


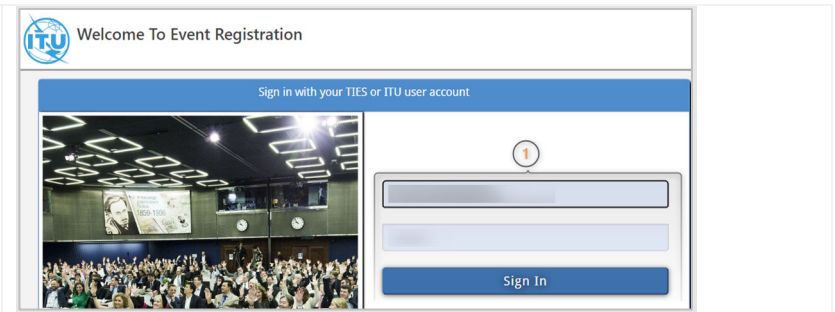
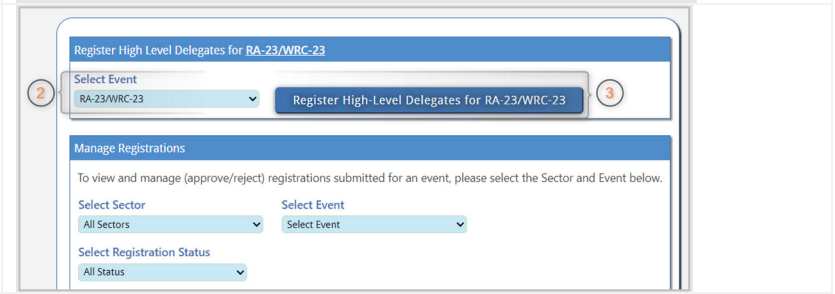
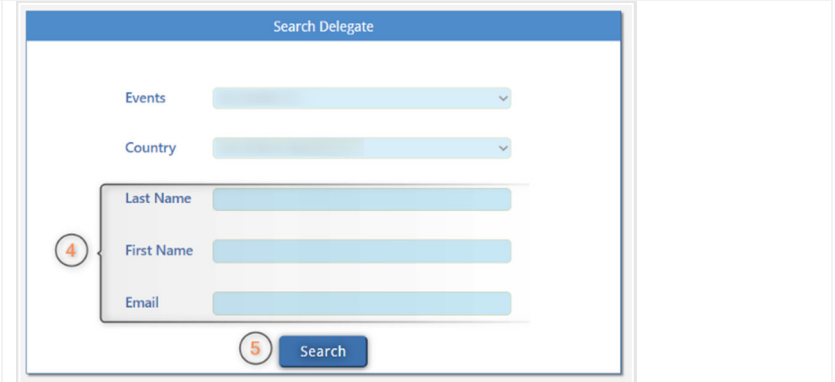
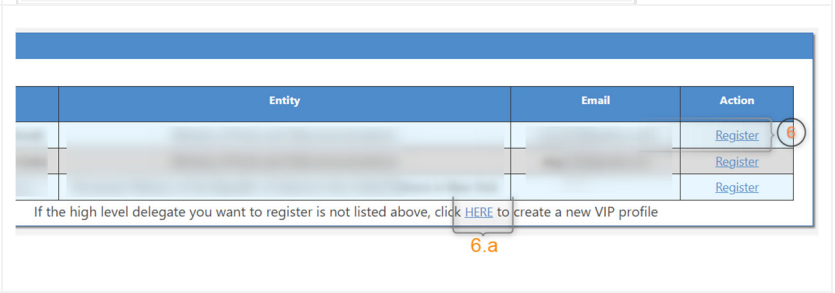
VIP Registration by the Designated Focal Point (DFP)

Guidelines

The Designated Focal Point (DFP) may register their VIP delegates on their behalf using the [Registration Management Page](#). This option will appear available in the Registration Management Page only if the selected event offers it.

 *This procedure is reserved strictly for Ministers and their close security Protection. It may consider other specific categories of VIPs whose definition may vary from an event to the other.*

REGISTERING A VIP ON THEIR BEHALF

<ol style="list-style-type: none"> 1. Log on to the Registration Management Page with your ITU User Account credentials 	
<ol style="list-style-type: none"> 2. Select the event from the box "Register High Level Delegates". 3. Click on "Register High-Level Delegates..." 	
<ol style="list-style-type: none"> 4. Search the VIP delegate by any of the search criteria "Last name", "First Name" OR "Email", and 5. Click on "Search" 	
<ol style="list-style-type: none"> 6. From the search results, identify the VIP delegate and click on "Register". – The registration form will appear for the selected VIP. <ol style="list-style-type: none"> a) If the contact person's record is not found in the list, you have the option to create it. 	
<ol style="list-style-type: none"> 7. Complete the registration details and 8. click on "Submit Registration" 	<p><i>The registration will be automatically approved. A confirmation of registration email will be sent to the VIP.</i></p>