



United Nations
Climate Change Secretariat

UNFCCC Online Registration System

Virtual Only Registration Guide

Admitted Observer Organizations (IGOs & NGOs)

Release 1.2

May 2023

[Link to the ORS User Manual for Observer Organizations](#)

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1 Overview

1.1 What the Virtual only System does for you

The UNFCCC “Virtual only” registration in the Online Registration System (ORS) facilitates Virtual only (online) access to delegates from admitted observer organizations by providing access to UNFCCC meetings remotely, provided the meeting is open to observers and has the possibility for online participation. **This has been introduced on a pilot basis to help enable a broader participation based on requests received from stakeholders in the past conferences, particularly from observers on having the possibility for attending remotely without impacting the allocated onsite quota.**

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 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.

1.2 Can a delegate change from “Onsite” to “Virtual only” and vice versa?

Yes, the DCP also has the flexibility to swap confirmed participants within their delegation between the “Onsite” and “Virtual only” quota through the new ‘Swap Participants Request’ function located in the Communication tab of the ORS. Please note that this feature is still under construction and new improvements may be introduced in a future update.

To reassign a confirmed participant from “Onsite” attendance to “Virtual only” attendance, and vice versa, please contact UNFCCC via the communication log.

1.3 Key features

The key highlights of the newly introduced feature include:

- “Virtual only” registration to maximize the participation of the delegation virtually and in-person—as the quota for each has been separated.
- “Swap Participants Request” is an additional feature that may be used to swap participants before the start of a session from “Onsite” attendance to “Virtual only” attendance and vice versa.

Please note that all previously allocated quota for “Onsite” attendance will remain and additional quota will be allocated for “Virtual only” attendance, plus already registered delegates will remain as is and are not affected by the new feature unless changes are made by the DCP.

2 Pre-requisites for virtual only attendance and swapping

2.1 Onsite attendance vs Virtual only attendance

Participants registered for “Onsite” attendance can be registered for week 1 or week 2 only, or for both weeks.

Participants registered for “Virtual only” attendance will be registered for the whole duration of the conference, i.e. there is no week 1 and week 2 split for Virtual only attendance.

2.2 If no Onsite quota is available, new participants must be added in the Virtual only tab.

2.3 Participant details required to add new participants to the Virtual only area

Before the nominee can be *confirmed* (hence before they can *attend*) the following details **must** be provided:

- Salutation
- Given Name
- Family Name

- Date of Birth
- Official Identification Document Number
- Country of Nationality
- Country of Residence
- Residence City
- Badge Type (**Please note that the “Virtual only (NGO)” option has been added to the Badge Type field**)
- Order in List of Participants
- Email Address of the Participant

Logged in as Mr. NGO-A DCP [log out] Meeting: [redacted] Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation: Mme

Given name*: Soline

Family name*: Qamar

No last name in the passport:

Functional title:

Department:

Organization:

Date of birth (DD/MM/YYYY)*: 23/09/1985

Identification document number - Passport or UNLP number (if applicable): PP28495DD

Nationality*: Canada

Residence country*: Belgium

Residence city*: Brussels

Personal, secure email address for this participant (used by participant to access online services): s.qamar@ngo-a.com

Phone number:

Participation parameters

Badge type*: --- Please select ---

Order in List of Participants*: --- Please select ---

Observer - NGO head

Observer-NGO

Virtual only (NGO) before confirmation

Save and continue

2.4 Participants to be swapped must be confirmed in ORS

Swap Participants Requests feature can be processed only for confirmed participants. For detailed instructions on how to confirm a delegate please refer to section 6.5 of the [ORS User Manual](#).

2.5 One Head of Delegation is required to be present onsite

It is mandatory for at least one Head of Delegation to be registered under the Onsite quota.

If your delegation has one Head of Delegation, then that “Observer - NGO head” cannot be reassigned or swapped to “Virtual only” attendance without reassigning the “Observer - NGO head” to another participant that is attending onsite.

If your organization has two Heads of Delegation, then one can be swapped or moved to “Virtual only” without needing to reassign the registration type “Observer - NGO head” to another participant.

3 Instructions

3.1 Overview of the user interface

This section presents two tabs that have been added to the “My delegation” tab in ORS – “Onsite” and “Virtual only”.

