



International
Labour
Organization

► How to prepare to register for ILO meetings

System User Manual: **Participants**

April 2026

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► Introduction

Welcome to the user manual for participants accredited to International Labour Organization (ILO) meetings. This manual will explain how to use the ILO Meetings Management System (MMS) to register for an ILO meeting.

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 your badge, or upload an existing passport-style photo that complies with the ILO photo requirements, as indicated in paragraph **1.1.2.1 Photo requirements**.

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 the premises. It is also required in case you wish another person to collect your badge on your behalf.

1. Accreditation and badges

1.1. Preparing the required information

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

You will need to **enter and submit all required information in one session without saving for later**. If you cannot finish in one session, any information that was entered will be lost and will need to be re-entered.

As a security measure, it will not be possible to change information once it has been submitted. If you do need to change any information that was submitted, you will need to contact your delegation's Focal point for the meeting directly and ask them to resend you the link to access your "Badge-related information".

1.1.1. Passport or official identification document (ID)

Please have your passport or official identification document (ID) available to provide your passport/ID number and expiry date.

1.1.2. Passport-style photo

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

1.1.2.1. Photo requirements

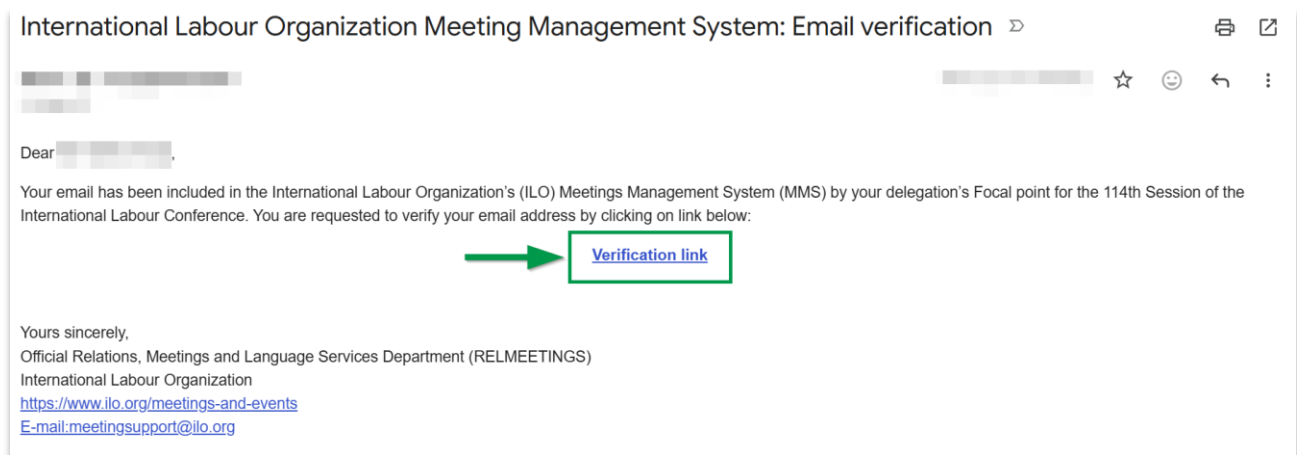
Official photo guidelines can be found on the [ILO website](#).

1.2. Email verification:

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

Open your inbox and locate the message from 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](#) to verify your email.



Afterwards a pop-up will appear notifying you that your email has been verified.

1.3. Confirmation email:

Once you have validated your email and 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."



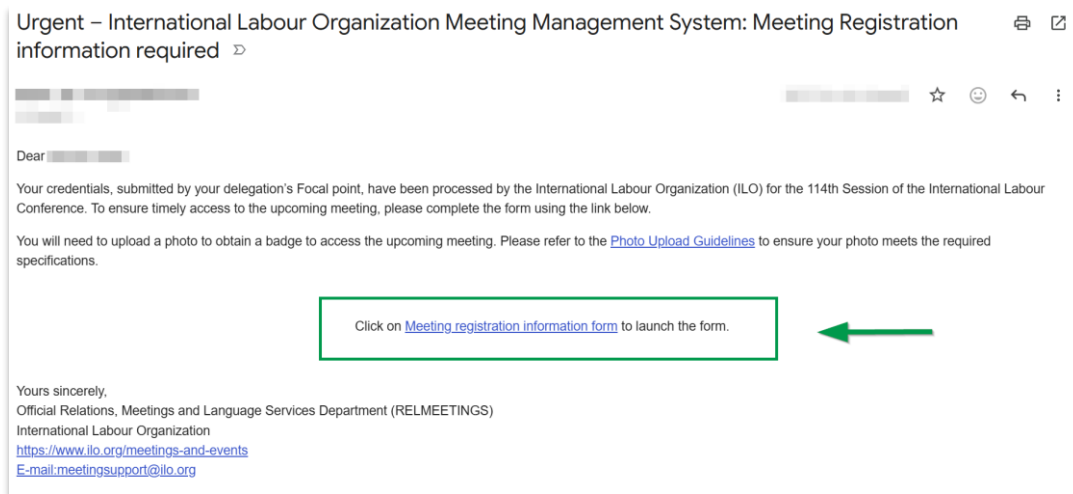
Please note that you need to verify your email address first, in order to receive this second email.

The email contains a link to the "Meeting registration information form" where you will be asked to enter the necessary participant details.

1.4. Meeting registration information form:

1.4.1. 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 information, including your photo and other information required to access the meeting premises.
- The link is unique to you and the specific ILO meeting, ensuring secure access.
- The form will be displayed in your country'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.



1.4.2. Verifying personal information:

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

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International Labour Organization

114th Session of the International Labour Conference

Français | Español

Meeting Management System (MMS)

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: [redacted]
 First name: [redacted]
 Group: Government
 From: [redacted]

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

☐ No ☐ Yes

Passport / ID related information

Date of birth * [Select] [calendar icon]
 Passport / ID number * [Enter (Character limit:50)]
 Passport / ID nationality * [Enter and select]
 Passport / ID expiry date * [Select] [calendar icon]

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

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>.

Cancel Submit

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

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International Labour Organization 114th Session of the International Labour Conference ► Meeting Management System (MMS)

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

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

Passport / ID related information

Date of birth *

Passport / ID number *

Passport / ID nationality *

Passport / ID expiry date *

Badge collection *

☐ I will collect my badge in person

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

[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 personal information is **not** correct, select "**No**" and provide the correct details in the mandatory free-text field. Your delegation's Focal point will have access to this information so that they can integrate the correction on your behalf in MMS. You may wish to contact them directly to follow up.

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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

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

Passport / ID related information

Date of birth *

Passport / ID number *

Passport / ID nationality *

Passport / ID expiry date *

Badge collection *

☐ I will collect my badge in person

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

[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>.

1.4.3. Uploading your photo:

- In the **"Photo for your badge"** section, A help icon  will provide guidelines for photo submission, which is required if you would like your badge to be collected by another person.
- Click on **"Choose file"** to select a photo from your device.
- Ensure the photo meets the required criteria as listed in **1.1.2.1 Photo**.
- 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 smart phone.
- After uploading, you will see a preview of your photo.

