Online Registration User Guide

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1. Introduction

This User Guide is intended to provide delegates with a step-by-step guide on the registration process for the Fifth meeting of the Conference of the Parties to the Minamata Convention on Mercury (COP-5).

The platform used for online registration and management of participants is Kronos, which was developed by the Secretariat of the Convention on Biological Diversity (CBD). This system is also used by other Multilateral Environmental Agreements (MEAs) such as CITES and the Ozone Secretariat.

2. Important considerations

   Email with unique link

As a focal point of your government or organization, you received an e-mail containing an exclusive link (unique to your government or organization), through which you can pre-register your delegation in the online system.

You must assign the role for each delegate, as outlined in the official nomination letter.

To complete the online registration please make sure to send the official letter of nomination, addressed to the Executive Secretary, by e-mail as a scanned attachment to: mea-minamatameetings@un.org.

Once the Secretariat validates the online pre-registration, the nominated participant(s) will receive a confirmation email containing further instructions.

   Email and phone number

Before proceeding to the nomination page, you will be requested to verify the existing e-mail address and phone number(s) for each delegate. It is therefore important to provide a unique email address for each of the participants so that they can each receive the confirmation email (please make sure to check junk/spam folders).

3. How to register your delegation online

Please follow the steps described below to register your delegation online using the online registration system:

   A. Register a participant

Step 1. Log into the nomination system using the unique link you have received by email. The country name of your government or the title of your organization will be clearly indicated.
Step 2. Click on "Add new nomination" button.

![Add new nomination button](image)

**Organization Name**

<table>
<thead>
<tr>
<th>Search among nominated participants</th>
<th>Search</th>
<th><img src="image" alt="Add new nomination button" /></th>
</tr>
</thead>
</table>

# Full Name | Job Title/Department/Organization | MCM-COP-05

No nomination. Please click Add new nomination to nominate your 1st participant.

Step 3. You can search by name of **participants** from your organization or type "*" to see the names of all those who have represented your organization in previous Minamata Convention meetings from 2019 onwards.

![Search participants](image)

Step 4. Verify, confirm or edit essential contact information, specially email and mobile phone, and click "Next".

![Verify essential contact information](image)

**John Smith**

Valid email address is necessary to access the online meeting platform.
Mobile number will only be used by the Secretariat technical support team when needed.

**Email**

john.smith@gmail.com

Please make a selection

**Mobile Number**

[ ] Enter a phone number

Please make a selection

Step 5. Nominate participant

- Select the meeting by clicking on the white circle corresponding to the meeting. The button becomes green. Also select the role of the participant to the meeting: Head of delegation, Alternate head of delegation or Delegate:

![Select meeting and role](image)

**MCM-COP-05 - 30 October - 3 November 2023**

Fifth meeting of the Conference of the Parties to the Minamata Convention on Mercury (COP-5)

Role of the participant to the meeting

Delegate
Step 6. Once you click Confirm Nomination, a pop-up box opens reminding you to send the official letter of nomination to the secretariat. Simply click “Close” to close the pop-up box. Please note:

- Governments are requested to submit an official nomination letter from the Ministry of Foreign Affairs or a note verbale from the Permanent Mission of the party to the United Nations Office at Geneva.
- Observer organizations are required to submit a nomination letter be signed by the head of the entity or other duly authorized representative.

RESULT:

The name of the registered delegate appears on the list on the main online registration web page. The delegate will have “Pending Accreditation” status. Their role will also be indicated. Once validated by the secretariat, the status will change to “Accredited”.

B. New nomination

Follow the steps below if the delegate is not found in the system (it is a new nomination):

Step 1. Click “Create new participant to Nominate” button.

Step 2. Add new participant. Enter the name and contact information. Click “Next”.

Step 3. Nominate participant. Please follow the steps 5 and 6 from section A. Register a participant.
C. Edit participant after nomination

Step 1. On the main online registration page, click on the pencil symbol, corresponding to the delegate.

<table>
<thead>
<tr>
<th>#</th>
<th>Full Name</th>
<th>Job Title/Department/Organization</th>
<th>MCM-COP-05</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>John Smith</td>
<td>Organization name</td>
<td>Pending Accreditation</td>
</tr>
</tbody>
</table>

Step 2. Edit participant. Make the changes and click "Next". Make further changes, if needed, and click "Next" again.

Step 3. Confirm nomination.

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1 The registration system doesn't allow registering or editing the information of an organization. Kindly contact the secretariat at mea-minamatameetings@iuon.org for further assistance in this regard.