United Nations
Climate Change Secretariat

# Step by Step guide to request Pre-Printed Badges

## Parties and UN organizations and specialized Agencies

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# 2 Overview

National Focal Points (NFP) of Parties and Designated Contact Point (DCP) of the UN system organizations / UN specialized agencies may request that badges be pre-printed for their delegations. They may collect the badges in advance from the registration counter at the conference venue.

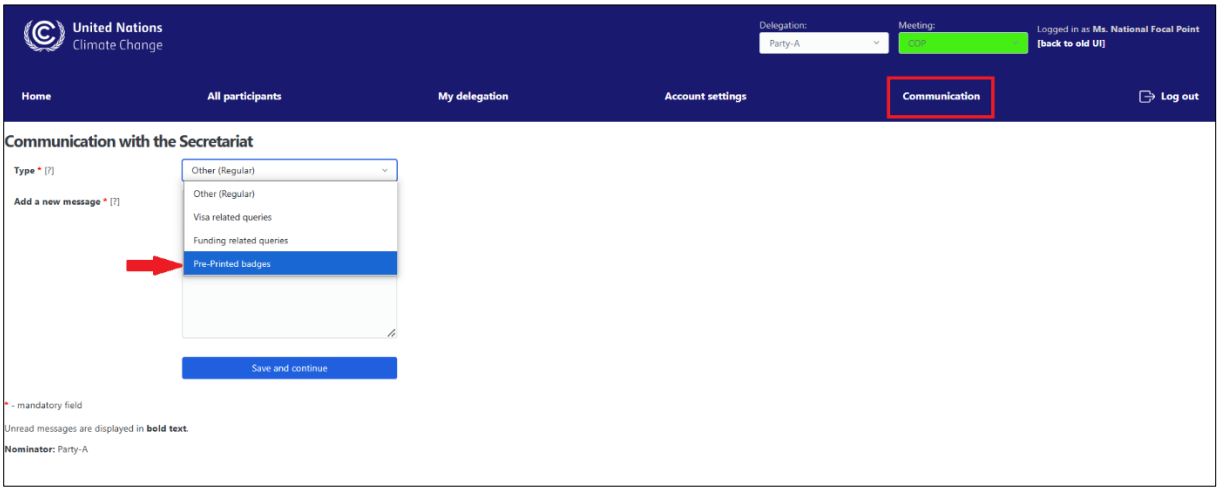
Please note the following:

- Participants must be registered in the Online Registration System (ORS)
- This option is only available to participants who have a photo in the system (see How to upload a photo)
- Pre-printed badge requests must be submitted via the "Communication" tab in the ORS.
- Requests must be submitted at least 2 business days prior to the pickup time. The secretariat will inform you via the "Communication log" in the ORS when the badges are ready for pickup.

