



United Nations
Climate Change Secretariat

UNFCCC Online Registration System

Virtual Only Registration Guide

Parties and Observer States

Release 1.2

May 2023

[Link to the ORS User Manual for Parties and Observer States](#)

Table of Contents

1	Overview	3
1.1	What the Virtual only System does for you	3
1.2	Can a delegate change from “Onsite” to “Virtual only” and vice versa?	3
1.3	Key features	3
2	Pre-requisites for virtual only attendance and swapping	3
2.1	Onsite attendance vs Virtual only attendance	3
2.2	Participant details required to add new participants to the Virtual only area	3
2.3	Participants to be swapped must be confirmed in ORS	4
3	Instructions	5
3.1	Overview of the user interface	5
3.2	Adding New Participant to the “Virtual only” tab	6
3.3	Swap Participants	8

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 Parties / Observer States 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 to help enable a broader and more inclusive participation based on requests received from stakeholders in the past conferences.**

The “Virtual only” registration tab has been separated from the “Onsite” registration tab and allows the National Focal Point (NFP) of Parties / Observer States the ability for more inclusive participation in the UNFCCC sessions by adding delegates who cannot attend the conference physically to the “Virtual only” environment.

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

Yes, the NFP also has the flexibility to swap confirmed participants within their delegation between the “Onsite” and “Virtual only” tab 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
- “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 already registered delegates will remain as is and are not affected by the new feature unless changes are made by the NFP.

2 Pre-requisites for virtual only attendance and swapping

2.1 Onsite attendance vs Virtual only attendance

Participants registered for “Onsite” attendance will be registered for the whole duration of the conference to attend the conference in-person.

Participants registered for “Virtual only” attendance will be registered for the whole duration of the conference to attend the conference virtually only.

2.2 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 (Party)” option has been added to the Badge Type field**)
- Order in List of Participants
- Email Address of the Participant

Logged in as Ms. National Focal Point [log out] Meeting [Party-A] Delegation [Party-A]

UNFCCC Online Registration

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation: Mr.

Given name: Subasana

Family name: Linero Vilamizar

No last name in the passport:

Functional title:

Minister or above:

Department:

Organization:

Date of birth (DDMMYYYY): 18/07/1993

Identification document number - Passport or UNLP number (if applicable): 2343567PR

Nationality: Party-A

Residence country: Party-A

Residence city: Bonn

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

Phone number:

Participation parameters

Badge type: **Virtual only (Party)**

Order in List of Participants:

Save and continue

before confirmation

Should you have technical problems, please contact the UNFCCC Secretariat. 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 Parties & Observer States.

2.3 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 6.4 of the [ORS User Manual](#).

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 nomination and confirmation deadline meant for in-person participation. Similarly, the ‘Virtual only’ section displays the nomination and confirmation deadline meant for virtual participation.

The screenshot shows the UNFCCC Online Registration interface. At the top, it indicates the user is logged in as Ms. National Focal Point. The main navigation includes 'All participants', 'My delegation' (highlighted), 'Account settings', and 'Communication'. Below this, there are two sections: 'Onsite' and 'Virtual only', both with a nomination and confirmation deadline of 16 Jun 2023. A callout box points to the 'Virtual only' tab, stating: 'The newly added “Virtual only” tab can now be used to nominate and confirm delegates attending the conference virtually.' Below these sections is a green banner for 'My delegation for UNC 2023, 30 May-16 Jun 2023' and tabs for 'Onsite' and 'Virtual only'. A 'Filter participants' field is present. The main content is a table of delegation members with columns for selection, order, salutation, name, badge type, status, attendance, data requirements, actions, and documents.

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	999	Mx. Juanita Basnet	Party head	Registered, acknowledgement sent to participant	30 May-16 Jun 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	2	Eunice Kulage	Party deputy head	Registered, acknowledgement sent to participant	30 May-16 Jun 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	2	Mr. Martin Qamar	Party delegate	Registered, acknowledgement sent to participant	30 May-16 Jun 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	H.E. Ms. Eva Ngoufo Ngumouo	Party overflow	Registered, acknowledgement sent to participant	30 May-16 Jun 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement

At the bottom of the table, 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'.

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 Ms. National Focal Point [log out] Meeting: **UNFCCC 2023** Delegation: Party-A

UNFCCC Online Registration

All participants **My delegation** Account settings Communication

Onsite
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.
Nominate and confirm by **16 Jun 2023**
42 day(s), 14 hour(s) left

Virtual only
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.
Nominate and confirm by **16 Jun 2023**
42 day(s), 14 hour(s) left

My delegations for UNFCCC 2023: 30 May-16 Jun 2023

Onsite **Virtual only**

Filter participants:

Delegation can be sorted by clicking the red title of each column.

