



MEETING **REGISTRATION**

MEETING REGISTRATION SYSTEM

NC ADMINISTRATION GUIDE



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1 Introduction

The IEC's Meeting Registration System (MRS) is a web application designed to manage the IEC's technical meetings (TC/SC) as well as the General Meeting (GM).

The acronym MRS refers to the application described in this user guide.

2 Definitions / Roles

Do remember that any individual who is to use MRS must have an IEC username and valid password provided by National Committees!

NC Accreditor(s) and HC Organizer(s) must be named by the National Committee Administrator (see below) in the online Meeting Registrations System (MRS) for each meeting.

NC Admin – the NC Administrators are individuals within an NC who manage access, roles and permissions within Expert Management (EMS). This privilege is visible in EMS under an individual's profile, in the tab "IEC Perms".

NC Accreditor – the NC Accreditor is responsible for the accreditation for particular meetings, of Delegates and the Head of delegation from his or her NC (and must be an NC staff member). During the General Meeting the Accreditor will be the NC Secretary by default.

MRS sends weekly email notifications to the Accreditor, as reminders of pending applications.

HC Organizer – NC staff from the Host Country, who provides the necessary TC/SC meeting information and organization required to open the online registration process for a particular meeting.

Information includes, but is not limited to: scheduling meetings and events, providing hotel and event information or a list of countries requiring visas.

It is possible to assign the roles of NC Accreditor and HC Organizer to one person, providing that the NC is hosting the meeting.

TC/SC Secretary – the Officer who has been officially nominated in this role; this person is responsible for some specific cases of accreditation of delegates (More details in [sections 9-13](#)). TC/SC Officers (Chairman and Assistant Secretary) may also carry out this role, as backup, if necessary.

Participant – a person who wishes to register to an IEC meeting using the online Meeting Registration System (MRS) at <http://meetings.iec.ch>

General Meeting Administrators are IEC staff members who have administration rights in MRS.

Professional Conference Organizer (PCO) – The Host Committee for the General Meeting usually hires a Professional Conference Organizer who needs to have access to the online Meeting registration system.

Host Committee (HC) – The National Committee which organises a meeting is called a Host Committee.

Reception Desk – The Host Committee may install a reception desk to check in participants who effectively come to the meeting.

3 Defining roles at the General Meeting

The HC should contact the IEC CO Coordination team to discuss and determine role assignment and responsibilities, as these may vary, depending on business and regional needs.

4 The MRS Main Menu

The main menu appears on the left-hand side once a user has signed onto MRS and displays available options which vary, depending on the user profile.

Depending on the types of meetings taking place, it should be noted that the TC Officers may also see the “Meeting Accreditation” menu (see below). For more information, please refer to the TC/SC Secretary’s Section.

Click on the little white arrows to hide/show menu options.
Click on the black arrow to hide/show the Main menu.

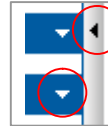


Figure 1 - Hide/show menu options

Main menu for the NC Admin

- **My Meetings:** meetings you have registered for.
- **Meetings open for registration:** Meetings open for registration on MRS.
- **Meeting administration:** name NC Accreditors and HC Organizers for each TC/SC meeting here.



Figure 2 - This is the NC Admin's Main Menu.

Main menu for the HC Organizers

- **My Meetings:** meetings you have registered for.
- **Meetings open for registration:** Meetings open for registration on MRS.
- **Meeting organization:** Manage the meeting from here.



Figure 3 – This person is the HC Organizer for one TC/SC meeting.

Main menu for the NC Accreditors

- **My Meetings:** meetings you have registered for.
- **Meetings open for registration:** Meetings open for registration on MRS.
- **Meeting accreditation:** A shortcut for users with accrediting roles.

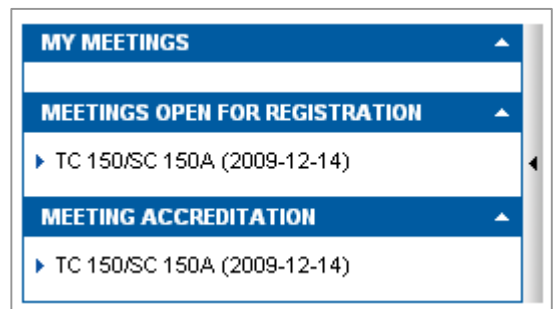
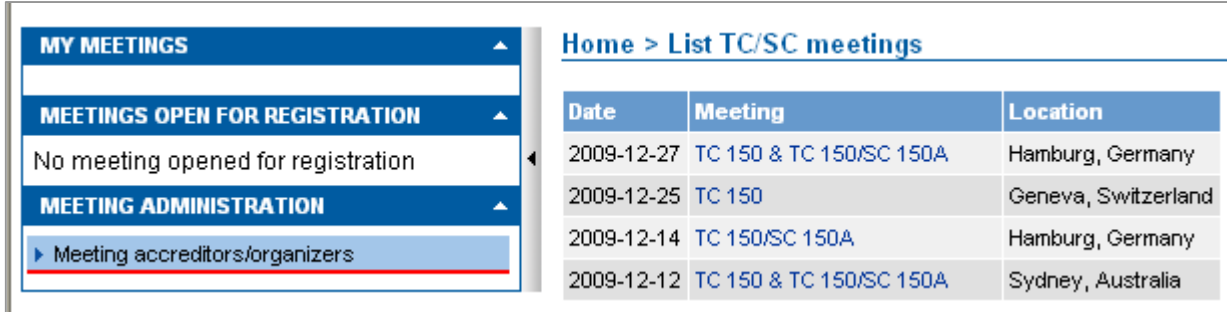


