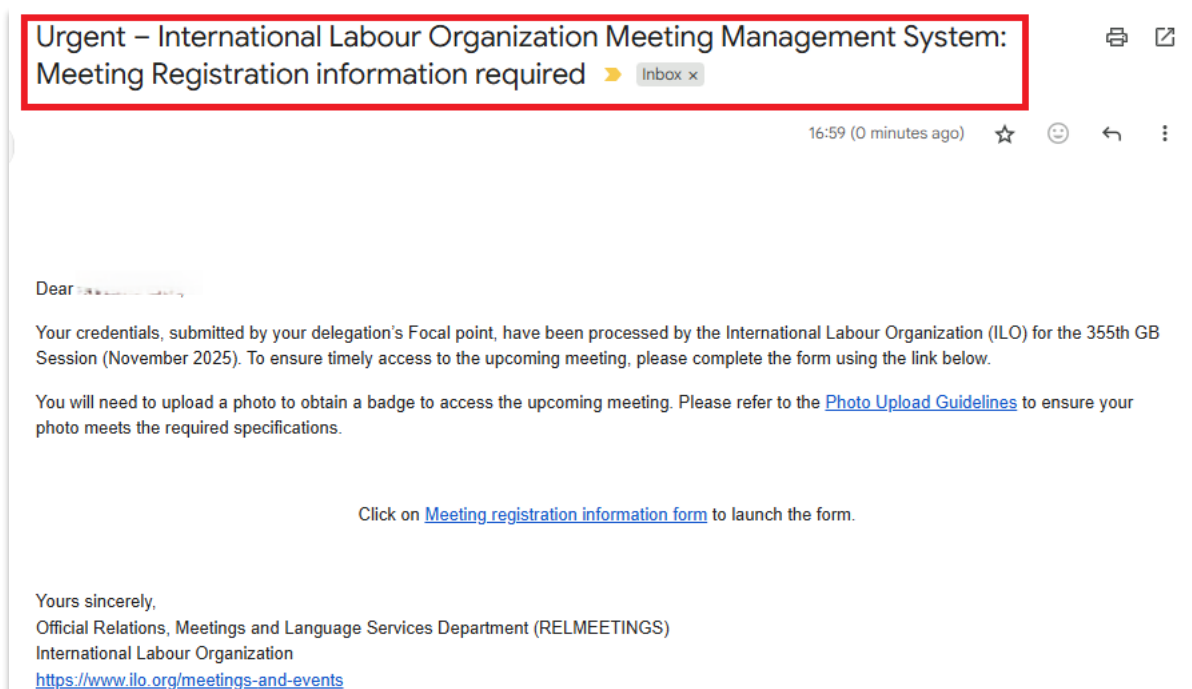
After the email is verified, a popup will appear notifying you that your email has been verified.

You will receive a second subsequent email **only after your accreditation has been officially submitted** by the Focal Point to the ILO to participate in an ILO meeting (to check whether your accreditation has been officially submitted, please consult the [Credentials Live](#) platform. **Please note that you need to validate your email first, in order to receive this second email.**

3. Credentials confirmation email:

After you have verified your email and after your accreditation has been officially submitted by the Focal Point to the ILO to participate in an ILO meeting, you will receive a **second** system-generated email with the subject line:

"Urgent – International Labour Organization Meeting Management System: Meeting registration information required."