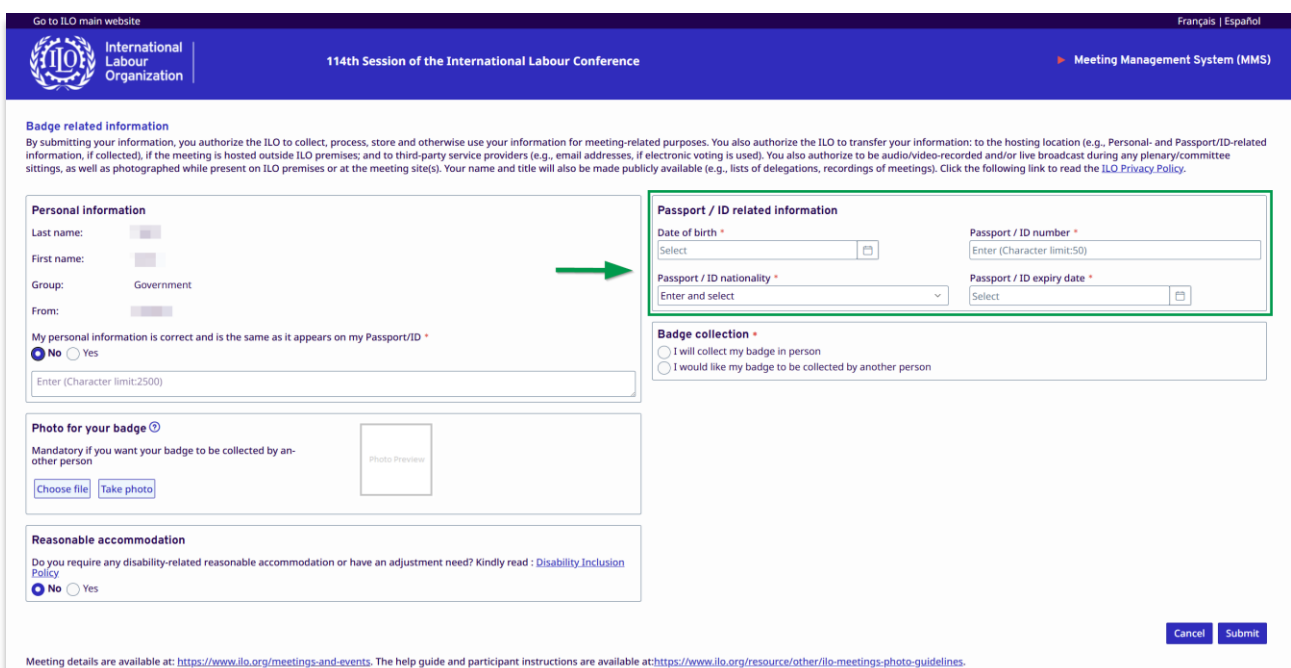


- If the photo does not meet the criteria, you will receive an error message and be able to retake or upload a new photo.

1.4.4. Providing passport/ID information:

Enter the following mandatory details in the "Passport/ID related information" section:

- **Date of birth:** Use the calendar picker to select your date of birth.
- **Passport/ID number:** Enter your passport or ID number (up to 50 characters).
- **Passport/ID nationality:** Select your nationality from the dropdown list.
- **Passport/ID expiry date:** Enter the expiry date of your passport or ID using the date picker.



1.4.5. Selecting the badge collection option:

Choose one of the following options:

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

Go to ILO main website

International Labour Organization

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Français | Español

Meeting Management System (MMS)

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

Passport / ID related information

Date of birth *

Passport / ID number *

Passport / ID nationality *

Passport / ID expiry date *

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

Reasonable accommodation

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

☒ No ☐ Yes

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 the badge by yourself, in which case you will need to upload a photo if you have not yet done so.
- If you choose to have your badge collected by another person, choose one of the following options:
 - I authorize the **Permanent Mission in Geneva** to collect my badge on my behalf
 - I authorize the following **member of my delegation to collect my badge on my behalf**
 - If you select this second option, you will see a list of accredited participants from your group's national delegation, your international organization or your non-governmental organization.
 - The list will not include:
 - individuals who have not yet been accredited;
 - participants from another group (government, employer, worker) in your national delegation;
 - accredited participants who have already requested that another participant collect 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".

Select the accredited participant from the provided list. Once you click **"Submit"**, the selected participant will automatically receive an email indicating that they are authorized to collect your 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

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 a 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;
- the person you authorized to collect your badge does not collect your badge.

1.4.6. Reasonable accommodation:

- If you require any disability-related reasonable accommodation or have an adjustment need, please select "**Yes**".
- 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)

1.4.7. Submitting the request:

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

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International Labour Organization 114th Session of the International Labour Conference ▶ Meeting Management System (MMS)

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: Government

From:

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

☒ No ☐ Yes

Enter (Character limit:2500)

Passport / ID related information

Date of birth *

Passport / ID number *

Passport / ID nationality *

Passport / ID expiry date *

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

Reasonable accommodation

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

☒ No ☐ Yes

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>.

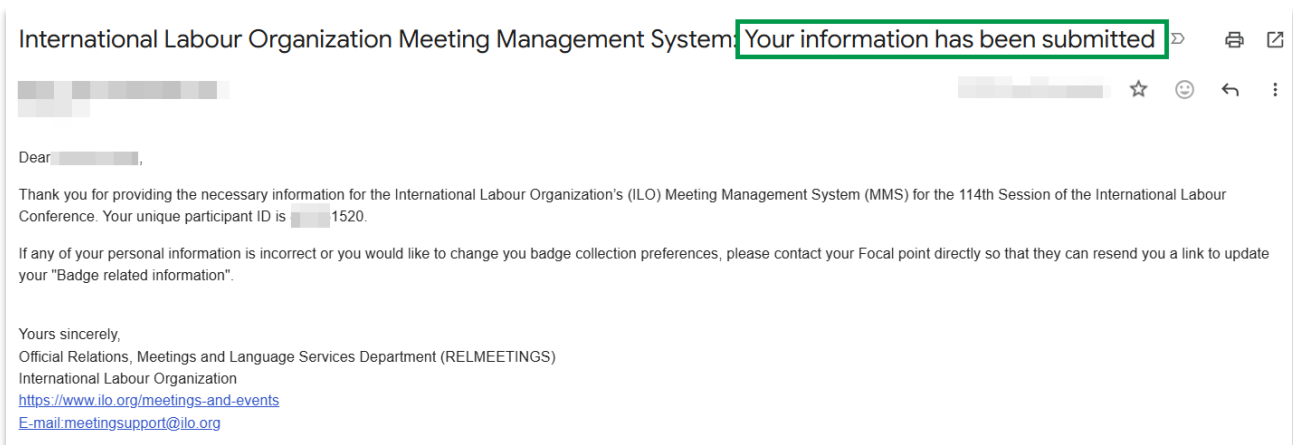
Any missing or incorrect information will be highlighted for your correction.

Once the form is submitted, you:

- will see a confirmation message on the screen; and
- receive a confirmation email with the details of your submission, including your **unique participant ID number**, which you may wish to print.



- Please note down your **unique participant ID** number and provide it to the ILO registration desk when you collect your badge as this will **shorten the waiting time to obtain your ILO badge**.



- In case **your personal information is incorrect** or you would like **to change your badge collection preferences, please contact your delegation's Focal point directly** so that they can change incorrect information or resend you an email with a new link to access the "Meeting registration information form".