Figure 4 – One meeting requires accreditation from the NC Accreditor.

5 Assigning rights at TC/SC Meetings (NC Admin)

The National Committee Administrator names the NC Accreditor/HC Organizer in MRS:



The screenshot shows a navigation menu on the left with 'MEETING ADMINISTRATION' expanded to show 'Meeting accreditors/organizers'. The main content area displays a table of meetings.

Date	Meeting	Location
2009-12-27	TC 150 & TC 150/SC 150A	Hamburg, Germany
2009-12-25	TC 150	Geneva, Switzerland
2009-12-14	TC 150/SC 150A	Hamburg, Germany
2009-12-12	TC 150 & TC 150/SC 150A	Sydney, Australia

Figure 5 – The NC Admin will go to “Meeting Administration”, click “Meeting accreditors/organizers” to view the list of TC/SC meetings on MRS. It is necessary to select a specific meeting to view information on its accreditors/organizers.

Check Accreditor(s) / Organizer(s) details and name persons, as required

Selecting the appropriate TC/SC meeting (as shown in Figure 5) allows the NC Admin to view information about NC Accreditor(s) and HC Organizer(s). A successful assignment of rights using the Search function will automatically retrieve user details from the Expert Management System (EMS).



The screenshot shows the details for the meeting 'TC 150 & TC 150/SC 150A (2009-12-27)' for the German host committee. A green message states 'Operation successfully completed!'. Below this, it says 'NC Accreditors / HC Organizers already appointed for this meeting' with 'None.' listed. The 'Organizer's mailbox' section shows an 'Edit' button and three email addresses: tiss@iec.ch, mvu@iec.ch, and meetings@mycompany.ch. At the bottom, there is a search function for 'Add NC Accreditors / HC Organizers' with a text input field and a 'Search' button. A red note states: 'The "Search" functions retrieves information from the Expert Management System (EMS).'

Figure 6 – The Host Committee (Germany) has not yet named any NC Accreditors or HC Organizers for this meeting. It is the responsibility of the NC Admin to name the individuals who will undertake these roles. In the example above, the HC Organizer's mailbox has already been created and contains 3 email addresses, where HC notifications will be sent. Do remember, ONLY the NC hosting the TC/SC meeting has the opportunity to name HC Organizer(s).

NC Accreditors / HC Organizers already appointed for this meeting

None.

Organizer's mailbox

The NC hosting the TC/SC meeting must name an Accreditor and an Organizer, although one person may take on both roles.

Add NC Accreditors / HC Organizers

Search persons (by last name):

Title	First Name	Last Name	Login	E-mail address	Accreditor	Organizer	Mailbox
Mr	Test	Tiss - NC Accreditor	de-tiss-nc-acc	tiss@iec.ch	<input type="checkbox"/>	<input type="checkbox"/>	
Ms	IEC eTraining	Tiss-NC Org	de-tiss-nc-org	mvu@iec.ch	<input type="checkbox"/>	<input type="checkbox"/>	
Ms	IEC CO TISS	Tiss-convenor	de-tiss-conv	tiss@iec.ch	<input type="checkbox"/>	<input type="checkbox"/>	

Figure 7 – In the above example, the Host Committee may name both Accreditor(s) and Organizer(s). Note that one person may be assigned both roles and that the search has retrieved three users from Expert Management. Select as required. (Remember these are fictitious users!!)

The heading below does not change, although, in this example, the NC can name NC Accreditor(s) only, as it is not hosting this specific meeting.

NC Accreditors / HC Organizers already appointed for this meeting

None.

Add NC Accreditors / HC Organizers

There is no option to create the "Organizer's mailbox".

Search persons (by last name):

Title	First Name	Last Name	Login	E-mail address	Accreditor
Ms	Expert	TISS	ch-tiss4-expert	tiss@iec.ch	<input type="checkbox"/>
Ms	Host Committee3	TISS	ch-tiss3-hc	tiss@iec.ch	<input checked="" type="checkbox"/>
Ms	Host Committee2	TISS	ch-tiss2-hc	tiss@iec.ch	<input type="checkbox"/>
Ms	Host Committee1	TISS	ch-tiss-hc	tiss@iec.ch	<input type="checkbox"/>

Figure 8 - Name NC Accreditors in the example above.