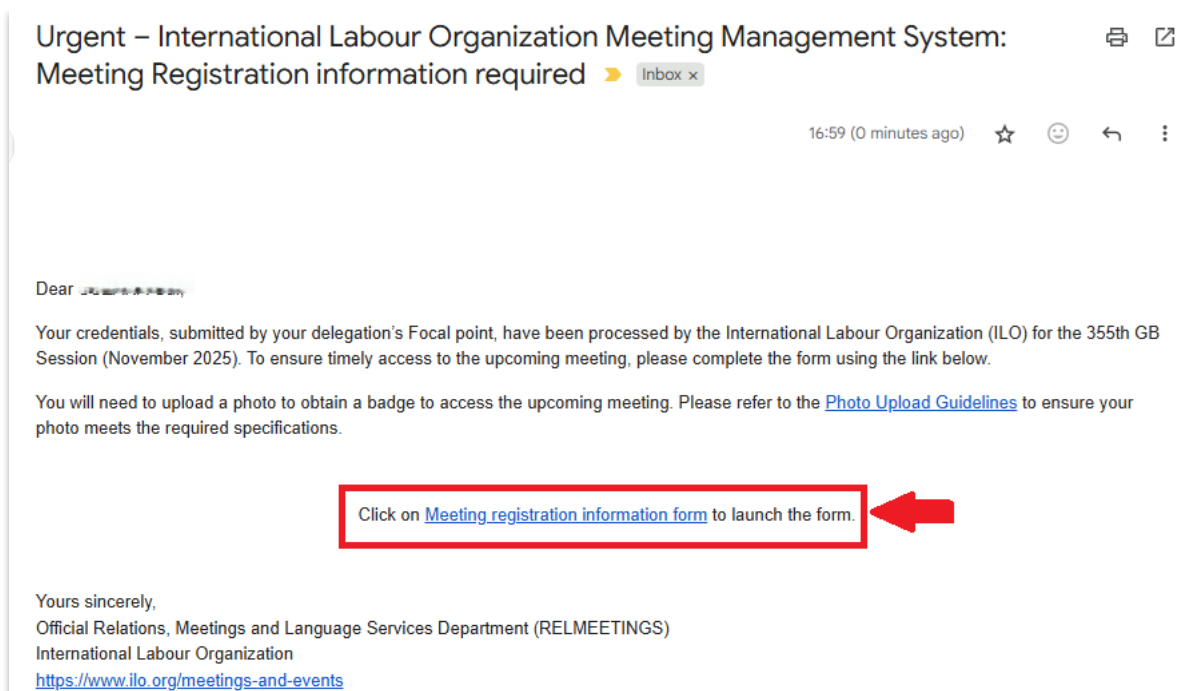
The email contains a link to the "Meeting Registration Information Form".

4. Meeting Registration Information Form:

 **Note:** *This step is only applicable to participants who require an ILO badge.*

4.1. Accessing the form

- Click on the link provided in the email to access the "Meeting Registration Information Form".
- You will use this form to submit the necessary data, including your photo and other information required to access the premises where this meeting is taking place.
- **The link is unique to you and the specific meeting, ensuring secure access. Please keep this email until you have submitted your registration information.**
- The form will be displayed in your country's (or organization's) correspondence language by default.
- You can switch to other ILO official languages (English, French, Spanish) using the language selector at the top-right corner of the form.



4.2. Verifying personal information:

- Your last name, first name; if applicable, group (government, employer or worker); and country or organization will be displayed as read-only fields.
- Verify that the information matches your passport or ID.

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Badge related information

By submitting your information, you authorize the ILO to collect, process, store and otherwise use your information for meeting-related purposes. You also authorize the ILO to transfer your information: to the hosting location (e.g., Personal- and Passport/ID-related information, if collected), if the meeting is hosted outside ILO premises; and to third-party service providers (e.g., email addresses, if electronic voting is used). You also authorize to be audio/video-recorded and/or live broadcast during any plenary/committee sittings, as well as photographed while present on ILO premises or at the meeting site(s). Your name and title will also be made publicly available (e.g., lists of delegations, recordings of meetings). Click the following link to read the [ILO Privacy Policy](#).

Personal information

Last name:

First name:

Group:

From:

My personal information is correct and is the same as it appears on my Passport/ID *

☐ No ☐ Yes

Badge collection *

☐ I will collect my badge in person

☐ I would like my badge to be collected by another person

Photo for your badge ⓘ

Mandatory if you want your badge to be collected by another person

[Choose file](#) [Take photo](#)

Photo Preview

Reasonable accommodation

Do you require any disability-related reasonable accommodation or have an adjustment need?

Kindly read : [Disability Inclusion Policy](#)

☒ No ☐ Yes

[Cancel](#) [Submit](#)

Meeting details are available at: <https://www.ilo.org/meetings-and-events>. The help guide and participant instructions are available at: <https://www.ilo.org/resource/other/ilo-meetings-photo-guidelines>.

- Select "Yes" if your personal information is correct and matches your passport or ID.

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Personal information

Last name:

First name:

Group:

From:

My personal information is correct and is the same as it appears on my Passport/ID *

☐ No ☐ Yes

Badge collection *

☐ I will collect my badge in person

☐ I would like my badge to be collected by another person

Photo for your badge ⓘ

Mandatory if you want your badge to be collected by another person

[Choose file](#) [Take photo](#)

Photo Preview

Reasonable accommodation

Do you require any disability-related reasonable accommodation or have an adjustment need?