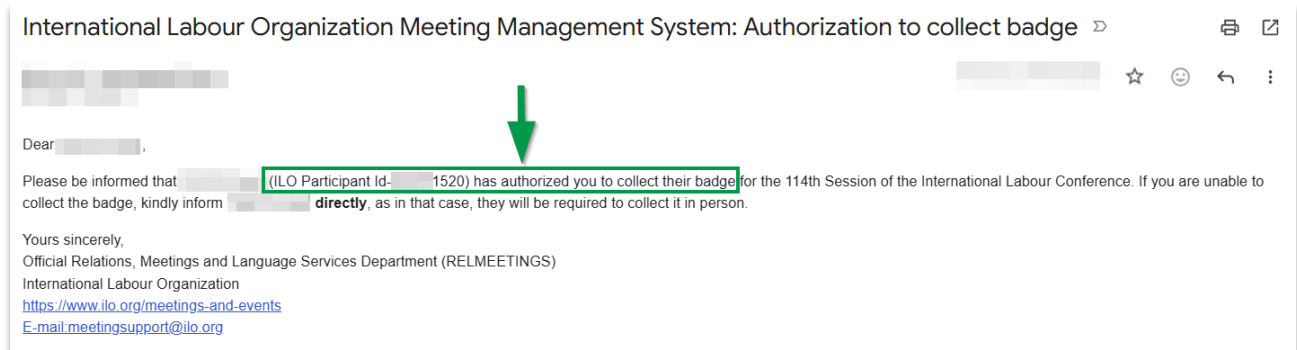
1.5. After submitting:

1.5.1. Your unique participant ID number

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

1.5.2. Badge collection for another member of your delegation

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



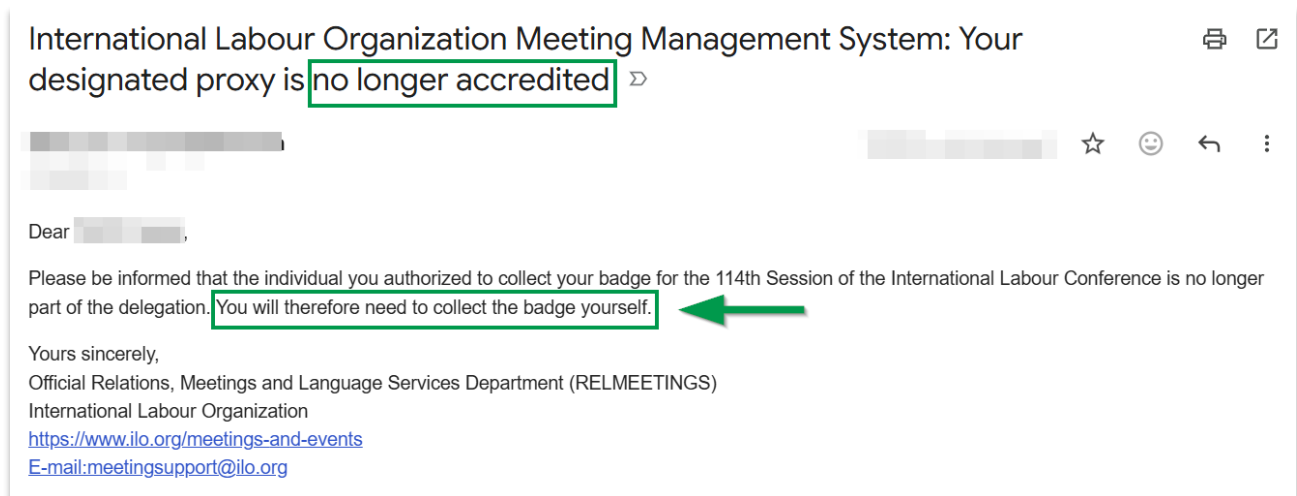
1.5.3. Accessing the link after submission:

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.



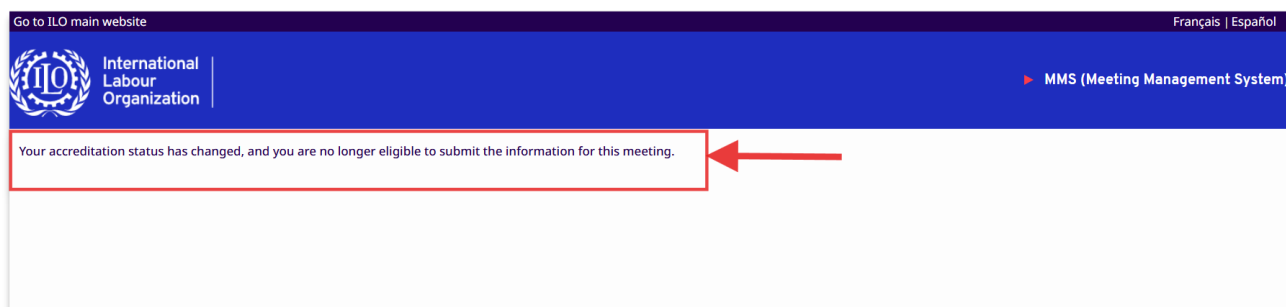
1.5.4. Your badge cannot be collected by a member of your delegation

If you chose to have the 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.



1.6. Changes in accreditation status:

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



2. Meeting registration and user account set-up – For eligible participants

Applicable only for eligible accredited participants (e.g. Ministers, delegates, advisers and substitute delegates)

2.1. Meeting registration and user account set-up form

2.1.1. Receiving the meeting registration and user account set-up link:

An email containing a meeting registration and user account set-up link will be sent by the ILO to eligible accredited participants (details to be provided).

Open your inbox and locate the message from ilo-bit-oit@ilo.org.

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

2.1.2. Opening the meeting registration and user account set-up page:

Click on the meeting registration link provided in the email.

This will open the meeting registration page in your web browser. Recommended browsers to use are **Microsoft Edge** and **Google Chrome**.

The link will remain valid until the meeting end date.

You can choose a language (English, French or Spanish) from the options at the top:

Go to ILO main website

International Labour Organization

Participant registration

Français | Español

Meeting Management System (MMS)

Only accredited participants are eligible to self-register. This includes those authorized to participate as speakers or those permitted to submit the committee registration request for their group.

Email *

Enter a valid email address (This email will be verified)

Success!

CLOUDFLARE

Submit the request

Already have an Account? [Login](#)

2.1.3. Filling out the meeting registration form:

The registration form will display the meeting name and that of either your country or organization. Fill in all required details:

Go to ILO main website Français | Español

International Labour Organization Participant registration Meeting Management System (MMS)

Only accredited participants are eligible to self-register. This includes those authorized to participate as speakers or those permitted to submit the committee registration request for their group.

Email *
Enter a valid email address (This email will be verified)

Success! CLOUDFLARE

Submit the request

Already have an Account? [Login](#)

- **Email:** Enter your email address ***used for accreditation***. This will serve as your user ID for logging into the system and will be used for future communications. It should be your individual business email address, not a shared or generic one.
- If requested, verify that you are human, by ticking the box

☐ Verify you are human CLOUDFLARE Privacy - Terms

2.1.4. Submitting the request:

Go to ILO main website Français | Español

International Labour Organization Participant registration Meeting Management System (MMS)

Only accredited participants are eligible to self-register. This includes those authorized to participate as speakers or those permitted to submit the committee registration request for their group.

Email *

Success! CLOUDFLARE

Submit the request

Already have an Account? [Login](#)

Submitted

Thank you for submitting your email for verification. Please check your email for the provided verification code. Enter the code received in the verification code field provided once you click "OK" on this message. Please check your junk/spam folders if the email has not arrived after several minutes.

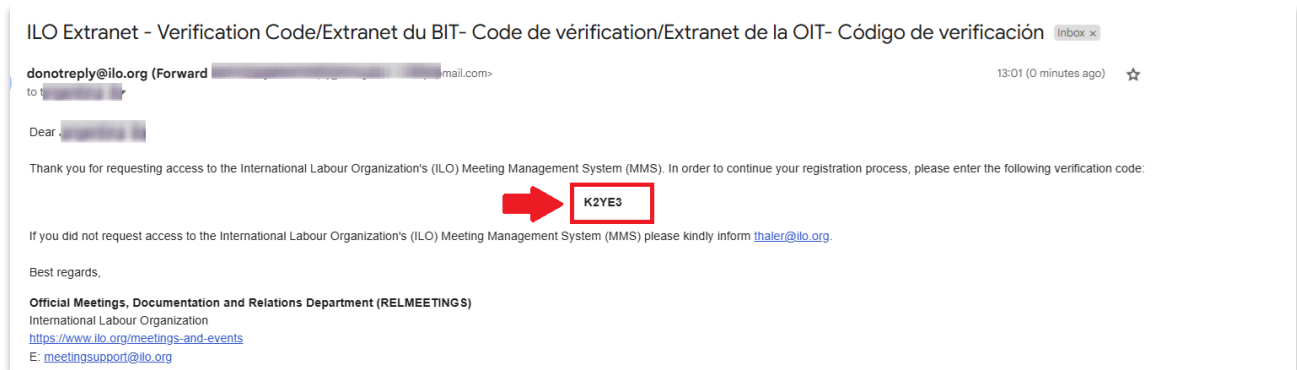
OK

- Review the information you have entered to ensure it is correct.
- Click the "**Submit the request**" button to send your registration request to the ILO and click **OK**.