NC Accreditors / HC Organizers already appointed for this meeting

Title	First Name	Last Name	Login	E-mail address	Accreditor	Organizer	Mailbox
Mr	Test	Tiss - NC Accreditor	de-tiss-nc-acc	tiss@iec.ch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ms	IEC eTraining	Tiss-NC Org	de-tiss-nc-org	mvu@iec.ch	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figure 9 - Roles of individuals who have been appointed as Accreditor and Organizer. Check "Mailbox" for HC Notifications to be sent to the HC Organizer.

6 Opening a meeting and first crucial steps

In accordance with ISO/IEC Directives, an NC provides meeting information to the relevant IEC Administrative Assistant and/or Technical Officer, requesting to open a meeting. Information includes dates and which groups are scheduled to meet.

The IEC Central Office issues a Meeting Announcement by means of an AC (Administrative Circular) and opens a registration area on MRS. Once the meeting has been created by CO; it automatically appears in MRS in real time. However, the meeting still does not appear in the Main Menu, as seen to the right.

The NC Administrator (from the NC hosting the TC/SC meeting), will then name HC Organizer(s) and NC Accreditor(s) for its own NC, in MRS and for each TC/SC meeting, as explained in [Section 5](#). One person may receive both roles.

The HC Organizer fills in mandatory information, listed in [Section 7](#), notably the meeting registration start date, meeting timetable, participating countries, events as well as recommended practical information such as visa and hotel information, useful brochures, etc.

For the General Meeting, these information are filled in by the IEC Central Office and/or the HC Organizer upon agreement between both parties

Once this information has been completed and once the registration start date has passed, the meeting will appear in the Main menu, under "Meetings Open for Registration".

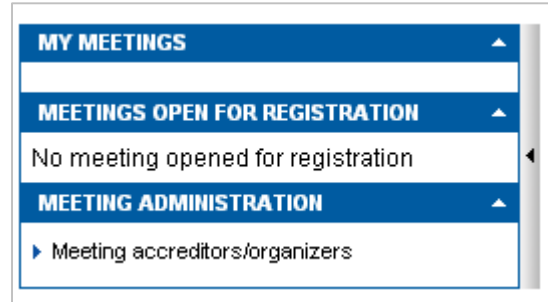


Figure 10 - An HC Organizer may have been named, but essential meeting information has not yet been added.

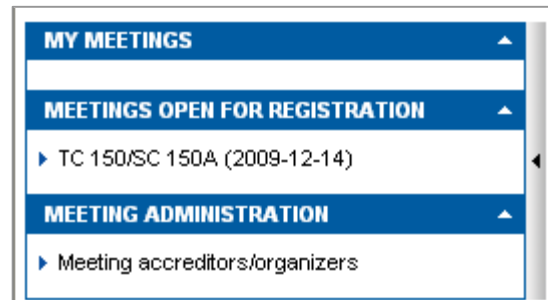


Figure 11 – All essential information has been added by the NC Organizer, and the meeting is now under the menu "Meetings open for registration".

7 Meeting Organization (HC Organizer)

Meeting Organization is managed with **9 tabs**. It is the responsibility of the Host Committee to provide the information and to place it in the right area.

“**Meetings**” concerns meeting structure and date. Meetings are added into the system and managed from here. “**Rooms**” is used to create/add meeting venues and location.



IEC TC 150/SC 150A (2009-12-14) 

Details Meetings Rooms Hotels Visas Events Practical info Admin Lists

There are 9 tabs to manage meeting organization.

Meeting details

Host	Germany	Address	
Name	TC 150/SC 150A		
Description	This is fiction!		
Meeting start date	2009-12-14	Post code	
Meeting end date	2009-12-16	Town	Hamburg
Status	Active	State / Province	
Registration start date	2009-11-30	Country	Germany
Registration end date	2009-12-04	Telephone	
		Fax	
		E-mail address	
		URL	

Figure 12 - Tabs for meeting organization.

Depending on your needs, the HC Organizer (or Professional Conference Organizer) may wish to create Conference Rooms before creating the meeting structure. If so, please refer to section [Tab 3 - Rooms](#).

Tab 1 - Details

This is the first tab by default.

The meeting start date appears next to the meeting name.

The **Registration start date** is particularly important as the meeting will appear under "Meetings open for registration" from that date onwards.

At the General Meeting, some meetings may take place before the official Meeting start date. Two additional date fields, (Timetable start and end date) will automatically appear after the registration dates.

This summary provides important information and should contain all necessary details.

