

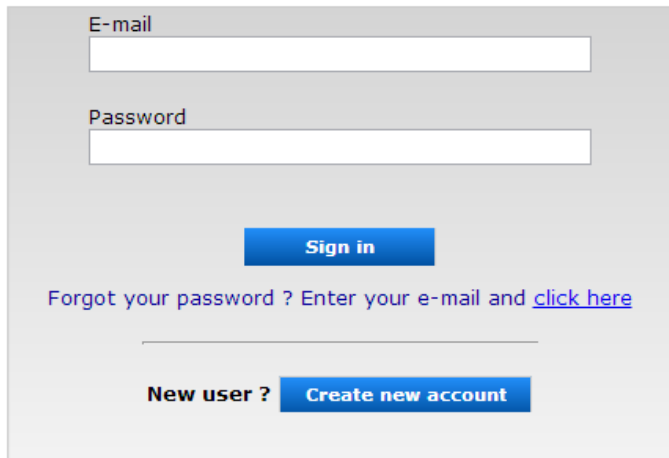
Log in & profile

What is the Online Registration?

The Online registration System is used to manage the registration of external staff participating to Events organized by the World Economic Forum.

Log in:

Go to the website <https://www.weforummedia.org>
Log in with your e-mail address or if it is your first time, create a new account.



E-mail

Password

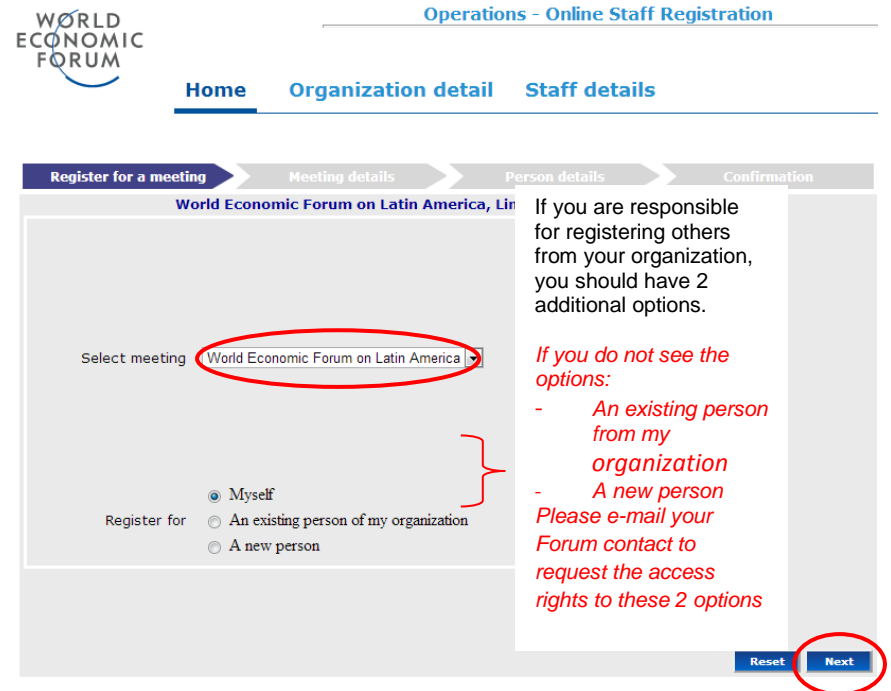
Sign in

Forgot your password ? Enter your e-mail and [click here](#)

New user ? **Create new account**

Register for a meeting:

Under **Register for a meeting**: Select the meeting from the drop-down menu and click on who you wish to register. Click on Next >>



Operations - Online Staff Registration

Home Organization detail Staff details

Register for a meeting Meeting details Person details Confirmation

World Economic Forum on Latin America, Lin

Select meeting **World Economic Forum on Latin America**

Register for
 Myself
 An existing person of my organization
 A new person

If you are responsible for registering others from your organization, you should have 2 additional options.

If you do not see the options:

- An existing person from my organization
- A new person

Please e-mail your Forum contact to request the access rights to these 2 options

Reset **Next**

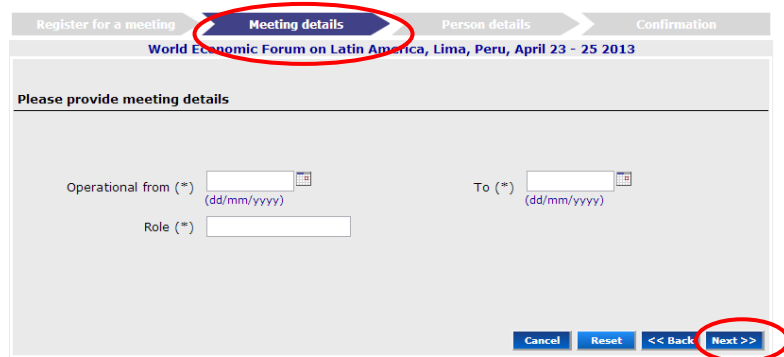
Complete & Check information

Complete the Operational dates and Role:

