Frequently Asked Questions (FAQs) for Virtual Only Registration

General FAQs

For Admitted Organizations (IGOs & NGOs)

General FAQs

1. What is the Virtual only registration in the Online Registration System (ORS)?

The UNFCCC "Virtual only" registration in the Online Registration System (ORS) facilitates Virtual only (online) access to delegates from Parties and Observer organizations by providing access to UNFCCC meetings remotely, provided the meeting is open to the respective delegate and has the possibility for online participation. This has been introduced on a pilot basis for SB 58 to help enable a broader and more inclusive participation based on requests received from stakeholders in the past conferences.

2. What are the benefits of having the Virtual only registration option?

The Virtual only registration gives Parties and Observer organizations a greater ability for more inclusive participation in the UNFCCC sessions by adding delegates who cannot attend the conference physically to the "Virtual only" environment.

3. I am already registered delegate to attend in-person, can I still access the online platform?

Yes, delegates who have been registered already by National Focal Points (NFPs) and Designated Contact Points (DCPs) for SB 58 will be able to participate physically in-person and in addition will also have access to the online platform.

4. I am registered by the NFP / DCP as a virtual only delegate, can I come physically to the venue?

No, if you have been registered as a virtual only delegate by your NFP / DCP you will not be able to participate physically in-person at the venue.

5. As a focal point (NFP / DCP) can I add new participants for Virtual only participation?

Yes, you may add new participants for virtual only participation through the newly added "Virtual only" tab in ORS.

6. What is the purpose of the Swap Participants Request?

The Swap Participants Request function which is located in the Communication tab of the ORS gives the NFP / DCP the flexibility to swap <u>confirmed</u> participants in their delegation between the "Onsite" and "Virtual only" tab and vice versa by the confirmation deadline.

7. Is there a limit to the number of times the NFP / DCP can swap the delegates?

No, there is no limit to the number of times the NFP / DCP can swap their delegates from "Virtual only" to "Onsite", and vice versa. However, all such swaps must be completed by the confirmation deadline.

8. How long does it take to process the Swap Participants Request?

Once UNFCCC receives your Swap participants request, please allow for up to 2 working days for this to be completed. When the request is approved a confirmation email will be sent to the unique email addresses of both the swapped delegates. Please note that this feature is still under construction and new improvements may be introduced in a future update.

9. How do I change / reassign a confirmed delegate from Onsite to Virtual only registration?

To change / reassign the registration type of a <u>confirmed</u> participant from "Onsite" attendance to "Virtual only" attendance, and vice versa, please contact UNFCCC via the communication log. This is applicable when there is a need to move one delegate and hence a swapping of delegates is not possible.

10. As a focal point (NFP or DCP) how do I change the mode of participation of my delegates?

To change the mode of participation of your confirmed delegates you may use the 'Swap Participant Request' function in the communication log. If further changes are required, kindly submit your requests and queries in the communication log.

11. Where can I find further information?

If you require further information, please consult the respective UNFCCC Virtual Only Registration Guides provided below:

- For Parties: https://unfccc.int/documents/628130
- For United Nations Secretariat units and bodies, specialized agencies and related organizations: https://unfccc.int/documents/628129
- For NGO/IGOs: https://unfccc.int/documents/628131

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1. Why has the Onsite and Virtual only quota been separated?

The "Virtual only" quota is separate from the "Onsite" quota and gives the Designated Contact Point (DCP) of the organization the possibility to increase the number of participants in their delegation attending physically, by registering the delegates that will not be present onsite to the "Virtual only" environment. This will allow the originally allocated onsite quota to be assigned to another delegate from the organization who can attend the conference physically, thereby increasing the ability for larger participation in the UNFCCC sessions.

2. How many Virtual only quotas are allocated for Admitted Organizations (IGOs & NGOs)?

Each admitted organization has been allocated <u>five</u> Virtual only quotas during the pilot for SB 58.