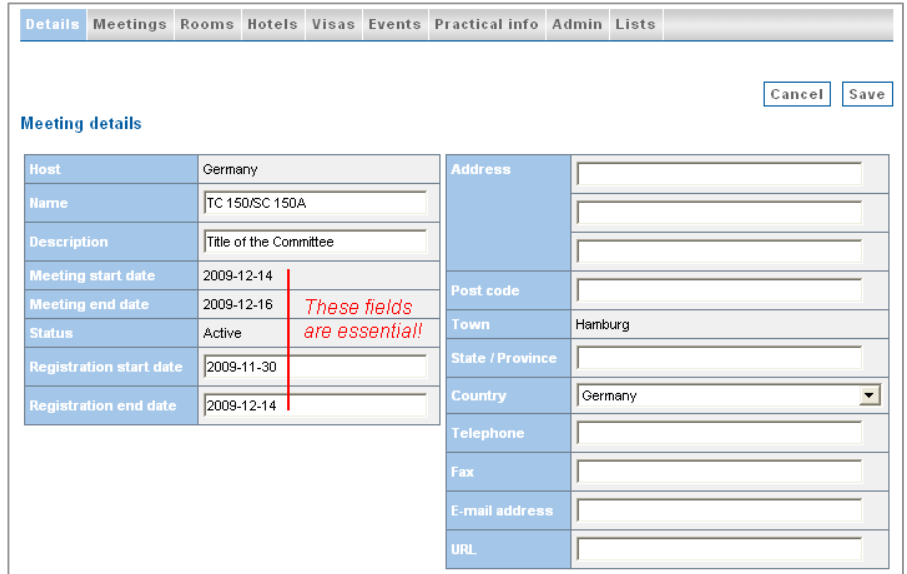


Figure 13 - Details tab for the TC/SC Meetings

It is possible for the Registration

End date to be identical to the Meeting End date, which allows for last-minute registrations. Do note that **it is always possible for applicants to modify their applications to the day of the meeting, regardless of registration closing date.**



Meeting details

Host	Norway	Address	Oslo Congress Centre, Youngsgate 11
Name	76th IEC GENERAL MEETING		Radisson Blu Scandinavia, Holbergsgate 30
Description	Annual General Meeting of the IEC		
Official start date	2012-10-01	Post code	
Official end date	2012-10-05	Town	Oslo
Status	Active	State / Province	
Registration start date	2012-04-10	Country	Norway
Registration end date	2012-10-05	Telephone	
Timetable start date	2012-09-24	Fax	
Timetable end date	2012-10-06	E-mail address	iec2012@congrex.no

Figure 14 - Details tab for the General Meeting

Tab 2 – Meetings

The HC Organizer completes the meeting structure by deciding which groups/subgroups should meet, in accordance to ISO/IEC Directives.

Carefully examine the following sequence of actions to organize the meeting: 1) adding meetings as required, 2) filling in the timetable. It is possible to link this information once meeting venue has been set and added to MRS via the “Rooms” tab.

Click “Edit” to add general information that applies to all meetings. Click on the meeting name in blue, as shown in Figure 13, to view, edit, or delete that meeting.

Figure 15 – The “Meetings” tab for the TC/SC Meetings

Add a meeting

Some meetings will have already been added to MRS by IEC CO (see [Opening of a meeting](#)). Others are added manually (see next section under “[Meeting types](#)”).

View details

This view is an alternative to the timetable format and provides a quick summary of auto sign-up, access and accreditation rules which depend on the selected “Meeting type”.

Meeting	Type	Auto sign-up	Limited access	Accreditation
workshop	Other			
TC 150	TC/SC	✓		National Committee
TC 150/WG 1 + TC 150/PT 5	WG / PT / MT	✓	✓	Technical Committee
TC 150/SC 150A/WG 3	WG / PT / MT	✓	✓	Technical Committee

Figure 16 - View details

Edit timetable

To get rid of the red warning sign, edit the timetable and indicate the day(s) a meeting will take place and whether in the morning (AM) or afternoon (PM).

All scheduled meetings must have a completed timetable.

View rooms

Allows seeing the rooms where the meeting will take place.

Fig.17 Edit and set timetable details here for GM

Tab 2 – General Meeting only: add a new meeting and “Meeting type”

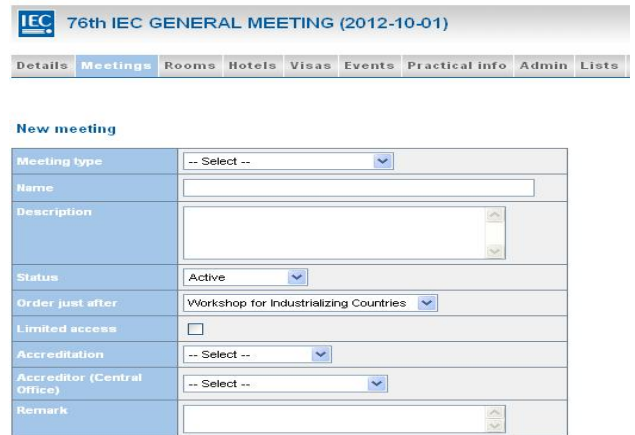
Once “Add a Meeting” has been clicked, the first step is to select the “Meeting type” which assigns specific values by default

- 1) to determine who may register
- 2) to set the accreditation rules.