# 3 Instructions

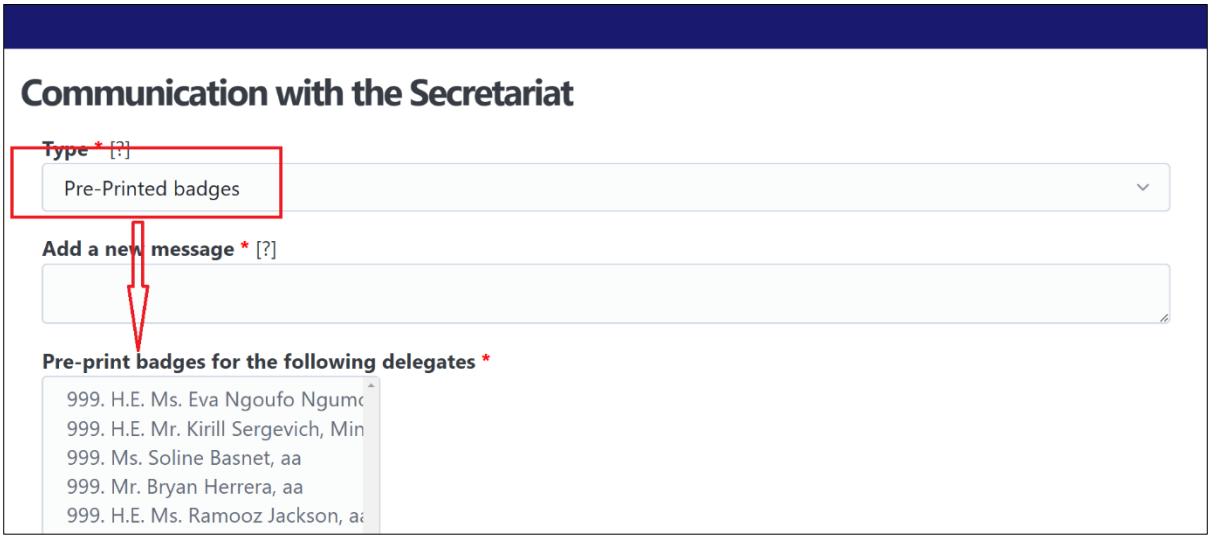
## 3.1 Requesting pre-printed badges

1. Go to Communication tab and under "type" select “Pre-Printed badges” option.



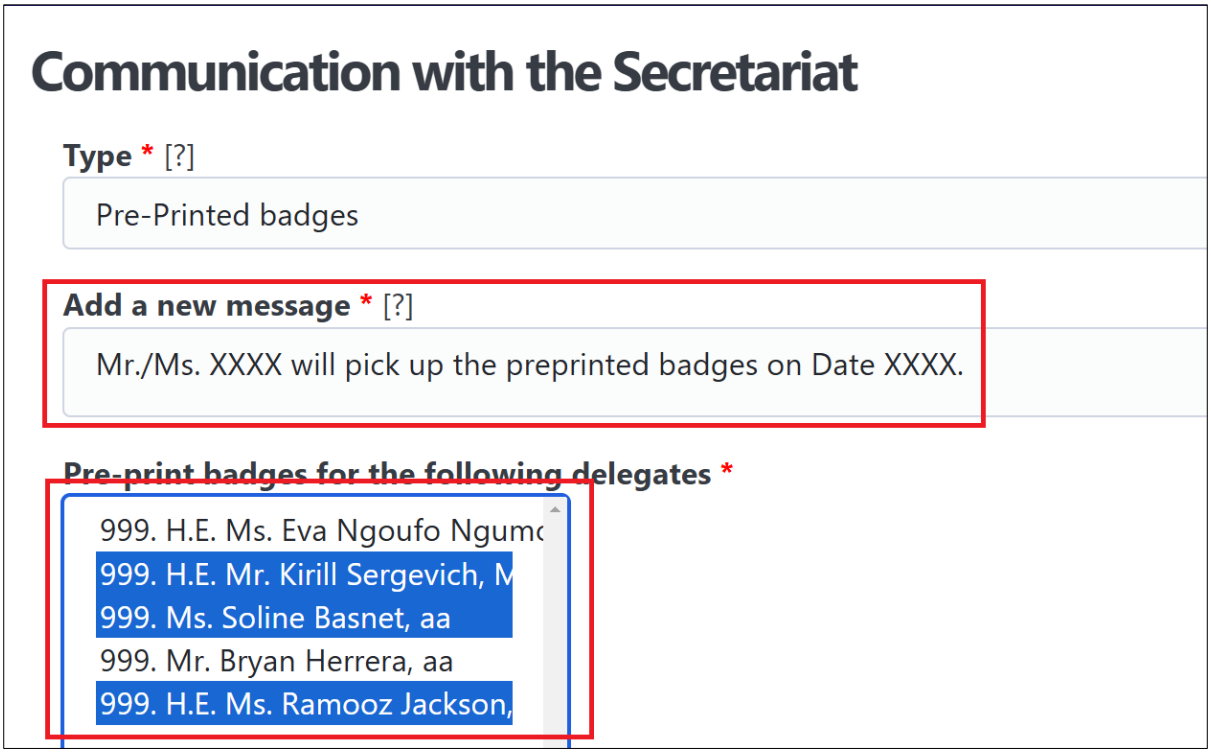

2. Once the “Pre-Printed Badge” option is selected, a drop-down menu will be displayed showing all confirmed participants with Photo uploaded.