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	2	Mr. Martin Qamar	Virtual only (Party)	Registered, acknowledgement sent to participant	30 May-16 Jun 2023		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>
<input type="checkbox"/>	999	S.E. Mme Ramooz Timme	Virtual only (Party)	Registered, acknowledgement sent to participant	30 May-16 Jun 2023		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	<input type="button" value="Nomination Acknowledgement"/> <input type="button" value="Re-send acknowledgement"/>

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 Ms. National Focal Point [log out] Meeting: **UNFCCC 2023** Delegation: Party-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.

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 Parties & Observer States](#).

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 (Party)”**. 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 Ms. National Focal Point [log out] Meeting: [Meeting Name] Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

Create/update participant

Personal information

Salutation: Mx.

Given name*: Subasana

Family name*: Linero Villamizar

No last name in the passport:

Functional title:

Minister or above:

Department:

Organization:

Date of birth (DD/MM/YYYY)*: 18/07/1990

Identification document* number - Passport or UNLP number (if applicable): 2343567PA

Nationality*: Party-A

Residence country*: Party-A

Residence city*: Bonn

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

Phone number:

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.

Participation parameters

Badge type*: Virtual only (Party)

Order in List of Participants*: 999

Save and continue

The “My delegation” tab gets re-displayed, with the new participant nominated.

- To confirm the newly added participant, simply click the “Confirm” button under the “Action” column.

For detailed instructions on how to confirm the nominee, please refer to section 6.4 of the [ORS User Manual](#)

Logged in as Ms. National Focal Point [log out] Meeting: [Meeting Name] Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings Communication

By adding names to the list on “My delegation” page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

Onsite
Nominate and confirm by **16 Jun 2023**
42 day(s), 14 hour(s) left

Virtual only
Nominate and confirm by **16 Jun 2023**
42 day(s), 14 hour(s) left

My delegation for UNC 2023, 30 May-16 Jun 2023

Onsite Virtual only

Filter participants: Filter!

Delegation can be sorted by clicking the red title of each column.

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	2	Mr. Martin Qamar	Virtual only (Party)	Registered, acknowledgement sent to participant	30 May-16 Jun 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Mx. Subasana Linero Villamizar	Virtual only (Party)	Nominated, pending DCP/NFP confirmation	30 May-16 Jun 2023		Edit Remove Confirm Photo	
<input type="checkbox"/>	999	S.E. Mme Ramooz Timme	Virtual only (Party)	Registered, acknowledgement sent to participant	30 May-16 Jun 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement

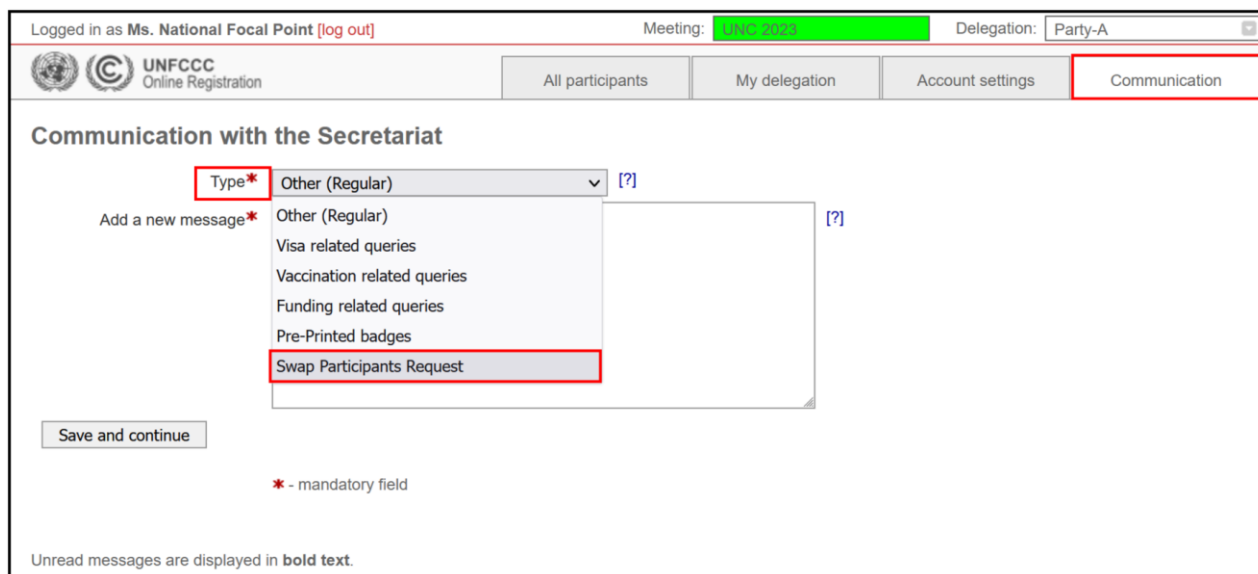
Add a new participant Confirm selected Download nomination acknowledgements Download LOP for your delegation in Excel Export full set of data to Excel

3.3 Swap Participants

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

If you wish to swap participants from “Virtual only” to “Onsite”, and vice versa, 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 Ms. National Focal Point [log out] Meeting: [Meeting ID] Delegation: Party-A

UNFCCC Online Registration

All participants My delegation Account settings **Communication**

Communication with the Secretariat

Type* Other (Regular) [?]

