

# Registration Process – Security Guidelines and Requirements

You are about to register yourself and/or other persons for an event organized by the World Economic Forum.

Please carefully read the following security guidelines and requirements before proceeding with the registration(s).

## 1. Minimum age

The person being registered must be **at least 18 years old** by the starting date of the event.

## 2. Registration deadline

The deadline will be communicated by your Forum contact. Past that deadline, the system closes for further registrations.

## 3. Photo requirements *(see criteria on page 2)*

- Colour picture
- Taken within the last five years
- Neutral coloured background
- Format: jpg file
- Maximum size: 100 Kb
- No hats, sunglasses, dark glasses, headphones, wireless hands-free devices or similar items, jewellery or garments of any sort that obstruct the view of the face

## 4. Mandatory scanned ID/passport requirements *(see criteria on page 3)*

- Only national ID or passport are acceptable (no resident permit or driving license)
- Scan must include: main page with the photo, ID/passport number as well as issue and expiry dates
- Colour scan
- Format: jpg or pdf file
- Maximum size: 250 Kb

## 5. Badge collection on site

Everyone with an approved registration must come **in person** to the registration desk with the **same ID** or **passport** used to complete the online registration in order to collect the badge.

## 6. Badge security rules

- The badge is an important security credential and its misuse is subject to police and legal actions
- In case of loss, your forum contact person must be notified immediately
- Before any badge replacement, complementary security measures in coordination with the police will be taken to prevent misuse
- The badge must be worn visibly in the security zone(s) at all times

## 7. Quota and function

The Forum reserves the right to **limit the number of badges** issued per organization and per function.

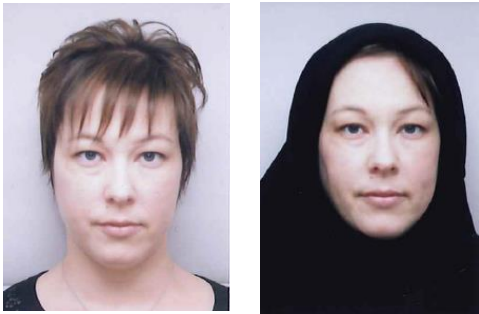
*If you are responsible for registering other persons from your organization, please communicate the information stated in points 5 and 6 to the person(s) concerned.*

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***By submitting the registration request, you agree to abide by the above-mentioned guidelines.***

## Photo Criteria

### Acceptable photos



### Not acceptable photos



Side profile



Covered face



With dark glasses



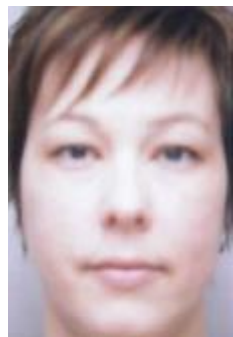
Hat/cap



Black and white



Face image too distant



Too close and blurred



Eyes closed



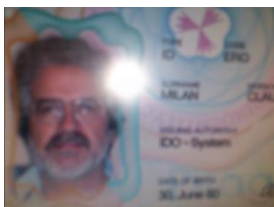
Stamped photo

# Registration Process – Security Guidelines and Requirements

## Mandatory scanned ID/passport requirements

- Only national ID or passport are acceptable (no resident permit or driving license)
- Scan must be in colour and include: main page with the photo, ID number as well as ID issue and expiry dates (if applicable).

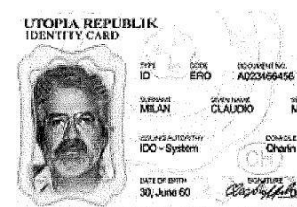
### Not acceptable ID scans



Blurry/out of focus ID, with details masked



Badly cropped image



Black and white copy



Cropped corners

## Registration Process – Security Guidelines and Requirements

### Mandatory scanned ID requirements for the Annual Meeting of the New Champions

- Only the Chinese national ID will be accepted for registrations of persons with Chinese nationality.
- During the registration process there are two fields to be filled in especially for AMNC: last name and first names **in Chinese characters**.
- Please check if the correct ID number (as illustrated below) is provided when you are approving registrations in ESMS. The number must have 15 or 18 digits.

#### Chinese national ID

Use number highlighted in green:



## Step 1: login and profile

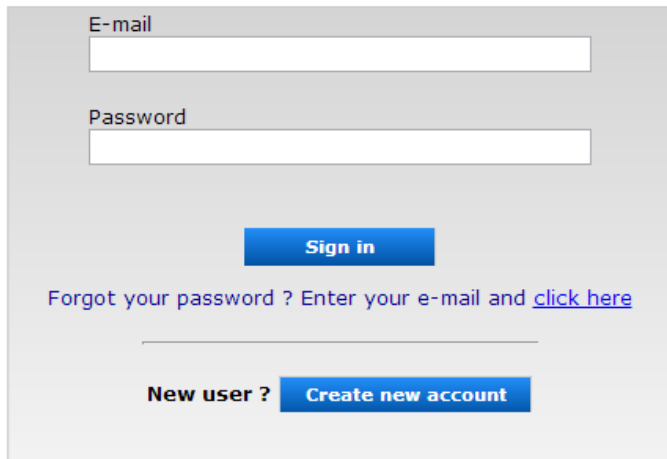
### 1. What is the online registration?