Account creation notification:

If your email address has already been verified, your account will directly be created.

Once you successfully complete the above process, an email with a verification code will be sent to the email address you used for registration.



- Please check your email for the provided verification code and enter it in the “**Verification code**” field provided, which appears once you click “**OK**”. Please check your junk or spam folders if the email has not arrived after several minutes.

A screenshot of the ILO Participant registration page. The page has a blue header with the ILO logo and navigation links. The main content area is white and contains a registration form. The form includes fields for 'First name', 'Last name', and 'Email'. Below these fields, there is a section for 'Verification code' with a text input field and a green arrow pointing to it. There are also buttons for 'Cancel' and 'Verify email', and links for 'Resend email' and 'Already have an Account? Login'.

- After you entered the **Verification code**, click on **Verify email**.

The screenshot shows the ILO Meeting Management System (MMS) registration interface. At the top, there is a dark blue header with the ILO logo, the text 'International Labour Organization', and navigation links for 'Focal Point / Contact registration' and 'Meeting Management System (MMS)'. Below the header, a grey box contains the registration form. The form includes fields for 'First name', 'Last name', 'Email', and 'Verification code'. A 'Verified' popup window is displayed over the form, stating: 'Your account request has been submitted. The account creation process takes approximately 15 minutes, after which you will receive two emails: one with your username (which is your email address) and another with your password. You can now close your browser window.' At the bottom of the form, there are 'Cancel' and 'Verify email' buttons, a 'Resend email' link, and a 'Login' link for existing users.

Go to ILO main website

Français | Español

International Labour Organization

Focal Point / Contact registration

Meeting Management System (MMS)

Only accredited participants are eligible to self-register. This includes those authorized to participate as speakers or those permitted to submit the committee registration request for their group.

First name: [Redacted]
Last name: [Redacted]
Email * [Redacted]
Kindly enter the verification code, as received in [Redacted]
Verification code * [Redacted]

Verified

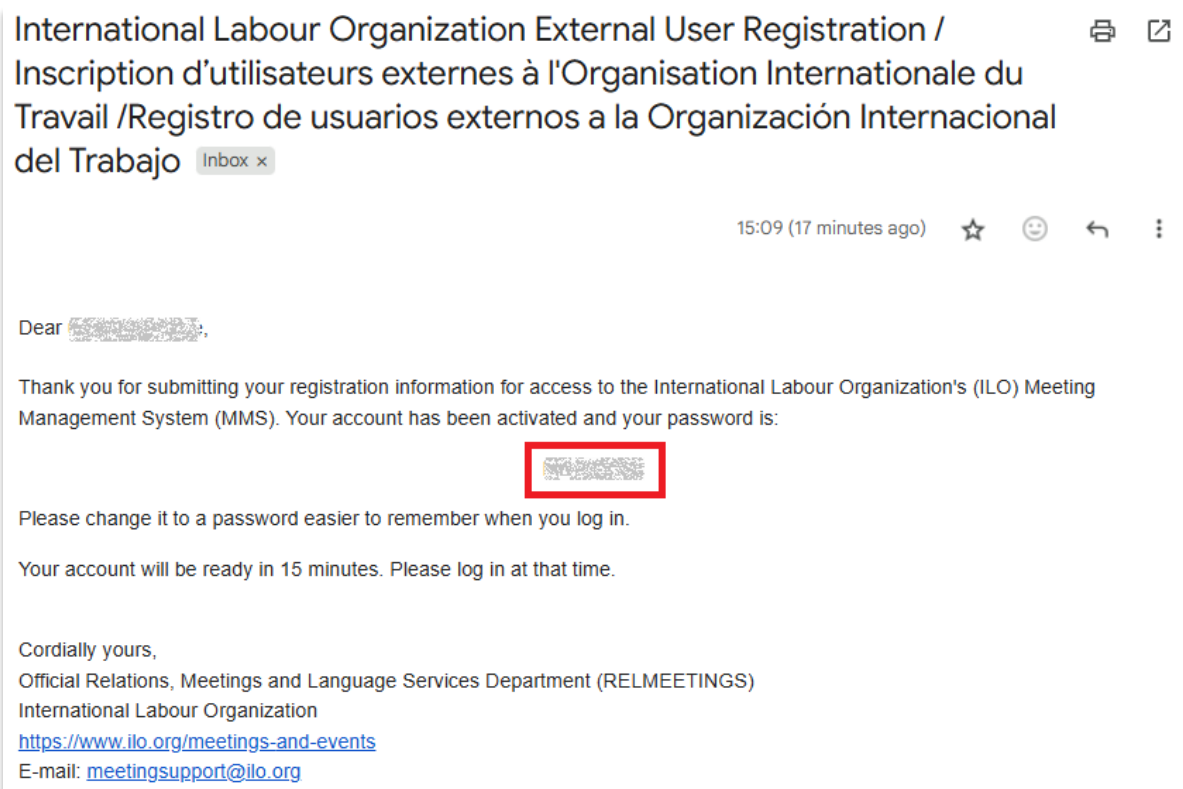
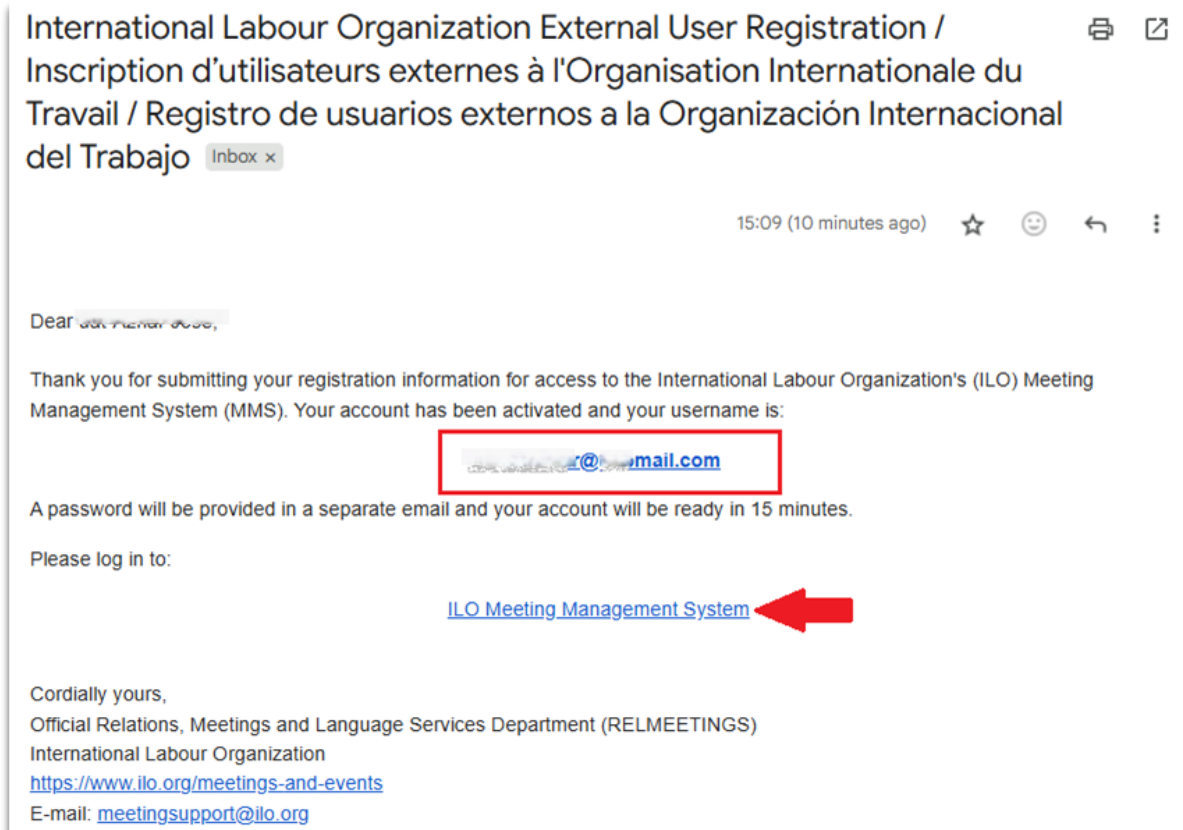
Your account request has been submitted. The account creation process takes approximately 15 minutes, after which you will receive two emails: one with your username (which is your email address) and another with your password. You can now close your browser window.