Under **Meeting details**:

1. Complete the operational dates according to the days that you will work on site as communicated by your Forum contact or as specified in your contract.
2. Role: complete with your precise function on site during the meeting – for example “catering coordinator” and not just “coordinator”

Click on **Next >>**



Register for a meeting **Meeting details** Person details Confirmation

World Economic Forum on Latin America, Lima, Peru, April 23 - 25 2013

Please provide meeting details

Operational from (*) (dd/mm/yyyy)

To (*) (dd/mm/yyyy)

Role (*)

Cancel Reset << Back **Next >>**

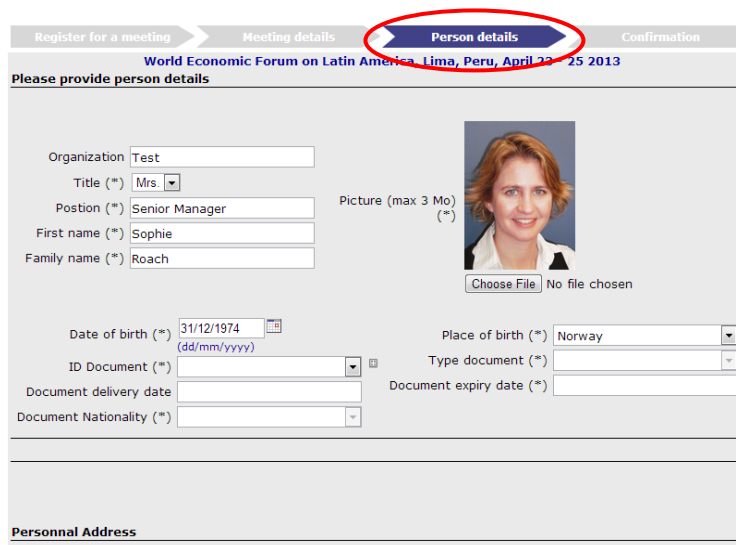
Update your personal data:

Under **Personal details**: complete all relevant fields, upload a photo and pay special attention to mandatory fields indicated with an asterisk.

PLEASE NOTE ALL STAFF MUST BE AGED OVER 18 YEARS OLD ON THE DATE THEY START WORK FOR THE EVENT

Photo: must be a jpg file, max **50 KB** in colour, neutral coloured background, no sun-glasses, no hat

Click on **Next >>**



Register for a meeting Meeting details **Person details** Confirmation

World Economic Forum on Latin America, Lima, Peru, April 23 - 25 2013

Please provide person details


Organization Test

Title (*) Mrs.

Position (*) Senior Manager

First name (*) Sophie

Family name (*) Roach

Picture (max 3 Mo) (*) 

No file chosen

Date of birth (*) 31/12/1974 (dd/mm/yyyy)

Place of birth (*) Norway

ID Document (*)

Type document (*)

Document delivery date

Document expiry date (*)

Document Nationality (*)

Personal Address

Complete & Check information

Check all data:

You will then proceed to the **Confirmation** page to check all the data. Click on **<< Back** should you need to edit anything. When you are happy with the registration, click on **Submit for approval**.



Register for a meeting → Meeting details → Person details → **Confirmation**

World Economic Forum on Latin America, Lima, Peru, April 23 - 25 2013

Please check your registration details :

Meeting details

Meeting : World Economic Forum on Latin America

Accommodation from : 22/01/2013 To : 25/01/2013

Access to the congress center from : 23/01/2013 To : 24/01/2013

Role : Florist

Person details

Person : Mrs. Sophie Roach

Organization name : Test Position : Senior Manager

Date of birth : 31/12/1974 Place of birth : Norway

ID document : 000000001 Document delivery date :

Document expiry date : 1/1/2020 Type Document : Passport

Document Nationality : United Kingdom

Picture OK

Address

Organization address : 5, ch. Neuf Corsier Switzerland 1246

Personnal address : 543 rte de prailles sciez France 74140

Cancel Print << Back **Submit for approval**

Additional tabs:

Under the **Home** page – you may see your current registrations:

My company current registrations

Show 10 entries

Meeting	Person	Status	Action
World Economic Forum on Latin America	Dr. woody brown	Incomplete	Edit
World Economic Forum on Latin America	Mrs. Dani Roach	Approved	Edit