The online registration system is used to manage the registration of specific categories of persons needing a badge to access events organized by the World Economic Forum.

### 2. Login

Go to the website <https://www.weforummedia.org>

Login with your email address and password 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](#)

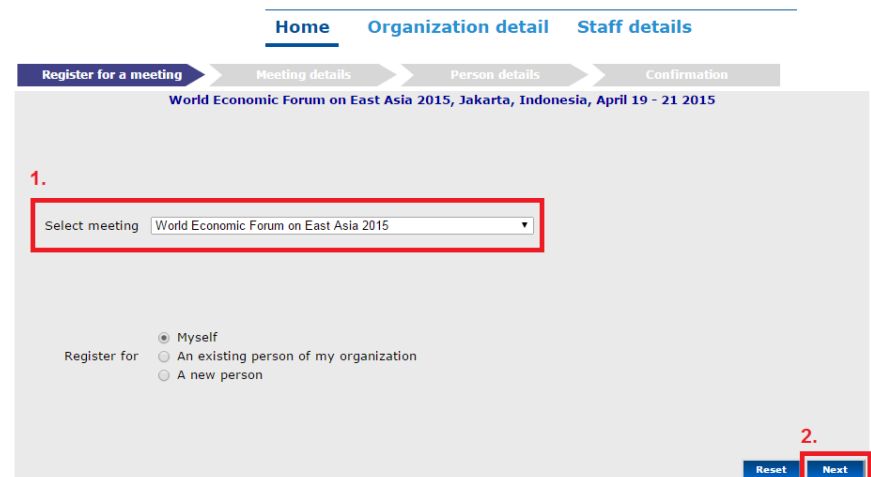
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New user ? **Create new account**

### 5. Register for a meeting

Under **Register for a meeting**:

- Select the meeting from the drop-down menu
- Click on **Next**



Home Organization detail Staff details

Register for a meeting Meeting details Person details Confirmation

World Economic Forum on East Asia 2015, Jakarta, Indonesia, April 19 - 21 2015

1.

Select meeting World Economic Forum on East Asia 2015

Register for

- Myself
- An existing person of my organization
- A new person

2.

Reset **Next**

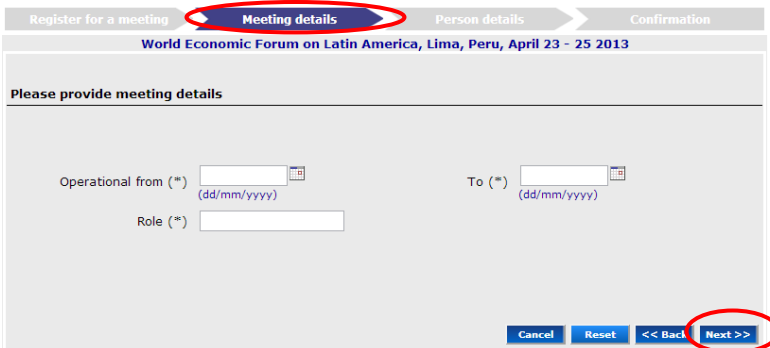
## Step 2: complete and check information

### 1. Complete the operational dates and role

Under **Meeting details:**

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

Click on **Next >>**




### 2. Update your personal data

Under **Person details:**

- Complete all relevant fields and pay special attention to mandatory fields indicated with an asterisk.
- Your name must be written in lowercase, with just the first letter in uppercase e.g. John Smith.
- Upload a photo (see criteria on pages 1 and 2)
- Select an existing ID or click on “New” to add a new ID
- Upload a scan of your ID document (see criteria on page 3)

Click on **Next >>**



## Step 2: complete and check information

### 1. Check all data

Under **Meeting details**:

- Proceed to the **confirmation** page to check your data.
- Click on **<< Back** should you need to edit anything.
- When all data is correct, 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 : Personnal address :

5, ch. Neuf Corsier Switzerland 1246 543 rte de pralles sciez France 74140

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

Your registration is now finished.



Home Organization detail Staff details

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

World Economic Forum on East Asia 2015, Jakarta, Indonesia, April 19 - 21 2015

Thank you for your Registration

Please Click [here](#) if you need to make a new registration.

### 2. 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	<a href="#">Edit</a>
World Economic Forum on Latin America	Mrs. Dani Roach	Approved	<a href="#">Edit</a>

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

NB: the definition of registration status:

- **WAITING FOR APPROVAL** = “your registration has been submitted”
- **INCOMPLETE** = “something is wrong or missing” (bad quality photo quality, ID scan missing, error in ID number, ID type not acceptable, etc.)
- **PENDING** = “the data is being verified (date of birth, ID number)”
- **APPROVED** = “the data has been checked”
- **EXPORTED** = “registration accepted and a badge will be produced”
- **REJECTED** = “registration has not been accepted”