In the information banner under the “My delegation” tab, the ‘Onsite’ section displays the originally allocated quota by the Secretariat after the nomination deadline meant for in-person participation. Similarly, the ‘Virtual only’ section displays the quota allocated by the Secretariat for virtual participation only. Hence, the “Virtual only” tab is linked with the ‘Virtual only’ quota which is a separate quota from the ‘Onsite’ quota.

The screenshot shows the UNFCCC Online Registration interface for a delegation named 'NGO-A'. The 'My delegation' tab is active, displaying two sections: 'Onsite' and 'Virtual only'. Both sections show a progress bar with three steps: 'Step 1: Nominate by 09 Feb 2023', 'Step 2: Your quota is 4 (Onsite) / 5 (Virtual only)', and 'Step 3: Confirm by 04 Jun 2023'. Below these sections is a green banner for 'My delegation has 100% (2023) of 10 seats 2023'. Two tabs, 'Onsite' and 'Virtual only', are visible, with the 'Virtual only' tab highlighted. A table below lists participants with columns for Order in LOP, Salutation, Name, Badge type, Status, Attendance (Week 1 and Week 2), Data still required?, Action, and Documents. At the bottom, there are buttons for 'Add a new participant', 'Download nomination acknowledgements', 'Download LOP for your delegation in Excel', and 'Export full set of data to Excel'.

	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
					Week1 1 out of 4 left	Week2 2 out of 4 left			
<input type="checkbox"/>	999	Mr. Martin Ngoufo Ngumouo	Observer - NGO head	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Juanita Timme	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement

Please note that these new features have been released on a pilot basis following requests from several stakeholders. **As some of the corresponding features are still under development, all related requests and queries should be submitted in the communication log.**

3.2 Adding New Participant to the “Virtual only” tab

1. Select the “Virtual only” tab and click on the “Add a new Participant” button on the bottom left.

Logged in as Mr. NGO-A DCP [log out] Meeting: [UNFCCC 2023] Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Onsite

Step 1: Nominate by **09 Feb 2023** Deadline passed

Step 2: Your quota is **4** Check Attendance column for balance

Step 3: Confirm by **04 Jun 2023** 31 day(s), 14 hour(s) left

Virtual only

Step 1: Nominate by **09 Feb 2023** Deadline passed

Step 2: Your quota is **5** 3 spot(s) left

Step 3: Confirm by **04 Jun 2023** 31 day(s), 14 hour(s) left

My delegation for UNFCCC 2023: 09-16 Jun 2023

Onsite Virtual only

Filter participants: [] Filter!

Head of delegation is Nr. 1 in the List Of Participants.

<input type="checkbox"/>	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
					05 Jun 2023-16 Jun 2023	2023			
	999	Ms. Ramooz Basnet	Virtual only (NGO)	Registered, acknowledgement sent to participant		3 out of 5 left	<input checked="" type="checkbox"/>	[Edit] [Remove] [Confirm]	[Nomination Acknowledgement] [Re-send acknowledgement]
	999	Mr. Santhosh Jackson	Virtual only (NGO)	Registered, acknowledgement sent to participant			<input checked="" type="checkbox"/>	[Edit] [Remove] [Confirm]	[Nomination Acknowledgement] [Re-send acknowledgement]

[Add a new participant] [Download nomination acknowledgements] [Download LOP for your delegation in Excel] [Export full set of data to Excel]

2. It will open a dialog screen as shown below and ask you to pick an option. Click on “Add a completely new participant”.

Logged in as Mr. NGO-A DCP [log out] Meeting: [UNFCCC 2023] Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Did you know...

Did you know that all of your participants from 2010 onwards are listed in the "All Participants" tab? You can add these participants to a new delegation without re-entering their details. This will save you time and help UNFCCC to process your nominations more quickly.

View existing participants Add a completely new participant Do not show this message next time

Should you have technical problems [accessing ORS](#) Please contact our support desk using the [form](#).
Should you have questions regarding your delegation, please use [Communication tab](#).
If you require help, please first read the [UNFCCC Online Registration User Manual for Observer Organizations](#).

3. Enter the participant's personal details. Note that the salutation, first name, last name, date of birth, official identification document number, country of nationality, country of residence, residence city, order in list of participants, email address and badge type are mandatory fields before the participant can be confirmed. **Note that for “Badge type” you must select “Virtual only (NGO)”**. Please enter all information in mixed case, e.g. “John Smith”, not “JOHN SMITH” or “john smith”.

If you are unsure what to put in a field, you can see some help information by pointing your mouse at the [?] symbol.

Note that the personal details added for the participant must exactly match the official identification document the participant will present upon arrival at the sessions.