Cancel Verify email

[Resend email](#)

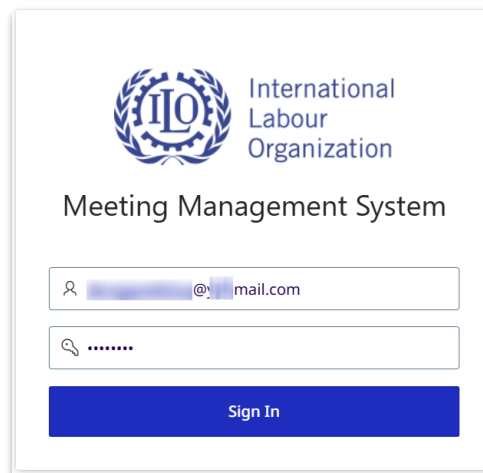
Already have an Account? [Login](#)

- After the email is verified, a popup will appear notifying you that your account request has been submitted. The account creation process takes approximately 15 minutes, after which you will receive two emails: one with your username (which is your email address) and another with your password. You can close your browser window.
- If you do not receive the two emails within 15 minutes, please check your junk/spam folders.
- Open the email with the password and take note of it.
- Open the email with your username and click on the link for the International Labour Organization Meetings Management System (MMS) at the bottom of the email, which will open a login window.

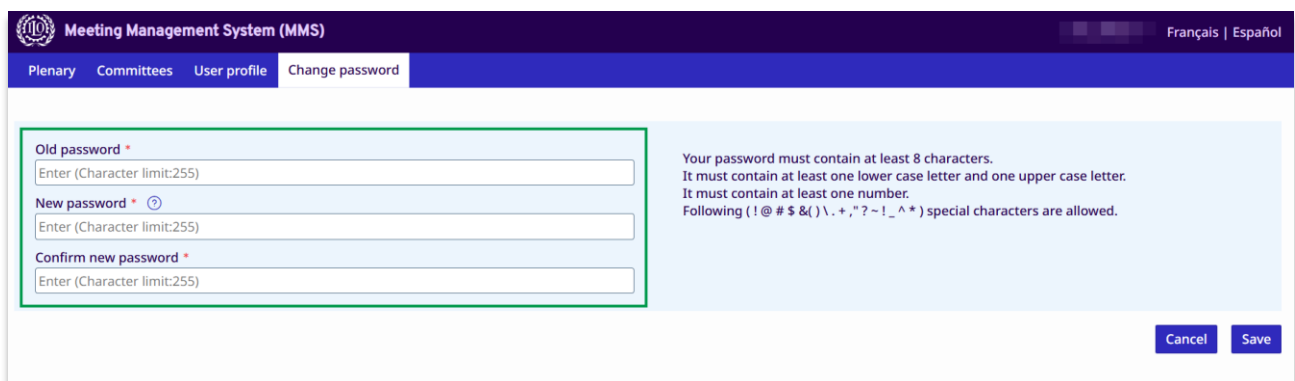


2.1.5. Setting up your password:

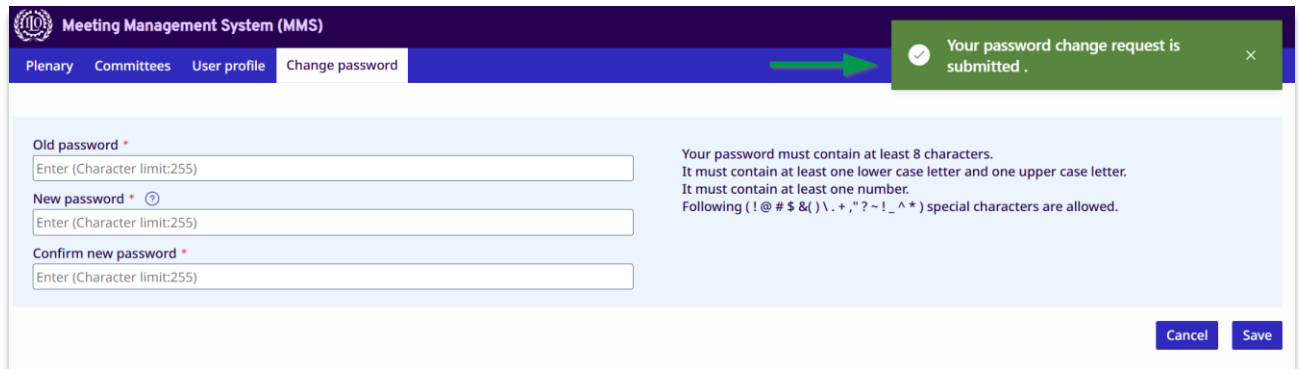
- Enter your username, which is your email address, and the password you just received.



- Click the **"Sign In"** button to access the MMS system.
- You will be redirected to a page where you need to update your password.



- Enter a new password and confirm it by entering:
 1. Your initial password that was provided in the second email.
 2. The new password, which must be at least 8 characters long, including at least one lowercase letter, one uppercase letter, and one number.
 3. Your new password again in order to confirm it.
- Click the **"Save"** button to change your password.
- A green pop-up will confirm that your password has been changed.



Meeting Management System (MMS)

Plenary Committees **User profile** Change password

✓ Your password change request is submitted .

Old password *
Enter (Character limit:255)

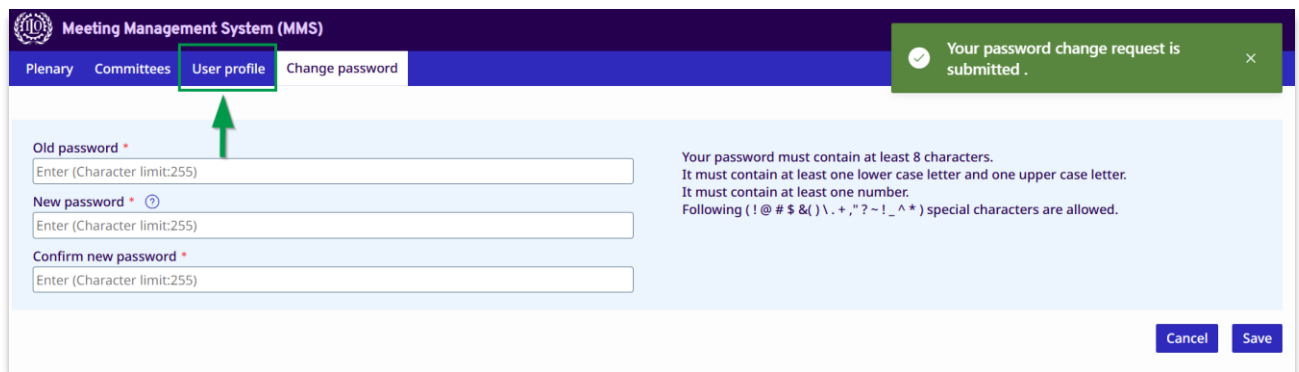
New password * ⓘ
Enter (Character limit:255)

Confirm new password *
Enter (Character limit:255)

Your password must contain at least 8 characters.
It must contain at least one lower case letter and one upper case letter.
It must contain at least one number.
Following (! @ # \$ % & () \ . , + " ? ~ ! _ ^ *) special characters are allowed.