Add a new message* Other (Regular) [?]
Visa related queries
Vaccination related queries
Funding related queries
Pre-Printed badges
Swap Participants Request

Save and continue

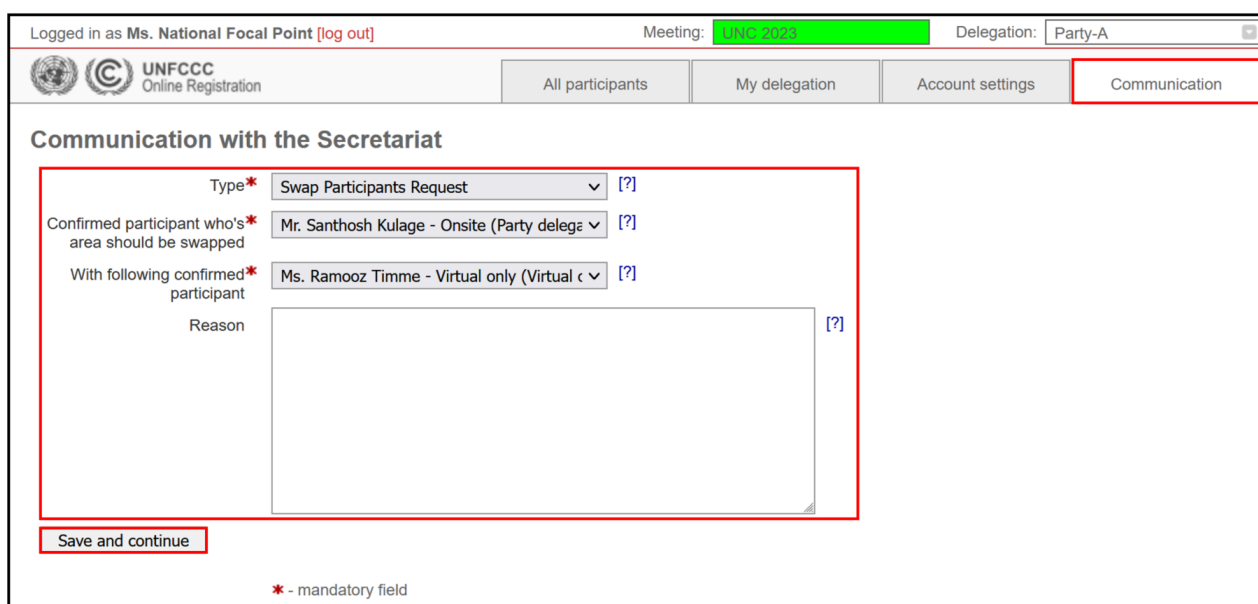
* - mandatory field

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 (Mr. Santhosh Kulage) is being swapped with the “virtual only” attendance of the confirmed participant (Ms. Ramooz Timme).



Logged in as Ms. National Focal Point [log out] Meeting: [Meeting ID] Delegation: Party-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* Mr. Santhosh Kulage - Onsite (Party delega) [?]

With following confirmed participant* Ms. Ramooz Timme - Virtual only (Virtual c) [?]

Reason [?]

Save and continue

* - mandatory field

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.

This feature is still under construction and new improvements may be introduced in a future update.

*****Please note there is no limit to the number of times the NFP 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 Ms. National Focal Point [log out] Meeting: UNFCCC Delegation: Party-A

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

New message has been posted 05 May 2023 09:45 CET

Onsite
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.
N nominate and confirm by **16 Jun 2023**
42 day(s), 14 hour(s) left

Virtual only
By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.
N nominate and confirm by **16 Jun 2023**
42 day(s), 14 hour(s) left

My delegation for UNFCCC LINC 2023, 30 May-16 Jun 2023

Onsite Virtual only

Filter participants: Filter!

Delegation can be sorted by clicking the red title of each column.

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	2	Mr. Martin Qamar	Virtual only (Party)	Registered, acknowledgement sent to participant	30 May-16 Jun 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Mx. Subasana Linero Villamizar	Virtual only (Party)	Registered, acknowledgement sent to participant	30 May-16 Jun 2023		Edit Remove Confirm Photo	Nomination Acknowledgement Re-send acknowledgement
<input type="checkbox"/>	999	Ms. Ramooz Timme	Virtual only (Party)	Registered, acknowledgement sent to participant	30 May-16 Jun 2023		Edit Remove Confirm Photo	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](#)