Kindly read : [Disability Inclusion Policy](#)

☒ No ☐ Yes

[Cancel](#) [Submit](#)

Meeting details are available at: <https://www.ilo.org/meetings-and-events>. The help guide and participant instructions are available at: <https://www.ilo.org/resource/other/ilo-meetings-photo-guidelines>.

- If the information is incorrect, select "No" and provide the correct details in the mandatory free-text field.

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Badge related information
By submitting your information, you authorize the ILO to collect, process, store and otherwise use your information for meeting-related purposes. You also authorize the ILO to transfer your information: to the hosting location (e.g., Personal- and Passport/ID-related information, if collected), if the meeting is hosted outside ILO premises; and to third-party service providers (e.g., email addresses, if electronic voting is used). You also authorize to be audio/video-recorded and/or live broadcast during any plenary/committee sittings, as well as photographed while present on ILO premises or at the meeting site(s). Your name and title will also be made publicly available (e.g., lists of delegations, recordings of meetings). Click the following link to read the [ILO Privacy Policy](#).

Personal information
Last name:
First name:
Group:
From:
My personal information is correct and is the same as it appears on my Passport/ID *
☒ No ☐ Yes

Badge collection *
☐ I will collect my badge in person
☐ I would like my badge to be collected by another person

Enter (Character limit:2500)

Photo for your badge ⓘ
Mandatory if you want your badge to be collected by another person
Choose file Take photo

Reasonable accommodation
Do you require any disability-related reasonable accommodation or have an adjustment need?
Kindly read : [Disability Inclusion Policy](#)
☒ No ☐ Yes

Cancel Submit

Meeting details are available at: <https://www.ilo.org/meetings-and-events>. The help guide and participant instructions are available at: <https://www.ilo.org/resource/other/ilo-meetings-photo-guidelines>.

4.3. Uploading your photo:

- In “**Photo for your badge**” Section, a help icon ⓘ will provide guidelines for photo submission (*remember that if you would like your badge to be collected by another person you are required to upload a photo*).
- Click on “**Choose file**” to select a photo from your device.
- Ensure the photo meets the required criteria as listed in **1.2.1 Photo Requirements**
- Alternatively, you can click on “**Take a photo**” to use your device camera to take and upload a photo. You can use a personal computer, tablet or a smartphone.
- After uploading, you will see a preview of your photo.

Photo for your badge ⓘ
Mandatory if you want your badge to be collected by another person
Choose file Take photo

Photo Preview

- If the photo does not meet the criteria, you will receive an error message and can retake or upload a new photo.

4.4. Selecting the badge collection option – For Participants

Choose one of the following options:

- **I will collect my badge in person:** Select this option if you will collect your badge yourself.

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Badge related information

By submitting your information, you authorize the ILO to collect, process, store and otherwise use your information for meeting-related purposes. You also authorize the ILO to transfer your information: to the hosting location (e.g., Personal- and Passport/ID-related information, if collected), if the meeting is hosted outside ILO premises; and to third-party service providers (e.g., email addresses, if electronic voting is used). You also authorize to be audio/video-recorded and/or live broadcast during any plenary/committee sittings, as well as photographed while present on ILO premises or at the meeting site(s). Your name and title will also be made publicly available (e.g., lists of delegations, recordings of meetings). Click the following link to read the [ILO Privacy Policy](#).

Personal information

Last name:

First name:

Group:

From:

My personal information is correct and is the same as it appears on my Passport/ID *

☒ No ☐ Yes

Enter (Character limit:2500)

Photo for your badge ⓘ

Mandatory if you want your badge to be collected by another person

Photo Preview

Choose file Take photo

Reasonable accommodation

Do you require any disability-related reasonable accommodation or have an adjustment need? Kindly read : [Disability Inclusion Policy](#)

☒ No ☐ Yes

Cancel Submit

Meeting details are available at: <https://www.ilo.org/meetings-and-events>. The help guide and participant instructions are available at: <https://www.ilo.org/resource/other/ilo-meetings-photo-guidelines>.

- **I would like my badge to be collected by another person:** Select this option if you do not intend to collect your badge yourself (*remember that if you would like your badge to be collected by another person you are required to upload a photo*).