Cancel Save

- Click the **"User profile"** tab to complete your profile. Please note that this tab also allows you to verify whether your name as registered in the system is correct.



Meeting Management System (MMS)

Plenary Committees **User profile** Change password

✓ Your password change request is submitted .

Old password *
Enter (Character limit:255)

New password * ⓘ
Enter (Character limit:255)

Confirm new password *
Enter (Character limit:255)

Your password must contain at least 8 characters.
It must contain at least one lower case letter and one upper case letter.
It must contain at least one number.
Following (! @ # \$ % & () \ . , + " ? ~ ! _ ^ *) special characters are allowed.

Cancel Save

3. Committee Registration

3.1. ILC Committee registration – For Employers’ delegates

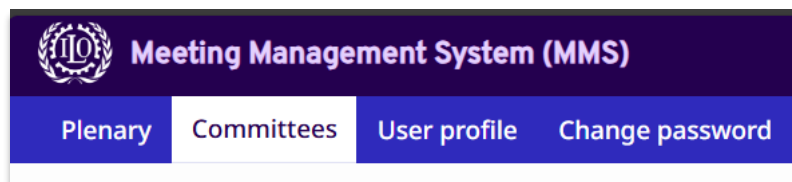
Before proceeding, please complete the meeting registration process described in Part 2.

If you are an accredited Employers’ delegate, you may directly submit, via the MMS self-service portal, requests on behalf of your group within your national delegation to register members and assign them to committees.

This feature is enabled by the ILO based on your participant type and accreditation status.

3.1.1. Accessing the Committees tab:

- Log in to the MMS self-service portal using the link provided to you.
- Select the relevant meeting. If you are eligible, click on the “Committees” tab that will appear in the navigation menu.



- The Committees page displays the following information:
 - Your country name and group (Employer or Worker).
 - Introductory guidance text provided by the ILO.
 - A grid listing all eligible accredited participants from your group, with one column per active committee.
 - A “Comments” field and the current submission status.

Meeting Management System (MMS) Français | Español

Plenary Committees User profile Change password

01 Jun 2026 - 15 Jun 2026 114th Session of the International Labour Conference

- Employer delegate

Welcome and thank you for visiting. Our goal is to provide clear and effective support to meet your needs. We strive to ensure that every feature is both functional and user-friendly. We are committed to continuous improvement and delivering reliable services. Our team is here to help guide you through any questions or issues that may arise. If you need assistance or support, please don't hesitate to contact us at credentials@ilo.org.

Search: Go

Accredited participant	Participant type	Decent work in the platform economy (CN)	Recurrent discussion on social dialogue and tripartism (CDR)	Advancing the transformative agenda for gender equality at work (CDG)	Application of Standards (CAN)	Submission status
	Adviser and substitute delegate					
	Delegate					
	Adviser					

1 - 3 of 3

Submission comments
Enter your comments (Character limit:2500)

3.1.2. Assigning participants to committees:

- Each row represents an accredited participant from your group. Each column header shows an active committee name and its acronym.
- Only eligible participants ¹ whose accreditation has been processed by the ILO appear in the list. Participants with pending accreditation changes will appear only after those changes are validated by the ILO.
- For each committee listed, use the dropdown list at the intersection of a participant's row and a committee column to assign them to that committee. **Please register all participants as Deputy members.** Following standard practice, the Employers' group will determine the Regular members at the Conference.
- You may assign multiple eligible participants to the same committee, and one participant to multiple committees:

Meeting Management System (MMS) Français | Español

Plenary Committees User profile Change password

01 Jun 2026 - 15 Jun 2026 114th Session of the International Labour Conference

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Search: [] Go Cancel Submit

Accredited participant	Participant type	Decent work in the platform economy (CN)	Recurrent discussion on social dialogue and tripartism (CDR)	Advancing the transformative agenda for gender equality at work (CDG)	Application of Standards (CAN)	Submission status
[]	Adviser and substitute delegate	Deputy	Substitute 2	Substitute 4	Substitute 6	
[]	Delegate	Deputy			Regular	
[]	Adviser		Deputy	Substitute 9	Deputy	
					Substitute 1	
					Substitute 2	1 - 3 of 3
					Substitute 3	
					Substitute 4	
					Substitute 5	
					Substitute 6	
					Substitute 7	
					Substitute 8	
					Substitute 9	
					Substitute 10	

Submission comments

Enter your comments (Character limit:2500)

- Use the search and filter options to find specific participants or committees.
- As necessary, enter any relevant comments in the **"Comments"** field.
- Click **"Submit"** to send your committee assignments for ILO review. Only participants for whom a change was made will be submitted for processing. The submission status will change to **"In Progress – Submitted"** for those participants.

¹ See Article 36 of the [Standing Orders of the International Labour Conference](#).

Meeting Management System (MMS)

Plenary Committees User profile Change password

- Employer delegate 01 Jun 2026 - 15 Jun 2026

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Search: Go

Accredited participant	Participant type	Decent work in the platform economy (CN)	Recurrent discussion on social dialogue and tripartism (CDR)	Advancing the transformative agenda for gender equality at work (CDG)	Application of Standards (CAN)	Submission status
	Adviser and substitute delegate	Deputy	Substitute 2	Substitute 4	Substitute 6	In progress
	Delegate	Deputy				In progress
	Adviser		Deputy	Substitute 9	Substitute 6	In progress

1 - 3 of 3

Submission comments
Enter your comments (Character limit:2500)

- Once submitted, the page becomes read-only until the ILO processes your request.

3.1.3. ILO review and outcome:

- The ILO may approve or reject committee assignments individually or in bulk:
 - Approved:** The status changes to "Submission processed" for the approved participant(s).
 - Rejected:** The status changes to "Rejected" for the affected participant(s). Click on the status to view the ILO's comment.

Meeting Management System (MMS)

Plenary Committees User profile Change password

- Employer delegate 01 Jun 2026 - 15 Jun 2026 114th Session of the International Labour Conference

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Search: Go

Accredited participant	Participant type	Decent work in the platform economy (CN)	Recurrent discussion on social dialogue and tripartism (CDR)	Advancing the transformative agenda for gender equality at work (CDG)	Application of Standards (CAN)	Submission status
	Adviser and substitute delegate	Deputy	Substitute 2	Substitute 3	Substitute 6	Submission processed
	Delegate	Deputy		Deputy		Rejected
	Adviser		Deputy	Substitute 7	Substitute 6	Submission processed

1 - 3 of 3

Submission comments
Enter your comments (Character limit:2500)

Meeting Management System (MMS) Français | Español

Plenary Committees User profile Change password

- Employer delegate 01 Jun 2026 - 15 Jun 2026 114th Session of the International Labour Conference

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Q v Go Cancel Submit

Accredited participant	Participant type	Decent work	Application of Standards (CAN)	Submission status
	Adviser and substitute delegate	De	Substitute 6	Submission processed
	Delegate	De		Rejected
	Adviser		Substitute 6	Submission processed

1 - 3 of 3

Submission comments
Enter your comments (Character limit:2500)

- Once the ILO processes a record (approved or rejected), that record becomes editable again and you may update and resubmit it. Records still pending validation remain read-only .
- If the ILO makes any adjustments to the roles you requested, these changes will be reflected on this page.
- If a participant's accreditation status changes (e.g., withdrawal or group change), their new status may lead to their removal from the committee list.