Meetings types have been defined to facilitate meeting

organization and are visible in the drop-down list when adding a new meeting to the timetable.

These meeting types do NOT reflect official IEC business naming conventions and are solely defined to facilitate meeting organization in MRS.



New meeting	
Meeting type	-- Select --
Name	<input type="text"/>
Description	<input type="text"/>
Status	Active
Order just after	Workshop for Industrializing Countries
Limited access	<input type="checkbox"/>
Accreditation	-- Select --
Accreditor (Central Office)	-- Select --
Remark	<input type="text"/>

Figure 18 - Add a meeting, "Meeting type" for General Meeting only. This list is based on information available at the present time and will evolve.

The types are:

1. **Affiliate Country Programme** –persons from Affiliate Countries.
2. **All NC Presidents** – for meetings involving NC Presidents only
3. **All NC Secretaries** – for meetings involving NC Secretaries only
4. **All TC/SC Chairmen** – for meetings involving TC/SC Chairmen only
5. **All TC/SC Officers** – concerns Chairmen, Secretaries and Assistant Secretaries, if applicable.
6. **All TC/SC Secretaries** – for meetings involving TC/SC Secretaries, Assistant Secretaries and Acting Secretaries only.
7. **Council Statutory Session** – created to take into account specific participation rules.
8. **Management Committee** – EXCO, MSB, SMB, Council Board, etc.
9. **Other** – meetings that do not belong to the above categories.
10. **Other Management** – self-explanatory
11. **TC/SC** – self-explanatory
12. **TC/SC Officers & Convenors** – for meetings of a specific TC: all TC/SC Officers and the Convenors, Project/Team Leaders, etc. of its WG/PT/MT.
13. **WG/PT/MT** – for all identified IEC WG/PT/MT and other official groups.
14. **Young Professionals** – for members of the Young Professionals Programme at the General Meeting.

The summary of access rights below explains the importance of selecting the appropriate “Meeting type”.

General Meeting: Meeting types and default access rules

Types	Limited Access	Auto Sign Up	Accreditation
Affiliate Country Programme	N	Y	Central Office
All NC Presidents	Y	Y	Central Office
All NC Secretaries	Y	Y	Central Office
All TC/SC Chairmen	Y	Y	Central Office
All TC/SC Officers	Y	Y	Central Office
All TC/SC Secretaries	Y	Y	Central Office
Council Statutory Session	N	N	National Committee
Management Committee	Y	Y	Central Office/None
Other	N	N	Central Office
Other Management	N	N	Central Office
TC/SC	N	Y	National Committee
TC/SC Officers and Convenors	Y	Y	Technical Committee
WG / PT / MT	Y	Y	Technical Committee
Young Professionals	Y	Y	Central Office

Table 19 - List of meeting types and default options. If these need to be changed, please contact IEC Central Office at generalmeeting@iec.ch

New meeting

Meeting type	WG / PT / MT
TC	-- Select --
Name alias	
Description	
Status	Active
Order just after	Workshop for Industrializing Countries
Auto sign-up	<input checked="" type="checkbox"/>
Limited access	<input checked="" type="checkbox"/>
Accreditation	Technical Committee
Accreditor (Central Office)	-- Select --
Remark	

As shown in Figure 20 by default expert with corresponding roles are automatically approved to the WG/PT/MT meeting, access is limited and the Technical Committee Secretary is responsible for accreditations.

Figure 20 - Default values for "Meeting type" WG/PT/MT at General Meeting.

Tab 2 – TC/SC Meetings only – add a new meeting and "Meeting type"

TC/SC meeting structure is much simplified and contains two "Meeting types": WG/PT/MT or Other.

New meeting		<i>Applies to TC/SC MEETINGS ONLY.</i>
Meeting type	WG / PT / MT	
WG/PT/MT	-- Select --	
	Other	
Description	WG / PT / MT	
Status	Active	
Remark		

Figure 21 – Add a meeting - TC/SC Meeting types. The NC Organizer adds WG/PT/MT or Other meetings here.

Tab 2 – Add a new meeting, next steps (both TC/SC meetings and General Meeting)

1. Select the “+” icon to create a Joint meeting.
2. In most cases, the **descriptions** are automatically retrieved from the IEC database; others may be filled in manually.
3. Meeting **status** may be modified at any time so that the HC Organizer may schedule, replace, reschedule meetings, or even post a meeting that is yet to be confirmed.
4. By default, the last meeting entered will appear at the end of the list, but you may choose a specific place in the list using the field “**Order just after**”. However it is very easy to change the order in the timetable, using the white sorting arrows.
5. **Auto sign-up** (for some meeting types ONLY): if checked, individuals who have the appropriate roles in EMS will be automatically registered to the meeting once their registration process has started.
6. **Limited access**: is open to any participant but requires accreditation (point 7).
7. **Accreditation**: Options include:
 - o Select – no accreditation
IEC Central Office – IEC CO provides accreditation
 - o National Committee –NC Accreditor provides accreditation
 - o Technical Committee –TC/SC Officers provide accreditation
8. **Accreditor**
9. Remember date and meeting time must be added separately, in the timetable (using **Timetable > Edit timetable**)
10. Use the “Multiple Rooms” function (figure 26) if the meeting room or venue may change, which may be the case if there is more than one session to a meeting.
For example, on day one, the meeting can take place in CONF1, and on day 2, in CONF2.

