



Re-confirmation process for COP 25 in Madrid

Instructions for Designated Contact Points:

1. Please be informed that all delegates that have been previously confirmed for the COP25 meeting in Santiago have to be re-confirmed in the Online Registration System (ORS), along with any changes to those confirmations, considering the change of venue of COP 25 to Madrid, Spain.
2. Therefore, you are kindly requested to re-confirm your delegates. The **confirmation deadline remains the same: 25 November, midnight CET**. We kindly request you to please re-confirm your delegates at the earliest, as this will allow us to plan better.
3. Please note that this step will allow you to adjust your delegation (add/remove/edit delegates) as well as to change week 1/week 2/both weeks attendance.
4. Once confirmed, a new acknowledgement/visa letter is generated and sent to the delegate's email address (that is provided in ORS) allowing the participant to process the visa to Spain. Alternatively, **for all confirmed participants the acknowledgement/visa letter is available in the Online Registration System (ORS)**.

How to download acknowledgement/visa letters from ORS:

Once delegates are confirmed, open ORS and as per usual practice, go to "My delegation page", click the "Nomination Acknowledgement" button for each participant you want to download the visa letter.

Confirmation emails, acknowledgement/visa letters sent prior to 4 November are no longer valid:

You are kindly advised to inform previously and newly confirmed participants on their registration status. **Only confirmed delegates will be able to download and receive a valid acknowledgement/visa letter**. A confirmation email containing a link to the visa letter will be sent to newly confirmed delegates. Please note that **confirmation emails and visa letters prior to 4 November are no longer valid**.