3. Select the participants whose badges are to be pre-printed. You can choose multiple participants by holding the “Shift” or “Ctrl” key while selecting their names.

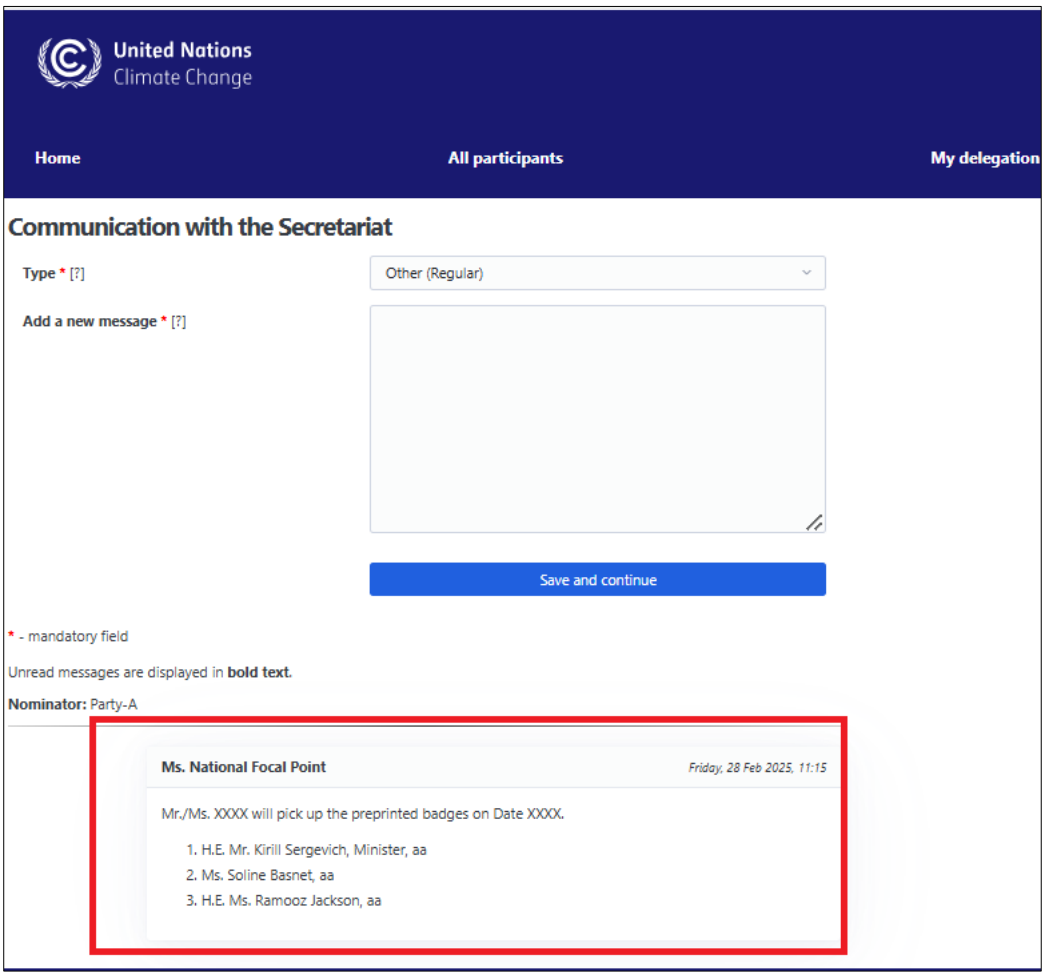



Please note that confirmed participants without an uploaded photo will not appear in the dropdown participant list for badge printing.

4. Once the names of the participants have been selected, provide the name of the person who is authorized to pick up the badges in the text box and select “Save and continue”.



The NFP/UN-DCP will be notified via the ORS when the Pre-Printed badges are ready to be collected.