If you choose to have your badge collected by another person, choose between the option of the **Focal Point or designated Government representative (e.g., Permanent Mission in Geneva)** to collect your badge or **a member of your delegation**. If you choose the second option, you:

- Can see the list of accredited participants from your country's or organization's delegation.
- Will not find on the list:
 - individuals who have not been accredited yet;

- participants from another group (government, employer, worker), if your delegation is tripartite; or
- accredited participants who have requested that another participant collects their badge.

Badge collection *

☐ I will collect my badge in person

☒ I would like my badge to be collected by another person

I authorize the *

☒ Permanent Mission in Geneva to collect my badge on my behalf

☐ Following member of my delegation to collect my badge on my behalf

I understand that if the authorized member of my delegation does not collect my badge, I will have to collect it myself in person.
I also understand that if any of my personal information is incorrect or I would like to change my badge collection preferences, I will contact my Focal point directly so that they can resend me a link to update your "Badge Related Information".

Badge collection *

☐ I will collect my badge in person

☒ I would like my badge to be collected by another person

I authorize the *

☐ Permanent Mission in Geneva to collect my badge on my behalf

☒ Following member of my delegation to collect my badge on my behalf

Member of my delegation (for tripartite delegations, restricted to group) *

Enter and select ▼

This list contains accredited participants from your group who, to date, have not indicated that another person will collect their badge.

I understand that if the authorized member of my delegation does not collect my badge, I will have to collect it myself in person.

I also understand that if any of my personal information is incorrect or I would like to change my badge collection preferences, **I will contact my Focal point directly** so that they can resend me a link to update your "Badge Related Information".

- Can select the accredited participant from the list. Once you click "submit", the selected participant will automatically receive an email informing them of your badge collection authorization.

Badge collection *

☐ I will collect my badge in person

☒ **I would like my badge to be collected by another person**

I authorize the *

☐ Permanent Mission in Geneva to collect my badge on my behalf

☒ **Following member of my delegation to collect my badge on my behalf**

Member of my delegation (for tripartite delegations, restricted to group) *

Enter and select

This list contains accredited participants from your group who, to date, have not indicated that another person will collect their badge.

I understand that if the authorized member of my delegation does not collect my badge, I will have to collect it myself in person.

I also understand that if any of my personal information is incorrect or I would like to change my badge collection preferences, **I will contact my Focal point directly** so that they can resend me a link to update your "Badge Related Information".

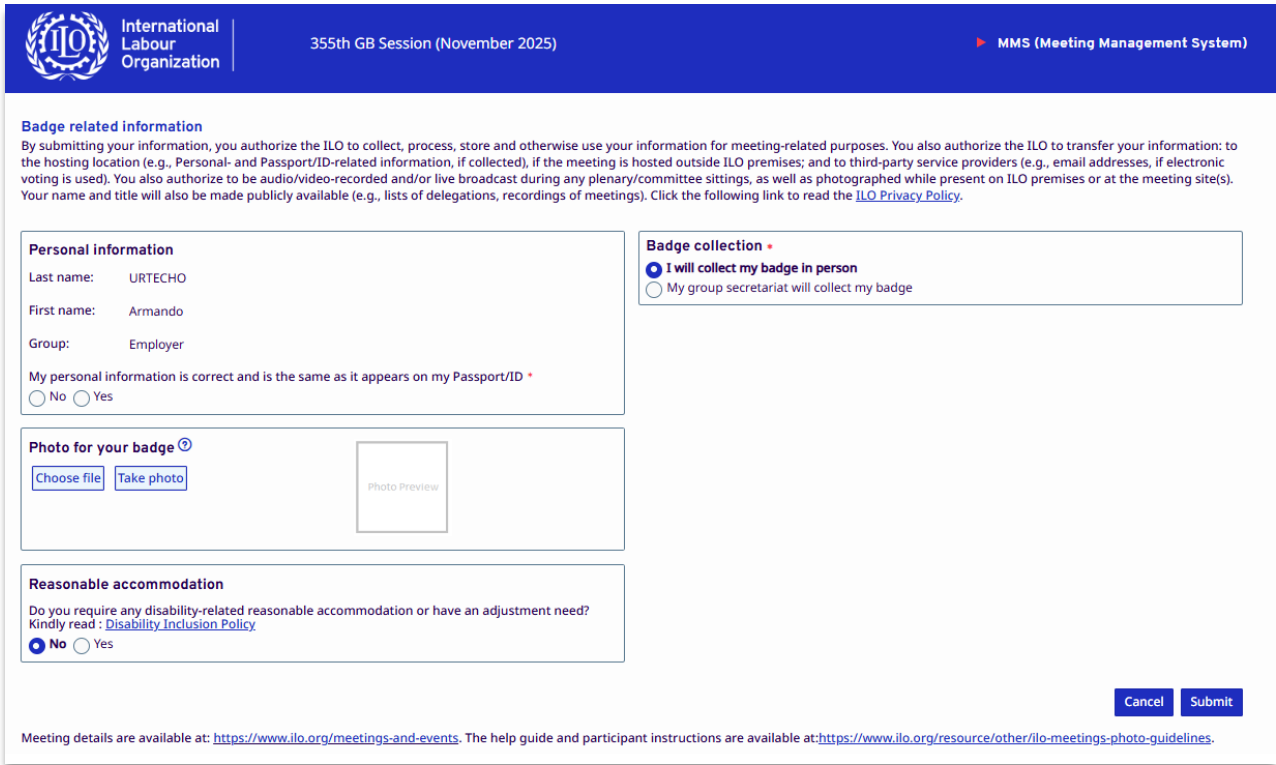
You will need to collect the badge in person if:

