



United Nations
Climate Change Secretariat

UNFCCC Online Registration System

Virtual Only Registration Guide

Release 2.0

February 2025

Table of Contents

1 Overview of virtual-only registration..... 3

1.1 Onsite vs Virtual-only attendance 3

2 Instructions..... 3

2.1 Overview of the user interface 3

2.2 Adding a New Participant to “Virtual-only” 3

2.3 Changing the badge type 6

2.4 Swap participants request..... 6

1 Overview of virtual-only registration

The UNFCCC “Virtual-only” registration in the Online Registration System (ORS) provides access to UNFCCC meetings remotely. This is possible only for the meetings that are open for online participation. This has been introduced to enable broader participation without impacting venue capacity, thereby enhancing participation in the UNFCCC session.

The Designated Contact Point (DCP) or the National Focal Point (NFP) can reassign a participant from “Onsite” attendance to “Virtual-only” attendance, and vice versa.

1.1 Onsite vs Virtual-only attendance

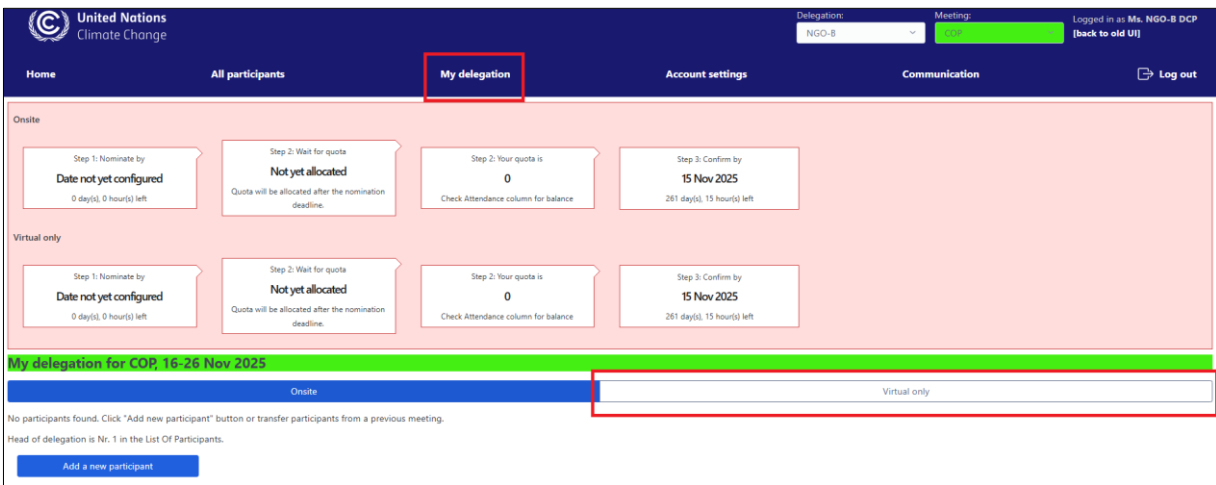
Participants registered for “Onsite” have the flexibility to attend sessions both in person and virtually. Participants registered for “Virtual-only” have access to the full conference virtually but cannot attend in person.

Participants registered as “Virtual-only” who accessed platform will appear on the Virtual-only List of Participants.

2 Instructions

2.1 Overview of the user interface

The “Onsite” and “Virtual-only” tabs are available under the “My delegation” tab in the ORS.



2.2 Adding a New Participant to “Virtual-only”

1. Select the “Virtual-only” tab and click on the “Add a new Participant” button on the bottom left.
2. It will open a dialog screen as shown below. Select “Add a completely new participant”.
3. Please complete all mandatory fields indicated by a red asterisk before confirming a participant. Hover your mouse over the [?] symbol, for a more detailed explanation.

The screenshot shows the United Nations Climate Change portal. At the top, there's a navigation bar with 'Home', 'All participants', 'My delegation', 'Account settings', 'Communication', and 'Log out'. The 'My delegation' section is active, showing a progress bar for 'COP 16-26 Nov 2025'. Below this, there are two main sections: 'Onsite' and 'Virtual only'. Each section has four steps: Step 1: Nominate by (Date not yet configured), Step 2: Wait for quota (Not yet allocated), Step 3: Your quota is (0), and Step 4: Confirm by (15 Nov 2025). The 'Virtual only' section is highlighted with a red box. At the bottom, there's a button 'Add a new participant' which is also highlighted with a red box.

The DCP/NFP will require the following details to register a participant in ORS:

- Salutation
- Given Name
- Family Name
- Email Address
- Relationship to nominator¹
- Functional title¹
- Department¹
- Home organization¹
- Country of Nationality
- Country of Residence
- Residence City
- Badge Type [**Note that for “Badge type” you must select “Virtual-only” please see the screenshot below**]
- Order in List of Participants
- Date of Birth
- Passport Number ONLY
- Badge Valid from
- Badge Valid thru

Note: A unique email address needs to be provided for each participant in order to receive the confirmation email with the nomination acknowledgement letter.