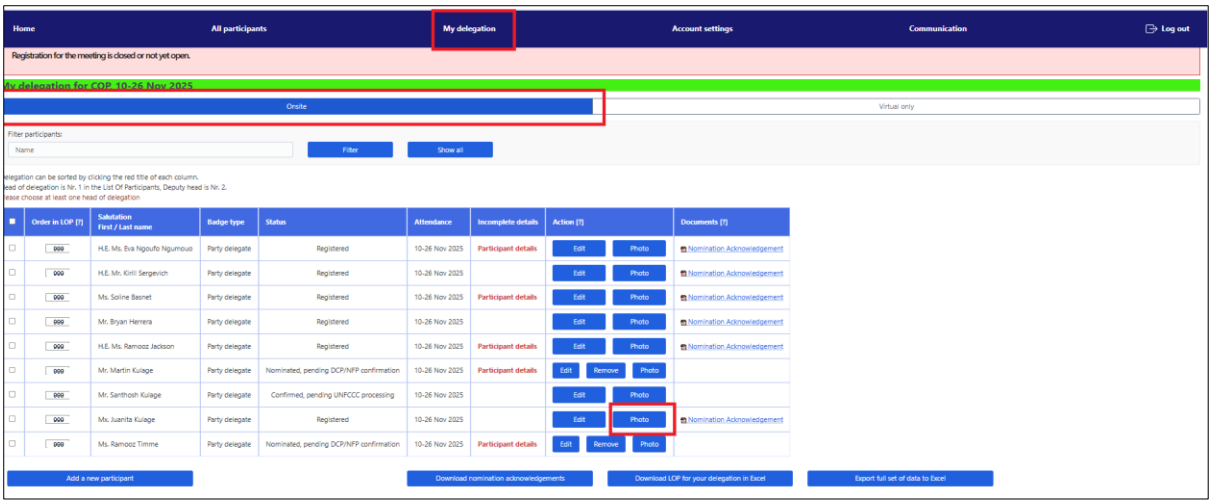



Collecting the badges:

- When the NFP/UN-DCP is notified that the Pre-Printed badges are ready for collection, the authorized person may approach any registration desk to pick up the pre-printed badges
- The authorized person must sign a pickup credential form on behalf of the participants and is responsible for the distribution of those badges.