- you are unable to upload the photo. In that case, please change the badge collection option to 'I will collect my badge in person';
- the person you authorized to collect your badge is no longer accredited to the meeting (in this case, you will be automatically notified);
- the person you authorized to collect your badge has not collected your badge.

4.5. Selecting the badge collection option – *For Group Participants*

Choose one of the following options:

- **I will collect my badge in person:** Select this option if you will collect your badge yourself.



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Personal information
Last name: URTECHO
First name: Armando
Group: Employer
My personal information is correct and is the same as it appears on my Passport/ID *
☐ No ☐ Yes

Photo for your badge ⓘ
Choose file Take photo
Photo Preview

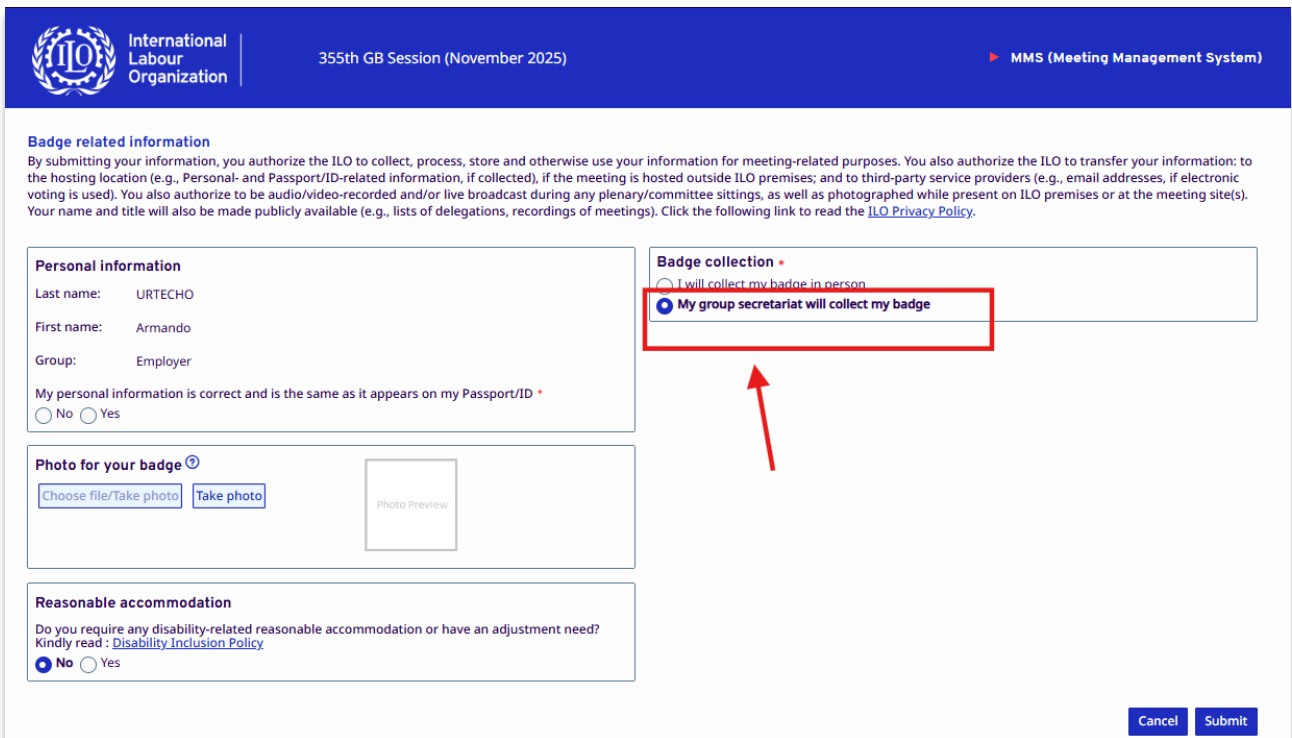
Reasonable accommodation
Do you require any disability-related reasonable accommodation or have an adjustment need?
Kindly read : [Disability Inclusion Policy](#)
☒ No ☐ Yes