The email address provided for each participant needs to be unique, i.e. a personal, secure email for each participant to access online services and to receive the acknowledgement letter.

Logged in as Mr. NGO-A DCP [log out] Meeting: [Meeting Name] Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation: Mx.

Given name*: Juanita [?]

Family name*: Kulage [?]

No last name in the passport: [?]

Functional title: [?]

Department: [?]

Organization: [?]

Date of birth (DD/MM/YYYY)*: 03/12/1993 [?]

Identification document* number - Passport or UNLP number (if applicable): D010101DF [?]

Nationality*: Germany [?]

Residence country*: Germany [?]

Residence city*: Bonn [?]

Personal, secure email* address for this participant (used by participant to access online services): **kjulage@ngo-a.com** [?] The participant's personal, secure email address. The system uses this email address to securely provide the participant with access to online services and for correspondence. Must not be a shared email address.

Phone number: [?]

Participation parameters

Badge type*: **Virtual only (NGO)** [?] →

Order in List of Participants*: 999 [?]

Save and continue

The “My delegation” tab gets re-displayed, with the new participant nominated. Note that there is only one attendance period (entire duration of the session) for the “virtual only” participation as shown below.

4. Tick the Attendance checkbox for the newly added participant and then click the “Save attendance dates” button at the bottom of the screen.

The system will only allow you to select participants up to your allocated quota. The remaining quota displayed at the top of the attendance column decreases as you tick the checkboxes.

Logged in as Mr. NGO-A DCP [log out] Meeting: [Meeting Name] Delegation: NGO-A

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

Onsite

Step 1: Nominate by **09 Feb 2023** (Deadline passed)

Step 2: Your quota is **4** (Check Attendance column for balance)

Step 3: Confirm by **04 Jun 2023** (31 days, 13 hour(s) 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 **09 Feb 2023** (Deadline passed)

Step 2: Your quota is **5** (3 spot(s) left)

Step 3: Confirm by **04 Jun 2023** (31 days, 13 hour(s) 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.

My delegations for UNFCCC 2023-2024 (16 Jun 2023)

Onsite Virtual only

Filter participants: Filter!

Head of delegation is Nr. 1 in the List of Participants.

	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
					05 Jun 2023-16 Jun 2023	2 out of 5 left			
<input type="checkbox"/>	999	Ms. Ramooz Basnet	Virtual only (NGO)	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>			Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Mr. Santhosh Jackson	Virtual only (NGO)	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>			Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Mx. Juanita Kulage	Virtual only (NGO)	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>		Attendance dates	Edit Remove Confirm	

[Add a new participant](#)
[Download nomination acknowledgements](#)
[Download LOP for your delegation in Excel](#)
[Export full set of data to Excel](#)
Save attendance dates
[Cancel changes](#)

- To confirm the participant's attendance, simply click the "Confirm" button under the "Action" column.

For detailed instructions on how to confirm the nominee, please refer to section 6.5 of the [ORS User Manual](#).

Logged in as Mr. NGO-A DCP [log out] Meeting: [Meeting Name] Delegation: NGO-A

UNFCCC Online Registration

Onsite: Step 1: Nominate by 09 Feb 2023 (Deadline passed), Step 2: Your quota is 4 (Check Attendance column for balance), Step 3: Confirm by 04 Jun 2023 (31 days, 13 hour(s) 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 09 Feb 2023 (Deadline passed), Step 2: Your quota is 5 (2 spot(s) left), Step 3: Confirm by 04 Jun 2023 (31 days, 13 hour(s) 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.

My delegation for UNC 2023, 05-16 Jun 2023

Onsite Virtual only

Filter participants: [Filter]

Head of delegation is Nr. 1 in the List Of Participants.

Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
				05 Jun 2023-16 Jun 2023	2 out of 6 left			
999	Ms. Ramooz Basnet	Virtual only (NGO)	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>			[Edit] [Remove] [Confirm]	Nomination Acknowledgement Re-send acknowledgement
999	Mr. Santhosh Jackson	Virtual only (NGO)	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>			[Edit] [Remove] [Confirm]	Nomination Acknowledgement Re-send acknowledgement
999	Mx. Juanita Kulage	Virtual only (NGO)	Nominated, pending DCP/NFP confirmation	<input checked="" type="checkbox"/>			[Edit] [Remove] [Confirm]	

Add a new participant Confirm selected Download nomination acknowledgements Download LOP for your delegation in Excel Export full set of data to Excel