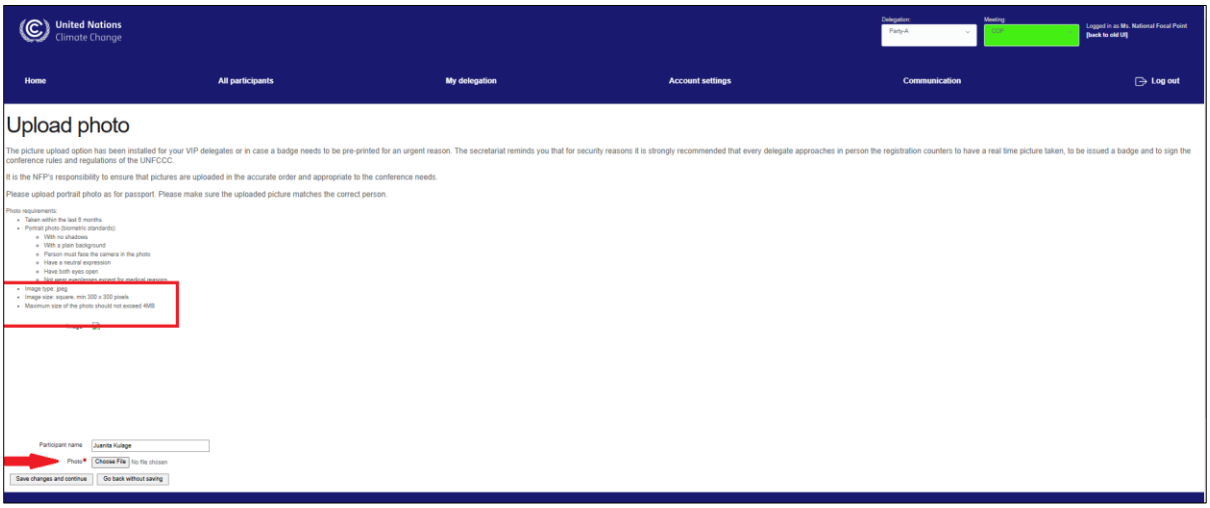
## 3.2 How to upload a photo

1. Select the “Photo” button in the “Action” column on the “My delegation” tab.

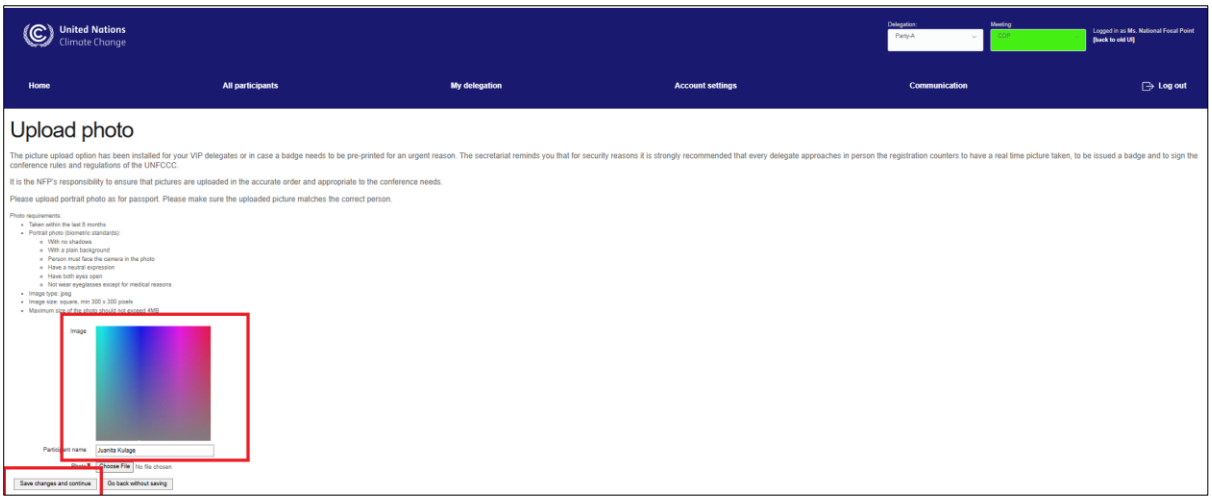



2. In the next screen, you will be given the option to upload a photo. Click on “Choose file” to select the photo of the participant from your device.

   Note: the maximum file size of photo should not exceed 4MB.




3. After selecting the file, the photo will appear in the image box. To save the photo, select “Save changes and continue”. Now, the photo is saved under the participant’s ORS profile.


United Nations
Climate Change
Delegation:
Party-A
Meeting:
Logged in as Ms. National Focal Point
[back to old UI]
Home
All participants
My delegation
Account settings
Communication
Log out
Upload photo
The picture upload option has been installed for your VIP delegates or in case a badge needs to be pre-printed for an urgent reason. The secretariat reminds you that for security reasons it is strongly recommended that every delegate approaches in person the registration counters to have a real time picture taken, to be issued a badge and to sign the conference rules and regulations of the UNFCCC.
It is the NFP's responsibility to ensure that pictures are uploaded in the accurate order and appropriate to the conference needs.
Please upload portrait photo as for passport. Please make sure the uploaded picture matches the correct person.
Photo requirements:
Taken within the last 6 months
Portrait photo (biometric standards):
With no shadows
With a plain background
Person must face the camera in the photo
Have a neutral expression
Have both eyes open
Not wear eyeglasses except for medical reasons
Image type: jpeg
Image size: square, min 300 x 300 pixels
Maximum size of the photo should not exceed 4MB
Image
Participant name
Juanita Kulaga
Choose File
No file chosen
Save changes and continue
Go back without saving