¹ The UNFCCC secretariat has introduced updates to the registration of participants, with the aim to increase the transparency of participation in the UNFCCC process. Further details can be found here: <https://unfccc.int/process-and-meetings/conferences/the-big-picture/changes-to-the-registration-system-and-process#>

United Nations

Climate Change

Home

All participants

Create/update participant

Personal information

Salutation * [?]

Mr.

Given name * [?]

Ram

Family name * [?]

Carolina

No last name in the passport * [?]

Personal, secure email address for this participant (used by participant to access online services) * [?]

ramcarcar@b-tch.com

For COP and SBs, the UNFCCC secretariat considers that this information will help enhance the overall transparency of participation in the UNFCCC process and encourages all conference participants to provide this information. It notes that in cases where participants choose not to provide the information, that choice will be made publicly available.

[Please click here for more information about the fields for the relationship with nominee](#)

Relationship to nominator * [?]

Paid relationship/contract with the nominating entity

Functional title * [?]

Technician

Department * [?]

Technical

Home organization * [?]

TCCCCC

Date of birth (DD/MM/YYYY) * [?]

20.06.1990

Passport number ONLY * [?]

CP00000

Nationality * [?]

Austria

Residence country * [?]

Germany

Residence city * [?]

Bonn

Phone number * [?]

Participation parameters

Badge type * [?]

Virtual only (NGO)

Order in List of Participants * [?]

999

Badge valid from * [?]

--- Please select ---

Badge valid thru * [?]

--- Please select ---

Save and continue

mandatory field

must be completed before confirmation

4. On completion, select the “Save and Continue” button at the bottom of the screen. The “My delegation” tab is now displayed with the newly nominated participant.
5. Tick the attendance checkbox for the newly added participant and then select the “Save attendance dates” button at the bottom of the screen.
6. To confirm a participant’s attendance, select the “Confirm” button for that participant. This will prompt a dialog box, to ensure that all the details are correct before confirming, then select “OK”.

United Nations

Climate Change

Home

All participants

My delegation

onlineereg.unfccc.int says
Once you confirm you cannot edit Salutation, First and Family Name. Related requests for this nominee would need to be submitted in the appropriate section of Communication Log. Continue?

OK Cancel

Delegation: NGO-B Missing: Logged in as Mr. NGO-B DCP (Back to old UI)

Communication

Step 1: Nominate by
Date not yet configured
Ends in 0 hours left

Step 2: Nominate by
5
Check attendance column for balance

Step 3: Confirm by
15 Nov 2025
201 days, 12 hours left

IMPORTANT: UNFCCC has set a quota for your organisation. You must now confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

Virtual only

Step 1: Nominate by
Date not yet configured
Ends in 0 hours left

Step 2: Nominate by
5
Check attendance column for balance

Step 3: Confirm by
15 Nov 2025
201 days, 12 hours left

IMPORTANT: UNFCCC has set a quota for your organisation. You must now confirm exactly who will be participating. Ensure you confirm your participants before the Confirmation Deadline.

Delegations for COP 16-26 Nov 2025

Virtual only

Filter participants

1 of 1 delegation is for 1 in the List of Participants.

	Order in LOP	Salutation Field / Last name	Badge type	Status	Attendance	Workgroup details	Action [?]	Documents [?]
					Week 1 1 left	Week 2 1 left		
1	999	Mr. Ram Carolina	Virtual-only (NGO)	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit Refresh Confirm	

Add a new participant

Confirm selected

Download LOP for your delegation in Excel

Export full set of data to Excel

2.3 Changing the badge type

This feature allows you to change the badge type of a participant from onsite to virtual-only participation, and vice-versa. There is no limit to the number of times a delegation can change the badge type of a participant.

Please note that during sessions, transferring a participant from onsite to virtual-only will immediately disable an issued badge.

1. Participants registered under the onsite tab can be transferred to virtual-only via the 'Edit' button under the 'Action' column of the "My delegation" page.
2. At the bottom of the participant details page, under participation parameters, select badge type 'Virtual-only' from the drop-down menu.
3. Tick the check box to confirm the changes made to the badge type and validity dates of the registered participant and select "Save and continue".
4. The participant's badge type has been updated and transferred to the "Virtual-only" tab under the "My delegation" page.

The system will automatically send an updated confirmation email with the registration acknowledgement letter to the participant. If the email is not received by the participant, it can be re-sent or downloaded from ORS by the DCP/NFP.