Please note:

- **The request for registration in committees if validated, only commences from the following day.**
- **The Committees page is no longer editable after the meeting end date.**

3.2. ILC Committee registration – For Workers' delegates

Before proceeding, please complete the meeting registration process described in Part 2.

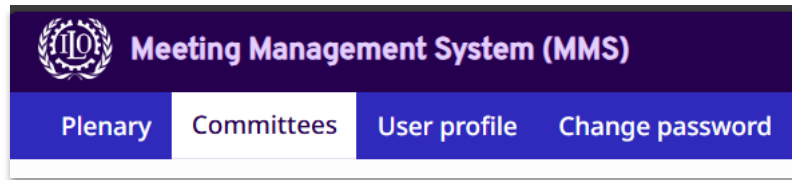
If you are an accredited Workers' delegate, you may directly submit, via the MMS self-service portal, requests on behalf of your group within your national delegation to register members and assign them to committees.

This feature is enabled by the ILO based on your participant type and accreditation status.

3.2.1. Accessing the Committees tab:

- Log in to the MMS self-service portal using the link provided to you.

- Select the relevant meeting. If you are eligible, click on the “Committees” tab that will appear in the navigation menu.



- The Committees page displays the following information:
 - Your country name and group (Employer or Worker).
 - Introductory guidance text provided by the ILO.
 - A grid listing all accredited eligible participants from your group, with one column per active committee.
 - A “Comments” field and the current submission status.

Meeting Management System (MMS) | Français | Español

Plenary | **Committees** | User profile | Change password

Worker delegate | 01 Jun 2026 - 15 Jun 2026 | 114th Session of the International Labour Conference

Welcome Worker and thank you for visiting. Our goal is to provide clear and effective support to meet your needs. We strive to ensure that every feature is both functional and user-friendly. We are committed to continuous improvement and delivering reliable services. Our team is here to help guide you through any questions or issues that may arise. If you need assistance or support, please don't hesitate to contact us at credentials@ilo.org.

Search:

Accredited participant	Participant type	Decent work in the platform economy (CN)	Recurrent discussion on social dialogue and tripartism (CDR)	Advancing the transformative agenda for gender equality at work (CDG)	Application of Standards (CAN)	Submission status
	Delegate					
	Adviser					
	Adviser and substitute delegate					
	Adviser and substitute delegate					
	Adviser					

1 - 5 of 5

Submission comments
Enter your comments (Character limit:2500)

3.2.2. Assigning participants to committees:

- Each row represents an accredited participant from your group. Each column header shows an active committee name and its acronym.
- Only eligible participants² whose accreditation has been processed by the ILO appear in the list. Participants with pending accreditation changes will appear only after those changes are validated by the ILO.

² See Article 36 of the [Standing Orders of the International Labour Conference](#).

- For each committee listed, use the dropdown list at the intersection of a participant's row and a committee column to assign them to that committee and select their role.
- You may assign multiple eligible participants to the same committee, and one participant to multiple committees:
 - As a reminder, only one "Regular" role should be assigned per committee.

- Use the search and filter options to find specific participants or committees.
- As necessary, enter any relevant comments in the **"Comments"** field.
- Click **"Submit"** to send your committee assignments for ILO review. Only participants for whom a change was made will be submitted for processing. The submission status will change to **"In Progress"** for those participants.

- Once submitted, the page becomes read-only until the ILO processes your request.

3.2.3. ILO review and outcome:

- The ILO may approve or reject committee assignments individually or in bulk:
 - Approved:** The status changes to “Submission processed” for the approved participant(s).
 - Rejected:** The status changes to “Rejected” for the affected participant(s). Click on the status to view the ILO’s comment.

Meeting Management System (MMS) Français | Español

Plenary Committees User profile Change password

01 Jun 2026 - 15 Jun 2026 114th Session of the International Labour Conference

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- Worker delegate

Accredited participant	Participant type	Decent work in the platform economy (CN)	Recurrent discussion on social dialogue and tripartism (CDR)	Advancing the transformative agenda for gender equality at work (CDG)	Application of Standards (CAN)	Submission status
	Delegate	Regular	Deputy		Regular	Submission processed
	Adviser	Deputy		Deputy	Deputy	Rejected
	Adviser and substitute delegate	Regular	Deputy	Deputy	Deputy	Rejected
	Adviser and substitute delegate	Deputy	Regular		Deputy	Submission processed
	Adviser	Deputy				Submission processed

Submission comments
Enter your comments (Character limit:2500)

Meeting Management System (MMS) Français | Español

Plenary Committees User profile Change password

01 Jun 2026 - 15 Jun 2026 114th Session of the International Labour Conference

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- Worker delegate

Accredited participant	Participant type	Decent work in the platform economy (CN)	Recurrent discussion on social dialogue and tripartism (CDR)	Advancing the transformative agenda for gender equality at work (CDG)	Application of Standards (CAN)	Submission status
	Delegate	Regular	Deputy		Regular	Submission processed
	Adviser	Deputy		Deputy	Deputy	Rejected
	Adviser and substitute delegate	Regular	Deputy	Deputy	Deputy	Rejected
	Adviser and substitute delegate	Deputy	Regular		Deputy	Submission processed
	Adviser	Deputy				Submission processed

Submission comments
Enter your comments (Character limit:2500)

- Once the ILO processes a record (approved or rejected), that record becomes editable again and you may update and resubmit it. Records still pending validation remain read-only.
- If the ILO makes any adjustments to the roles you requested, these changes will be reflected on this page.
- If a participant’s accreditation status changes (e.g., withdrawal or group change), their new status may lead to their removal from the committee list.

Please note:

- **The request for registration in committees if validated, only commences from the following day.**
- **The Committees page is no longer editable after the meeting end date.**

4. Registration for speaking in plenary – For eligible participants

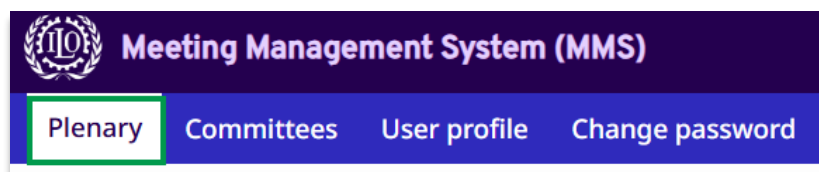
Before proceeding, please complete the meeting registration process described in Part 2.

If you are eligible to speak during an ILO meeting's plenary session, a dedicated "Plenary" tab will appear in the MMS self-service portal, where you can submit your speaker preferences.