Badge collection *
☒ I will collect my badge in person
☐ My group secretariat will collect my badge

Cancel Submit

Meeting details are available at: <https://www.ilo.org/meetings-and-events>. The help guide and participant instructions are available at: <https://www.ilo.org/resource/other/ilo-meetings-photo-guidelines>.

- **My group secretariat will collect my badge:** A representative from my group's secretariat will collect my badge on my behalf



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Personal information
Last name: URTECHO
First name: Armando
Group: Employer
My personal information is correct and is the same as it appears on my Passport/ID *
☐ No ☐ Yes

Photo for your badge ⓘ
Choose file/Take photo Take photo
Photo Preview

Reasonable accommodation
Do you require any disability-related reasonable accommodation or have an adjustment need?
Kindly read : [Disability Inclusion Policy](#)
☒ No ☐ Yes

Badge collection *
☐ I will collect my badge in person
☒ My group secretariat will collect my badge

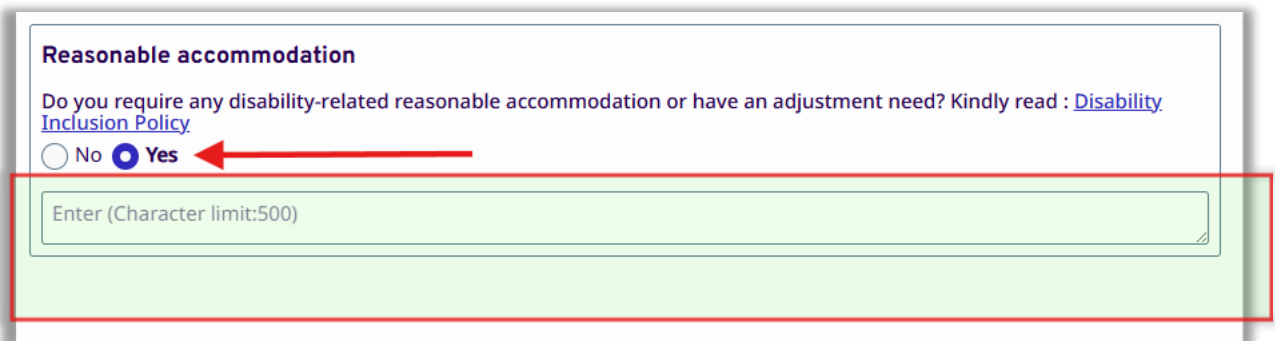
Cancel Submit

You will need to collect the badge in person if:

- you are unable to upload the photo. In that case, please change the badge collection option to 'I will collect my badge in person';
- the person you authorized to collect your badge is no longer accredited to the meeting (in this case, you will be automatically notified);
- the person you authorized to collect your badge has not collected your badge.

4.6. Reasonable accommodation:

- Indicate by selecting **Yes** if you require any disability-related reasonable accommodation or have an adjustment need.
- Provide the necessary details. No medical information is required.



Reasonable accommodation

Do you require any disability-related reasonable accommodation or have an adjustment need? Kindly read : [Disability Inclusion Policy](#)

☐ No ☒ Yes

Enter (Character limit:500)

4.7. Submitting the request:

- Click "**Submit**" to send your information.

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Badge related information

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Personal information

Last name:

First name:

Group:

From:

My personal information is correct and is the same as it appears on my Passport/ID *

☒ No ☐ Yes

Enter (Character limit:2500)

Badge collection *

☐ I will collect my badge in person

☐ I would like my badge to be collected by another person

Photo for your badge 

Mandatory if you want your badge to be collected by another person

[Choose file](#) [Take photo](#)



Reasonable accommodation

Do you require any disability-related reasonable accommodation or have an adjustment need?
Kindly read : [Disability Inclusion Policy](#)

☒ No ☐ Yes

[Cancel](#) [Submit](#)

Meeting details are available at: <https://www.ilo.org/meetings-and-events>. The help guide and participant instructions are available at: <https://www.ilo.org/resource/other/ilo-meetings-photo-guidelines>.

