



PROTOCOL AND LIAISON SERVICE - DGACM

Room S-0200 • Tel: +1 (212) 963-7181 (Registration to meetings) • Email: unprotocol@un.org

Guidelines to apply for eRegistration account

TEMPORARY ACCESS ONLY

[Temporary access to the “eRegistration system” is offered only to accredited intergovernmental organizations, international financial institutions and other international bodies for registration to UN conferences.]

To apply for temporary access to the **eRegistration** system to register for UN conferences, please follow the procedures below:

- a) Submit a **letter** (not a note verbale), **stamped and signed by the “head” of the organization**, to the Chief of Protocol (Protocol and Liaison Service – DGACM, United Nations, New York, NY 10017, USA), requesting temporary access to the **eRegistration** system. **Only one (1) focal point is allowed per organization**. Please specify clearly in the letter the following:
 1. the proper **name of the conference** your delegation plans to register for, and
 2. the **name, functional title, contact number (work and mobile) and email address of the designated focal point** to receive temporary access to the eRegistration system. Note that only the official email of the designated focal with the organization’s email domain will be accepted. Public email domains, such as Gmail, Yahoo, AOL, Hotmail, etc. are not acceptable. The focal point must be an official/registered staff of the organization. Consultants, interns and temporary staff will not be considered.
- b) Scan the letter and email it to the Protocol conference mailbox at protocolconference@un.org. **Please indicate in the subject line the name of your organization**. An automated acknowledgement will be sent upon receipt of your submission. The review and processing time of the request may take up to 4-5 days. Please do not post any questions to the conference mailbox. It is an automated email and your questions will not be responded to or read. For all information about the conference, please visit the conference official website instead.
- c) Upon review and approval by the Protocol Office, the designated focal point will receive an email with a login credential (password) to log on to the **online eRegistration system** via the eDelegate Portal (<https://edelegate.un.int>). For detailed instructions on how to submit registration requests via the eRegistration system, please refer to the “Guidelines on using the eRegistration system” at <https://www.un.org/dgacm/en/content/protocol/meetings>.
- d) Temporary access to the eRegistration system is valid only for the registration duration for a specific meeting or conference.