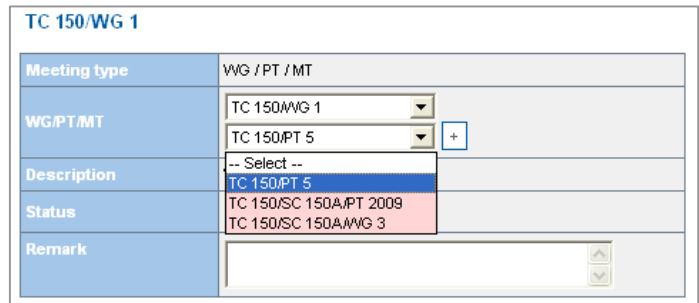


Figure 22 - Add a new meeting, joint meetings, for TC/SC meetings.

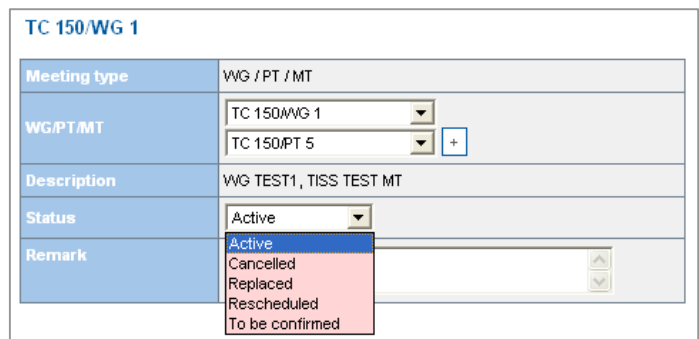


Figure 23 - Add a meeting, meeting status, for TC/SC meetings.

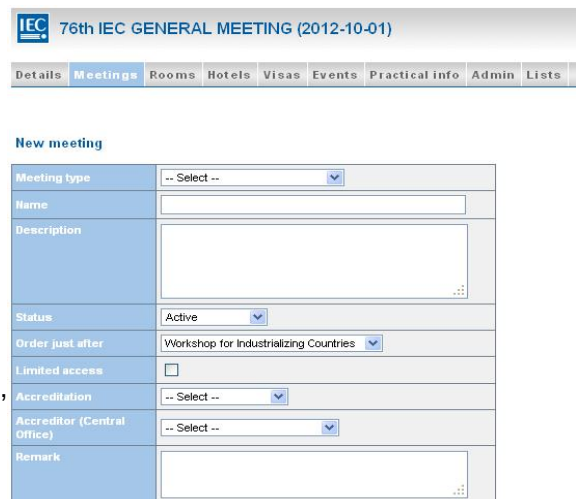


Figure 24 - Add a new meeting, various fields, General Meeting only.

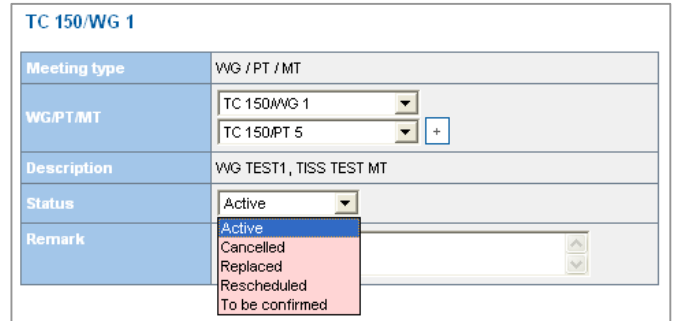
An HC Organizer who wishes to modify default values in point 5, 6 or 7 should contact IEC Central Office at generalmeeting@iec.ch

Change meeting status (for both TC/SC Meetings and the annual General Meeting)

Active, cancelled, replaced and to be confirmed are single-step modifications that require one click.

However, rescheduling a meeting requires further action:

- Click on “Edit” - Status
- Click on “Reschedule” and then on “Save”.
- Click “Back to list and “Edit timetable”; make appropriate changes and click “Done”.
- Click the blue meeting label and update “Status” to “Active”. A notification will be sent to all potential participants (pending, on hold, etc. - see notifications section)