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

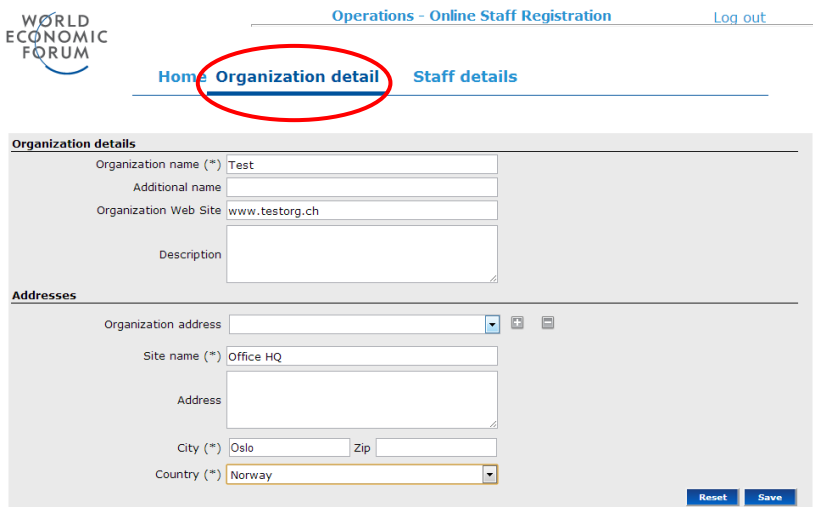
NB The definition of registration status:

- **INCOMPLETE** = “something is wrong” (photo quality, error in ID number etc.)
- **APPROVED** = “the data (date of birth, ID number) etc. has been checked”
- **EXPORTED** = “registration has been accepted and a badge will be produced”

Complete & Check information

Organization detail:

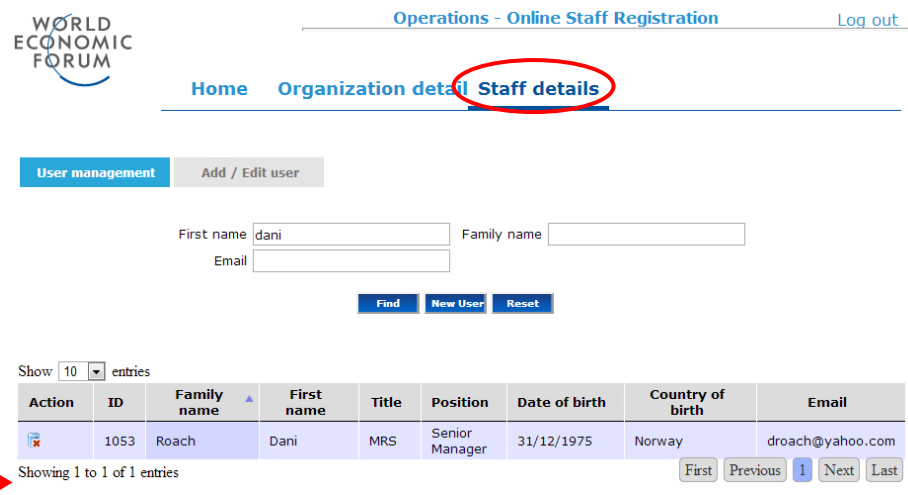
Under Organization detail tab you may update your company information and address(es)



The screenshot shows the 'Organization detail' tab selected in the navigation menu. The form is divided into two sections: 'Organization details' and 'Addresses'. The 'Organization details' section includes fields for 'Organization name (*)', 'Additional name', 'Organization Web Site', and 'Description'. The 'Addresses' section includes fields for 'Organization address', 'Site name (*)', 'Address', 'City (*)', 'Zip', and 'Country (*)'. There are 'Reset' and 'Save' buttons at the bottom right of the form.

Staff details:

Under Staff Details Tab, if you have the access rights, you may double click on any staff from your organization to edit their details.



The screenshot shows the 'Staff details' tab selected in the navigation menu. The page has a 'User management' header with an 'Add / Edit user' button. Below this are input fields for 'First name', 'Family name', and 'Email', along with 'Find', 'New User', and 'Reset' buttons. A table displays a list of staff members with columns for 'Action', 'ID', 'Family name', 'First name', 'Title', 'Position', 'Date of birth', 'Country of birth', and 'Email'. A red arrow points from the 'Organization detail' form to the 'Staff details' page.

Action	ID	Family name	First name	Title	Position	Date of birth	Country of birth	Email
	1053	Roach	Dani	MRS	Senior Manager	31/12/1975	Norway	droach@yahoo.com

The registration deadline (i.e. when the system closes for any further registrations) = **3 WEEKS BEFORE MEETING START DATE**. The actual date will be communicated by your Forum contact.