Any missing or incorrect information will be highlighted for your correction.

Once the form is submitted, you will:

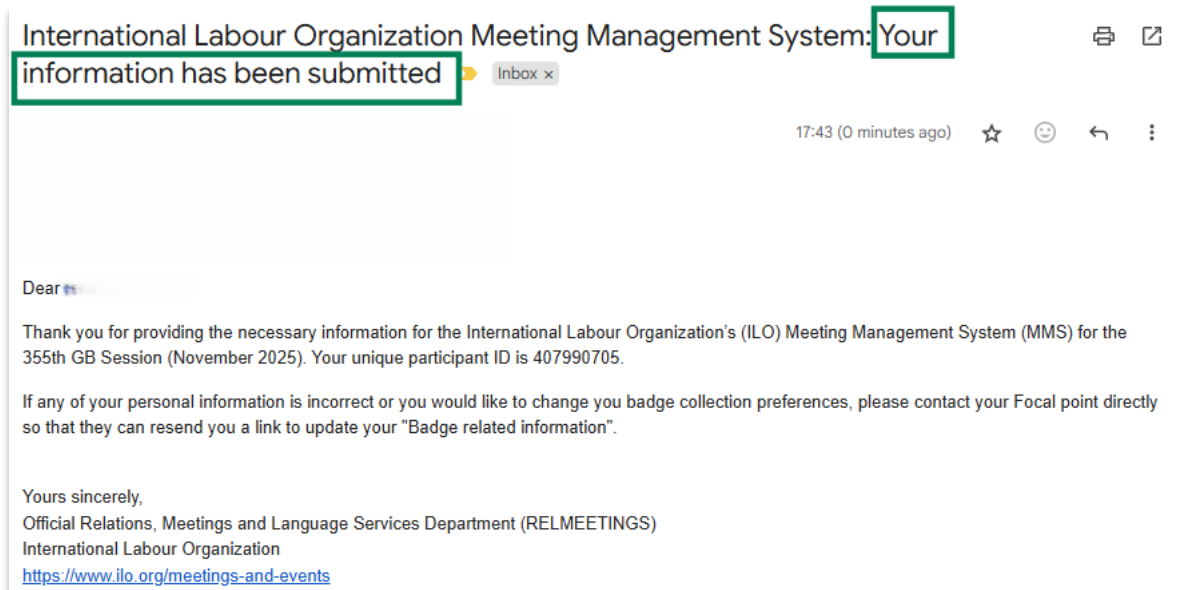
- see a confirmation message on the screen; and
- receive a confirmation email that contains a unique participant ID, which you may wish to print or save electronically.

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Thank you for submitting the information. Your submission has been transmitted. If any of your personal information is incorrect or you would like to change you badge collection preferences, please contact your Focal point directly so that they can resend you a link to update your "Badge related information".

- Noting your **unique participant ID** and providing it to the ILO registration desk prior to the meeting start will **speed up your registration and shorten the waiting time to obtain the ILO badge**.



- In case **your personal information is incorrect**, or you would like **to change your badge collection preferences**, **please contact your Focal Point directly** so that they can change incorrect information or resend you an email with a new link to access your "Badge Related information".