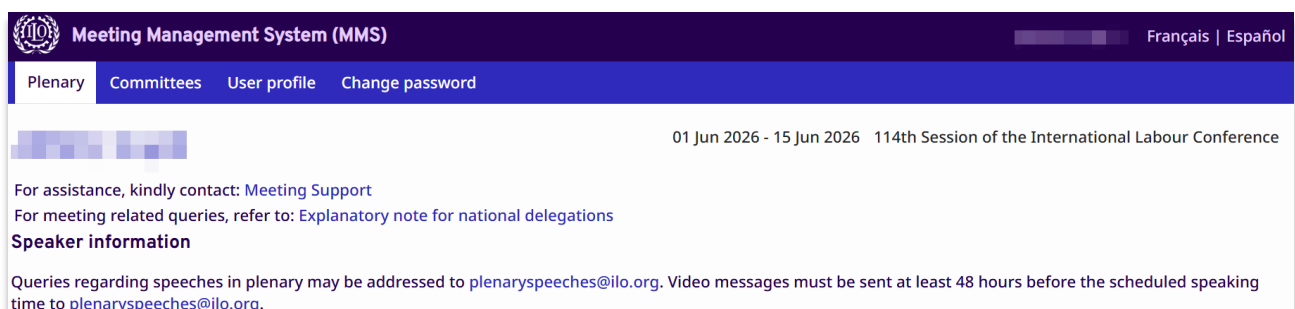
Eligibility is based on your participant type ³ and accreditation status.

4.1. Accessing the Plenary tab:

- Log in to the MMS self-service portal using the link and credentials provided to you. You may also log in using the following link: [MMS self-registration portal](#).
- If you are an eligible speaker, the "Plenary" tab will appear in the navigation menu.



- At the top of the Plenary page, your name (as registered by your Focal point), the meeting name, and the meeting dates are displayed.
- Informational text, as well as a contact email address for queries related to speeches in plenary, are shown. A link to the ILO's Explanatory Note for national delegations is also provided.



³ <https://www.ilo.org/resource/rules-meetings-standing-orders>

4.2. Filling in your speaker's information:

- Review any guidance text displayed in the “Speaker Information” section.
- **Date of arrival / Date of departure:** Optionally, enter your expected travel dates. The departure date must not be earlier than the arrival date.
- **Plenary's Function (Professional / Job Title):** This field indicates your role during plenary sessions.
 - If your participant type is Minister, or if your protocol rank is Minister, this field is mandatory. Please provide your complete professional title.
 - For all other participant types, this field is automatically set to your participant type and is read-only.

The screenshot shows the Meeting Management System (MMS) interface. At the top, there is a navigation bar with links: Plenary, Committees, User profile, and Change password. The main header indicates the session dates: 01 Jun 2026 - 15 Jun 2026, 114th Session of the International Labour Conference. Below this, there is a section for 'Speaker information' with the following text: 'For assistance, kindly contact: Meeting Support', 'For meeting related queries, refer to: Explanatory note for national delegations', and 'Queries regarding speeches in plenary may be addressed to plenaryspeeches@ilo.org. Video messages must be sent at least 48 hours before the scheduled speaking time to plenaryspeeches@ilo.org.' The form contains three input fields: 'Date of arrival in Geneva' (with a calendar icon), 'Date of departure from Geneva' (with a calendar icon), and 'Plenary's function (Professional/job title)' (with a dropdown menu showing 'Delegate').

4.3. Selecting preferred intervention dates:

- The “Preferred date(s) of Intervention” table lists all meeting days, numbered sequentially from the first to the last day of the meeting.
- For each day, AM and PM checkboxes are shown. Check the session(s) during which you would prefer to deliver your intervention.
- Greyed-out checkboxes indicate sessions that have not been configured for speaker interventions and cannot be selected.
- All date preferences are optional.

Date of arrival in Geneva
02 Jun 2026

Date of departure from Geneva
11 Jun 2026

Preferred Date Of Intervention

Day counter ↑↓	Meeting day	AM	PM
1	Monday, 01 Jun 2026	☒	☐
2	Tuesday, 02 Jun 2026	☐	☒
3	Wednesday, 03 Jun 2026	☒	☐
4	Thursday, 04 Jun 2026	☐	☐
5	Friday, 05 Jun 2026	☐	☐
6	Saturday, 06 Jun 2026	☐	☐
7	Sunday, 07 Jun 2026	☐	☐
8	Monday, 08 Jun 2026	☐	☐
9	Tuesday, 09 Jun 2026	☒	☐
10	Wednesday, 10 Jun 2026	☐	☒
11	Thursday, 11 Jun 2026	☐	☐
12	Friday, 12 Jun 2026	☐	☐
13	Saturday, 13 Jun 2026	☐	☐
14	Sunday, 14 Jun 2026	☐	☐
15	Monday, 15 Jun 2026	☐	☐

Language of Speaker's intervention *
English

- **Language of Speaker's intervention:** This field is mandatory. Select the language in which you will speak. ILO official languages appear at the top of the list.
 - Select "Other" if your language is not listed and enter the language name in the text field that appears.
- **Speaker comments:** Optionally, enter any relevant comments (maximum 2,500 characters).

4.4. Adding alternate contact details (optional):

- You may add one or more alternate contact persons (e.g., an assistant or adviser) by providing their first name, last name, phone number with country code, and email address.
- For the first alternate contact person, you may populate the displayed fields in "Alternate Contact 1 Details" section.

Plenary's function (Professional/Job title) ?

Delegate

Alternate Contact 1 Details +

Alternate contact 1 last name
Enter (Character limit:255)

Alternate contact 1 first name
Enter (Character limit:255)

Alternate contact 1 phone number
Select ▼ Enter (Character limit:255)

Alternate contact 1 email address
Enter (Character limit:255)

- For additional ones, click + to add a new additional alternate contact. You may add up to the maximum number defined by the ILO.
- To remove any additional contact, click the delete icon next to their entry.

Add additional alternate contact

Alternate contact last name
Enter (Character limit:255)

Alternate contact first name
Enter (Character limit:255)

Alternate contact phone number
Select ▼ Enter (Character limit:255)

Alternate contact email address
Enter (Character limit:255)

Cancel Save

4.5. Uploading your written speech:

- In the "Written version of speech" section, click **Upload** to upload a written version of your speech. Accepted formats are .docx and .pdf. The maximum file size is 10 MB.

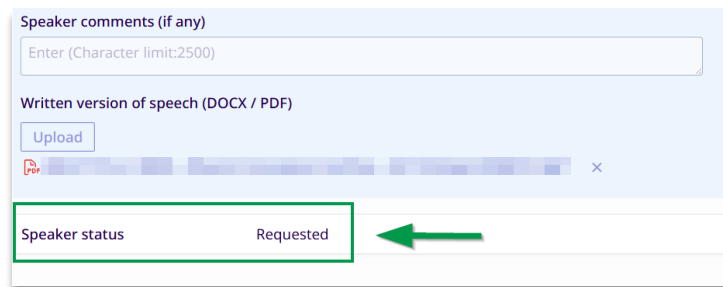
Speaker comments (if any)
Enter (Character limit:2500)

Written version of speech (DOCX / PDF)

Upload

4.6. Saving and submitting:

- Click **"Save"** at any time to save your progress. Saved data is not yet visible to the ILO.
- When all required information is complete, click **"Submit"** to send your preferences to the ILO. Your record will then appear in the ILO's list of speakers with the status "Requested".
- After submission, **all fields become read-only**. Any updates made to your information by the ILO will be reflected on this page.



Speaker comments (if any)
Enter (Character limit:2500)

Written version of speech (DOCX / PDF)
Upload

Speaker status Requested

A green arrow points to the 'Requested' status label.

Once your request has been processed by ILO, you will receive an email informing you accordingly. At that point, you will be able to request a change to your submitted preferences:

- Under "I would like to change my speaker preferences", select **"Yes"**.
- Enter a comment describing the change you are requesting (mandatory, maximum 2,500 characters).
- Click **"Submit"** to send the change request to the ILO. A confirmation message will appear upon successful submission.



Speaker status Requested

I would like to change my speaker preferences *

☒ Yes ☐ No

Enter (Character limit:2500)

Submit

A green arrow points to the 'Yes' radio button.

Please note: Clicking **"Cancel" will discard all unsaved changes. A warning message will ask you to confirm this action before clearing the form.**