3.3 Swapping the participants – when Onsite quota is available

*****Please note that the "Swap Participants Request" can only be submitted for confirmed participants in both "Onsite" and "Virtual only" tabs respectively.**

When quota is still available for an organization, it will be displayed in the Attendance column, as shown below:

Logged in as Mr. NGO-A DCP [log out] Meeting: [Meeting Name] Delegation: NGO-A

UNFCCC Online Registration

Onsite: Step 1: Nominate by 09 Feb 2023 (Deadline passed), Step 2: Your quota is 4 (Check Attendance column for balance), Step 3: Confirm by 04 Jun 2023 (33 days, 7 hour(s) 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 09 Feb 2023 (Deadline passed), Step 2: Your quota is 5 (4 spot(s) left), Step 3: Confirm by 04 Jun 2023 (33 days, 7 hour(s) 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.

My delegation for UNC 2023, 05-16 Jun 2023

Onsite Virtual only

Filter participants: [Filter]

Head of delegation is Nr. 1 in the List Of Participants.

Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
				Week1 1 out of 4 left	Week2 2 out of 4 left			
999	Mr. Martin Ngoulo Ngumouo	Observer - NGO head	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		[Edit] [Remove] [Confirm]	Nomination Acknowledgement Re-send acknowledgement
999	Ms. Ramooz Basnet	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		[Edit] [Remove] [Confirm]	Nomination Acknowledgement Re-send acknowledgement
999	Juanita Timme	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input type="checkbox"/>		[Edit] [Remove] [Confirm]	Nomination Acknowledgement Re-send acknowledgement

Add a new participant Download nomination acknowledgements Download LOP for your delegation in Excel Export full set of data to Excel

If you wish to swap a participant in the case that quota is still available, please follow the instructions below:

1. Go to the communication tab. Under "type" you will find a drop-down with multiple options. Click on "Swap Participants Request".

Logged in as Mr. NGO-A DCP [log out] Meeting: [Meeting ID] Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Communication with the Secretariat

Type* Other (Regular) [?]

Add a new message* Other (Regular) [?]
Vaccination related queries
Request to extend attendance
Quota Increase Request
Replacement Request
Swap Participants Request
Daily badge request

Save and continue

* - mandatory field

Unread messages are displayed in bold text.

2. The system loads two mandatory fields to be provided. Firstly, the option "Confirmed participant whose area should be swapped" will appear. Select the name of participant to be swapped from "onsite" to "virtual only" attendance, and vice versa.
3. Secondly, the option "With following confirmed participant" gets displayed. Choose another participant that needs to be swapped with the above selected participant.
4. It also offers an optional section to post a reason for the Swap Participants Request. Once completed, click on "Save and continue".

Please note that if the participant you want to appoint does not appear in the drop-down list, make sure that all the required personal details is provided for this participant and they are duly confirmed.

In the example below, "onsite" attendance of the confirmed participant (Sra. Eva Linero Villamizar) is being swapped with the "virtual only" attendance of the confirmed participant (Mr. Martin Ngoufo Ngumouo).

Logged in as Mr. NGO-A DCP [log out] Meeting: [Meeting ID] Delegation: NGO-A

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Communication with the Secretariat

Type* Swap Participants Request [?]

Confirmed participant who's* Sra. Eva Linero Villamizar - Onsite (Observ) [?]
area should be swapped

With following confirmed* Mr. Martin Ngoufo Ngumouo - Virtual only [?]
participant

Reason [?]

Save and continue

* - mandatory field

Unread messages are displayed in bold text.

6. Once UNFCCC receives your request, **it may take from a few hours to a few working days for the request to be approved**, as it requires manual processing to be performed by UNFCCC. When the request is approved a confirmation email will be sent to the unique email addresses of both the swapped participants.

*****Please note there is no limit to the number of times an organization can swap their delegates from “Virtual only” to “Onsite”, and vice versa. However, all such swaps must be completed by the confirmation deadline.**

Logged in as Mr. NGO-A DCP [log out] Meeting: **UNC 2023** Delegation: NGO-A

UNFCCC Online Registration All participants **My delegation** Account settings Communication

New message has been posted 04 May 2023 19:50 CET

Onsite

Step 1. Nominate by **09 Feb 2023** Deadline passed

Step 2. Your quota is **4** Check Attendance column for balance

Step 3. Confirm by **04 Jun 2023** 31 day(s), 4 hour(s) 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 **09 Feb 2023** Deadline passed

Step 2. Your quota is **5** 3 spot(s) left

Step 3. Confirm by **04 Jun 2023** 31 day(s), 4 hour(s) 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.