5. After submitting:

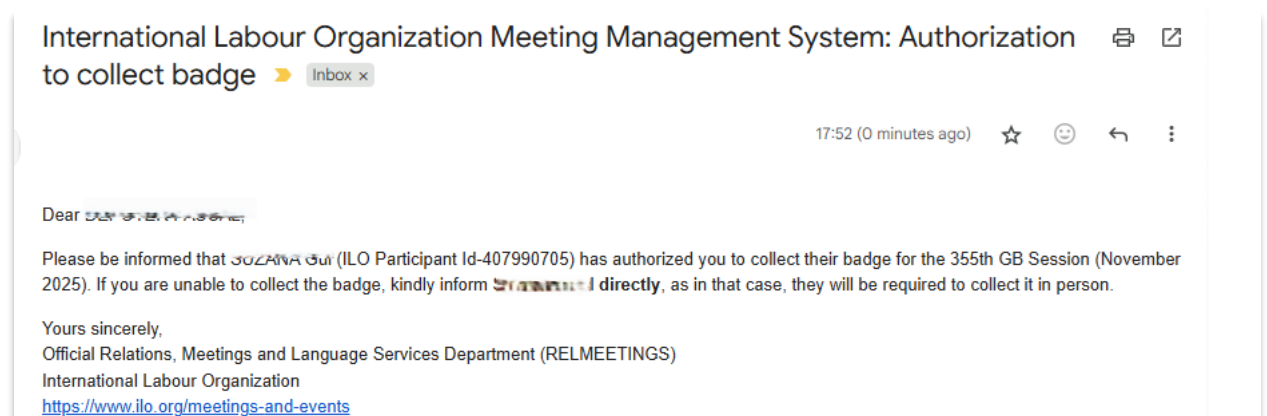
5.1. Your Unique Participant ID

Providing your **unique participant ID** to the ILO registration desk will **speed up your registration** and **shorten the waiting time to obtain the ILO badge**.

5.2. Badge collection for another member of your delegation

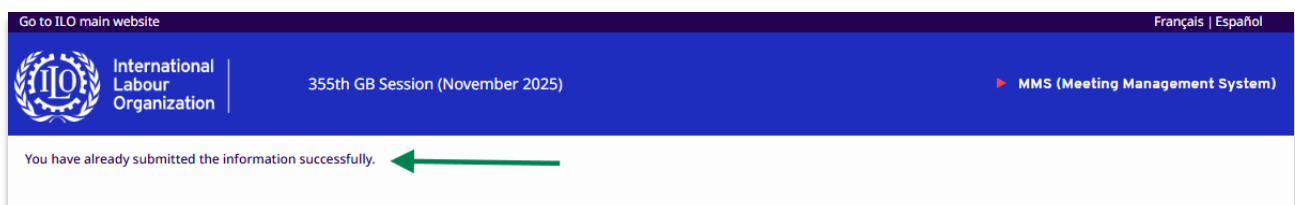
 **Note: This step is not applicable to Group Participants.**

If another member of your delegation chose your name to collect their badge, you will be informed by an automated email.



5.3. Accessing the link after submission:

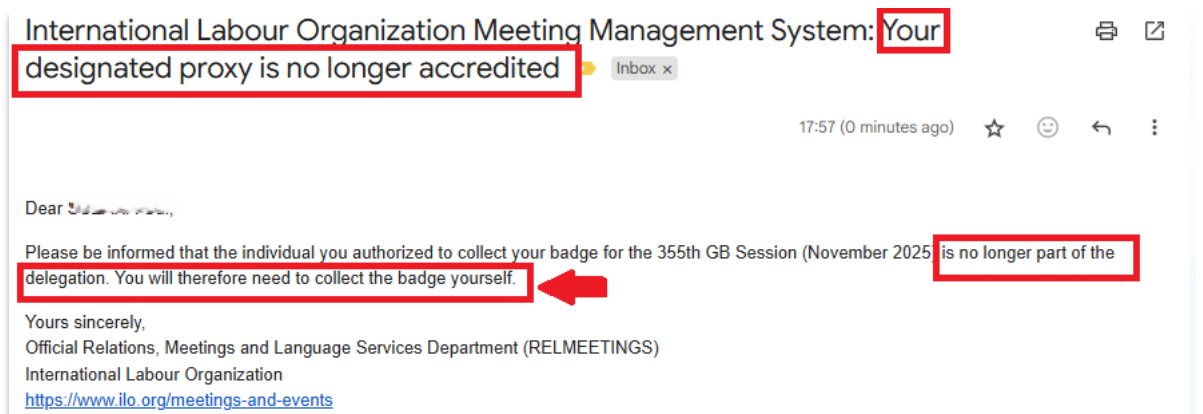
If you try to access the link after you submitted your information, you will see a message indicating that you have already submitted the required information.



5.4. Your badge cannot be collected by a member of your delegation

 **Note:** *This step is not applicable to Group Participants.*

If you chose to have your badge collected by a member of your delegation and this person is no longer accredited, you will receive an email requesting that you collect your badge in person.



6. Changes in accreditation status:

If your accreditation status changes and you are no longer accredited to attend the ILO meeting, when you click on the link, you will see a message indicating that you are no longer eligible to submit your information. The link will be accessible until the last day of the meeting. If you have any questions, please contact your Focal point directly.