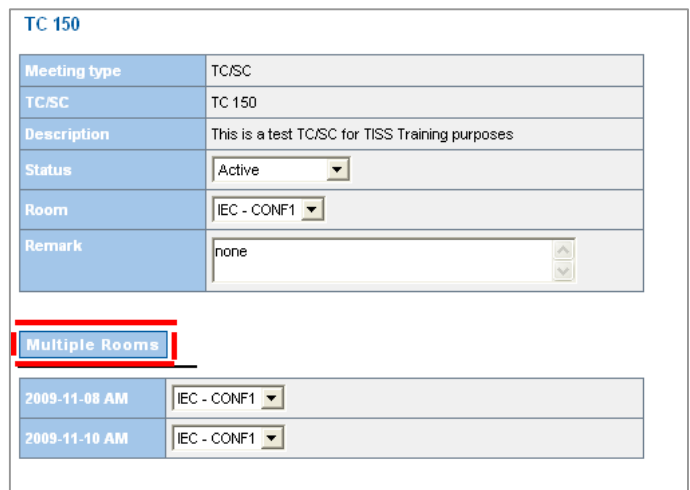
TC 150/WG 1	
Meeting type	WG / PT / MT
WG/PT/MT	TC 150/WG 1 TC 150/PT 5
Description	WG TEST1, TISS TEST MT
Status	Active
Remark	Active Cancelled Replaced Rescheduled To be confirmed

Figure 25 – Add a meeting – TC/SC meeting status.

Assign Rooms to meetings (for both TC/SC Meetings and the annual General Meeting)

A meeting location (venue and room name) should be assigned to each meeting so that participants know where the meetings are taking place:

- Choose a scheduled meeting and click on its name (blue link) and then on “Edit”.
- Assign room(s), using the drop-down list. Rooms already attributed to other meetings do not appear in this list.
- Use the “Multiple Rooms” option if one meeting were to have several venues – meeting in CONF1 on the first day, and CONF2 on the second day, for example. Select the appropriate venue for the date and time (AM/PM) shown.
- You may update room arrangements at any time. These changes will be reflected in the room selection in the drop-down list.



TC 150	
Meeting type	TC/SC
TC/SC	TC 150
Description	This is a test TC/SC for TISS Training purposes
Status	Active
Room	IEC - CONF1
Remark	none

Multiple Rooms	
2009-11-08 AM	IEC - CONF1
2009-11-10 AM	IEC - CONF1

Figure 26 - Assign rooms to specific meetings, for General Meeting only.

Tab 3 – Rooms

Create rooms and a practical drop-down list under the “Rooms” tab. Indicate building and room number/name for clarity. This information may be modified at any time under “Edit”.

For obvious reasons, rooms already assigned may not be deleted.

Home > Manage meeting > Manage meeting rooms

IEC TC 150/SC 150A (2009-12-04) 

Details Meetings **Rooms** Hotels Visas Events Practical info Admin Lists


Timetable

Room name	Room size	
IEC - CONF1		Cancel Save

	Room name	Room size	Add
▼	IEC - CONF1		Edit Delete
▲▼	IEC - CONF2	50	Edit Delete
▲▼	IEC - CONF3		Edit Delete
▲	ICCG - A		Edit Delete

Figures 27a & b - Add rooms (venue and name) one at a time.

Now that rooms have been created, return to the Meetings Tab and assign rooms to meetings. First, select the meeting and proceed as shown under [Assign Rooms to meetings \(for both TC/SC Meetings and the annual General Meeting\)](#)

IEC 76th IEC GENERAL MEETING (2012-10-01) 

Details Meetings **Rooms** Hotels Visas Events Practical info Admin Lists

Back to list Add a meeting Meeting members Edit

TC 3

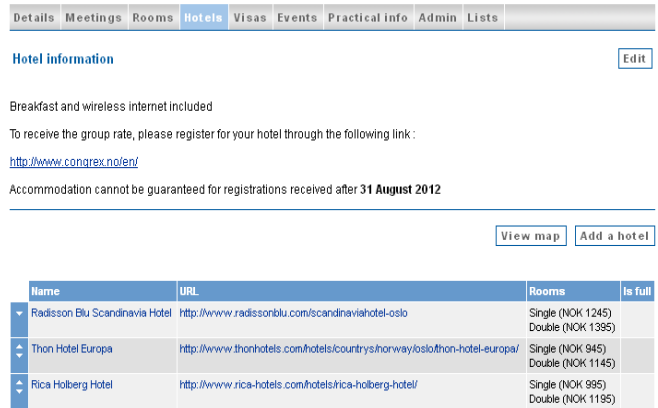
Meeting type	TC/SC
TC/SC	
Name alias	TC 3
Description	Information structures, documentation and graphical symbols
Status	Active
Order just after	First position
Auto sign-up	<input checked="" type="checkbox"/>
Limited access	<input type="checkbox"/>
Accreditation	National Committee
Accreditor (Central Office)	
Remark	

2012-10-05 AM	CC104
2012-10-05 PM	CC105

Figure 28 - Edit a meeting to assign a room to the session or different sessions taking place.

Tab 4 – Hotels

You may add hotel information for practical purposes; however, each TC/SC meeting participant is responsible for his/her own hotel reservation.