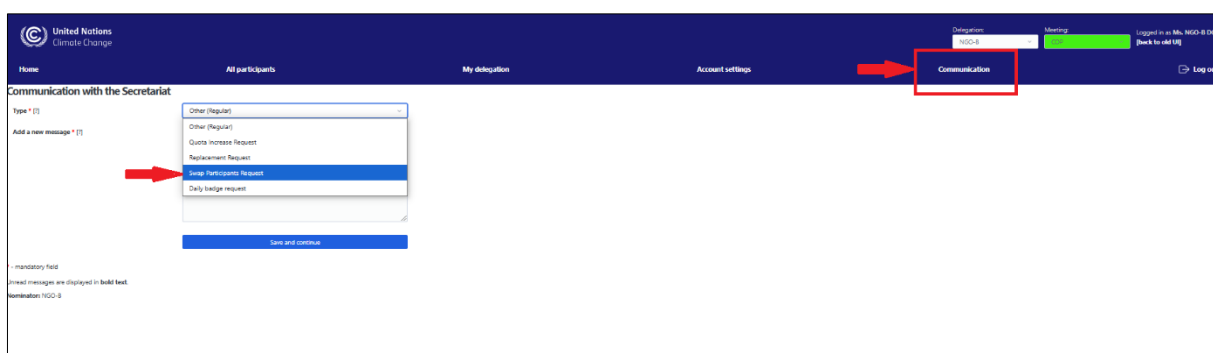
Any changes to participant details will automatically be reflected in the nomination acknowledgement letter.

2.4 Swap participants request

This feature allows you to swap two confirmed participants between the "Onsite" and "Virtual-only" tabs in one action. There is no limit to the number of times an organization can submit a swap participants request within the confirmation deadline.


Note that the swap participant request option can only be used between confirmed Onsite and virtual-only participants.

Go to Communication tab and under "type" select "Swap Participants Request".



The screenshot shows the United Nations Climate Change portal interface. At the top, there is a navigation bar with tabs: Home, All participants, My delegation, Account settings, and Communication. The 'Communication' tab is highlighted with a red box and a red arrow. Below the navigation bar, the 'Communication with the Secretariat' section is visible. A dropdown menu for 'Type' is open, showing options: Other (Regular), Other (Request), Quote increase Request, Replacement Request, Swap Participants Request (highlighted with a red arrow), and Daily badge request. A 'Save and continue' button is at the bottom of the dropdown menu. The page also shows a 'Delegation' dropdown set to 'NGO-B' and a 'Meeting' dropdown set to 'M00-B DCP'. A 'Log out' button is in the top right corner.

By choosing "Swap Participants Request" from the drop-down menu, "Confirmed participant who's area should be swapped" option will appear, giving you the option to select the names of participants you wish to swap. (2). It also offers an optional section to post a reason for the request. Once completed, select "Save and continue".



United Nations
Climate Change

Home

All participants

My delegation

Communication with the Secretariat

Type * [?]

Swap Participants Request

Confirmed participant who's area should be swapped * [?]

--- Please select ---

Reason + [?]


Save and continue

* - mandatory field

Unread messages are displayed in **bold text**.

Nominator: NGO-B

In the example below, “onsite” attendance of the confirmed participant Mr. Kirill Thanjavur Prakasam is being swapped with the “Virtual-only” attendance of the confirmed participant Ms. Eva Basnet.



United Nations
Climate Change

Home

All participants

My delegation

Communication with the Secretariat

Type * [?]

Swap Participants Request

Confirmed participant who's area should be swapped * [?]

Mr. Kirill Thanjavur Prakasam - Onsite (Observer - NGO head) - [both week]

With following confirmed participant * [?]

Ms. Eva Basnet - Virtual only (Virtual-only (NGO)) - [both weeks]

Reason + [?]

Save and continue

* - mandatory field

Unread messages are displayed in **bold text**.

Nominator: NGO-B

Once submitted, DCP can see the following message shoed in figure:

United Nations

Climate Change

Home

All participants

My delegation

New message has been posted

Communication with the Secretariat

Type * [?]

Other (Regular)

Add a new message * [?]

Save and continue

- mandatory field

Unread messages are displayed in **bold text**.

Nominator: NGO-B

Ms. NGO-B DCP

Thursday, 27 Feb 2025, 12:18

Request to swap participants.

First participant: Ms. Eva Basnet (area: Virtual only), attendance: 16 Nov 2025-26 Nov 2025.

Second participant: Mr. Kirill Thanjavur Prakasam (area: Onsite), attendance: 16 Nov 2025-26 Nov 2025.

Comment:

After approving the swap request by secretariat, DCP will receive a message in communication log as shown in the figure below.

United Nations

Climate Change

Home

All participants

My delegation

Account settings

Communication 1 new

Log out

Delegation

NGO-B

Meeting

Logged in as Ms. NGO-B DCP

(Back to old UI)

Communication with the Secretariat

Type * [?]

Other (Regular)

Add a new message * [?]

Save and continue

- mandatory field

Unread messages are displayed in **bold text**.

Nominator: NGO-B

Ms. NGO-B DCP

Thursday, 27 Feb 2025, 12:18

Request to swap participants.

First participant: Ms. Eva Basnet (area: Onsite), attendance: 16 Nov 2025-26 Nov 2025.

Second participant: Mr. Kirill Thanjavur Prakasam (area: Virtual only), attendance: 16 Nov 2025-26 Nov 2025.

Comment:

Ms. Ramona Claver

Thursday, 27 Feb 2025, 12:21

Your Request to swap participants has been approved.

Please note that swap participant requests are approved by the secretariat and may take a few days to process.

8