My delegation for UNC 2023, 06-16 Jun 2023

Onsite Virtual only

Filter participants: Filter!

Head of delegation is Nr. 1 in the List of Participants.

	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
					Week1 1 out of 4 left	Week2 2 out of 4 left			
<input type="checkbox"/>	999	Mr. Santhosh Jackson	Observer - NGO head	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Sra. Eva Linero Villamizar	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement

[Add a new participant](#)
[Download nomination acknowledgements](#)
[Download LOP for your delegation in Excel](#)
[Export full set of data to Excel](#)

3.4 Swapping the participants – when Onsite quota is fully consumed

This section contains instructions on what to do when the allocated “Onsite” quota has been fully consumed (0 out of X left).

Logged in as Mr. NGO-A DCP [log out] Meeting: **UNFCCC** Delegation: NGO-A

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

Onsite

Step 1: Nominate by **09 Feb 2023** Deadline passed

Step 2: Your quota is **4** Check Attendance column for balance

Step 3: Confirm by **04 Jun 2023** 31 day(s), 14 hour(s) 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 **09 Feb 2023** Deadline passed

Step 2: Your quota is **5** 2 spot(s) left

Step 3: Confirm by **04 Jun 2023** 31 day(s), 14 hour(s) 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.

My delegation for UNFCCC 05-16 Jun 2023

Onsite **Virtual only**

Filter participants: Filter!

Head of delegation is Nr. 1 in the List Of Participants.

	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
					Week1 0 out of 4 left	Week2 0 out of 4 left			
<input type="checkbox"/>	999	Mme Soline Qamar	Observer - NGO head	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Mr. Martin Ngoufo Ngunouo	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Mr. Kirill Sergeevich	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Juanita Timme	Observer-NGO	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement

[Add a new participant](#) [Download nomination acknowledgements](#) [Download LOP for your delegation in Excel](#) [Export full set of data to Excel](#)

1. Add a new participant through the “Virtual only” tab. For detailed instructions, you can refer to Adding New Participant to the “Virtual only” tab (section 3.2). **Note that for “Badge type” you must select “Virtual only (NGO)”**.

Logged in as Mr. NGO-A DCP [log out] Meeting: **UNFCCC** Delegation: NGO-A

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

Onsite

Step 1: Nominate by **09 Feb 2023** Deadline passed

Step 2: Your quota is **4** Check Attendance column for balance

Step 3: Confirm by **04 Jun 2023** 31 day(s), 14 hour(s) 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 **09 Feb 2023** Deadline passed

Step 2: Your quota is **5** 3 spot(s) left

Step 3: Confirm by **04 Jun 2023** 31 day(s), 14 hour(s) 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.

My delegation for UNFCCC 05-16 Jun 2023

Onsite **Virtual only**

Filter participants: Filter!

Head of delegation is Nr. 1 in the List Of Participants.



	Order in LOP	Salutation First / Last name	Badge type	Status	Attendance		Data still required?	Action [?]	Documents [?]
					05 Jun 2023-16 Jun 2023	3 out of 5 left			
<input type="checkbox"/>	999	Ms. Ramoos Basnet	Virtual only (NGO)	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>			Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Mr. Santhosh Jackson	Virtual only (NGO)	Registered, acknowledgement sent to participant	<input checked="" type="checkbox"/>			Edit Remove Confirm	Nomination Acknowledgement Re-send acknowledgement

[Add a new participant](#) [Download nomination acknowledgements](#) [Download LOP for your delegation in Excel](#) [Export full set of data to Excel](#)

2. If required, please submit a “Swap Participants Request” on the “Communication tab”. Click “Save and continue”.

For detailed instructions, you can refer to Swapping the participants – when Onsite quota is available (section 3.3)

Logged in as Mr. NGO-A DCP [log out] Meeting: **NGO-2023** Delegation: NGO-A

  **UNFCCC**
Online Registration

All participants My delegation Account settings **Communication**

Communication with the Secretariat

Type* **Swap Participants Request** [?]

Confirmed participant who's area should be swapped* **Mx. Juanita Kulage - Virtual only (Virtual or** [?]

With following confirmed participant* **Ms. Eunice Thanjavur Prakasam - Onsite ((** [?]

Reason [?]

Save and continue

* - mandatory field