Details Meetings Rooms **Hotels** Visas Events Practical info Admin Lists

Hotel information Edit

Breakfast and wireless internet included

To receive the group rate, please register for your hotel through the following link :
<http://www.congrex.no/en/>

Accommodation cannot be guaranteed for registrations received after **31 August 2012**

View map Add a hotel

Name	URL	Rooms	Is full
Radisson Blu Scandinavia Hotel	http://www.radissonblu.com/scandinaviahotel-oslo	Single (NOK 1245) Double (NOK 1395)	
Thon Hotel Europa	http://www.thonhotels.com/hotels/countrys/norway/oslo/thon-hotel-europa/	Single (NOK 945) Double (NOK 1145)	
Rica Holberg Hotel	http://www.rica-hotels.com/hotels/rica-holberg-hotel/	Single (NOK 995) Double (NOK 1195)	

Figure 29 - Add useful information and hotels in this area.

For the General Meeting participants may register to hotels through an internet link provided in this section. In that case participants are redirected to an external booking system independent from the IEC.

Add hotels and links as required, fill in details and add room information.

The HC Organizer should return and update this section as required, for example indicating that the hotel is full.



Details Meetings Rooms **Hotels** Visas Events Practical info Admin Lists

Back to list Delete Edit

Radisson Blu Scandinavia Hotel

Name	Radisson Blu Scandinavia Hotel	Address	Holbergsgate 30
URL	http://www.radissonblu.com/scandinaviahotel-oslo	Telephone	+47 23 29 30 00
Breakfast Info.		Fax	
Nb stars	0	Post code	0166
Is full.	<input type="checkbox"/>	Town	Oslo
Remark		State / Province	
		Country	Norway

List of rooms

Edit

Type of room	Currency	Price
Single	NOK	1245
Double	NOK	1395

Figure 30 - Fill out hotel information and the list of rooms available (twin, single, double, etc.) here.

Tab 5 – Visas

Some participants may need visas to attend meeting. Click **Edit** and add a check mark to countries that require visas as a reminder to potential participants.

Accompanying persons are subject to the same visa requirements. It is therefore essential that the information fields are properly filled out, for both participants AND Accompanying persons.

Under tab Admin *Invitation Letters*, you will find an excel extraction available for the HC to merge the file with a word format for the invitation letters.

Country	VISA
Afghanistan	<input type="checkbox"/>
Albania	<input type="checkbox"/>
Algeria	<input type="checkbox"/>
Andorra	<input type="checkbox"/>
Angola	<input type="checkbox"/>
Antigua and Barbuda	<input type="checkbox"/>
Argentina	<input type="checkbox"/>

Figure 31 - check names of countries requiring visas in this list.

Request date	Delegate/ Accompanying	Title	First name	Last name	Nationality	Pass. number	Pass. exp. date	Birth date	Gender	Address	Letter sent
					All	All					All

Figure 32 – Excel extraction

Tab 6 – Events

You may add general information that applies to all events.

Use the button “Add Event” to add events to the program and “Edit timetable” to assign time and dates to the events.

Click on the event name in blue to view, edit, or delete that event.

Participants have the opportunity to subscribe to events.

During the General Meeting the Dinner for Presidents and Secretaries may be submitted to accreditation by the HC.

	Fri 04 Dec		Sat 05 Dec		Sun 06 Dec	
	AM	PM	AM	PM	AM	PM
Dinner						X

Figure 33 – Events scheduled.

Opening Ceremony	
Type	Social event
Name	Opening Ceremony
Description	
Fee	
Status	Active
Order just after	First position
Accreditation	None

Figure 34 - Details of the event include type, name and fee, to name a few.

Tab 7 – Practical Info

Three sections are available to provide practical information, general documents and meeting/event documents.

Practical information concerns elements which may facilitate the visit and make it more agreeable, such as information about currency, public transport, the weather, security, local customs, voltage and sockets, etc.

Please post relevant information for participants under “Documents”, while documents produced during the meeting (green papers) should be posted in [Collaboration Tools](#), under the TC’s “TC/SC Meeting Folder”.

The documents uploaded in this section will show up in different areas for the participant, depending on the document category: each category corresponds to a tab for the participant, for example: the “General Info” documents will show up at the end of the Participant’s summary.

You may upload a document for a specific meeting or event under “Meeting/Event Documents”, the file will then show up in the participant’s meeting or event timetable.

Details	Meetings	Rooms	Hotels	Visas	Events	Practical info	Admin	Lists	
Practical information							<input type="button" value="Edit"/>		
None.									
<hr/>									
Documents							<input type="button" value="Add documents"/>		
These documents will appear under each category tab, on the registration screens.									
No document.									
<hr/>									
Meeting/Event Documents							<input type="button" value="Add documents"/>		
These documents will appear on the meeting/event timetable when the participant registers to meetings.									
No document.									

Figure 35 – Select “Edit” to add practical information and “Add documents” to save files onto MRS.

Tab 8 – Admin: for TC/SC meetings only (HC Organizer)

Various functions have been created to facilitate certain tasks for the HC Organizer:

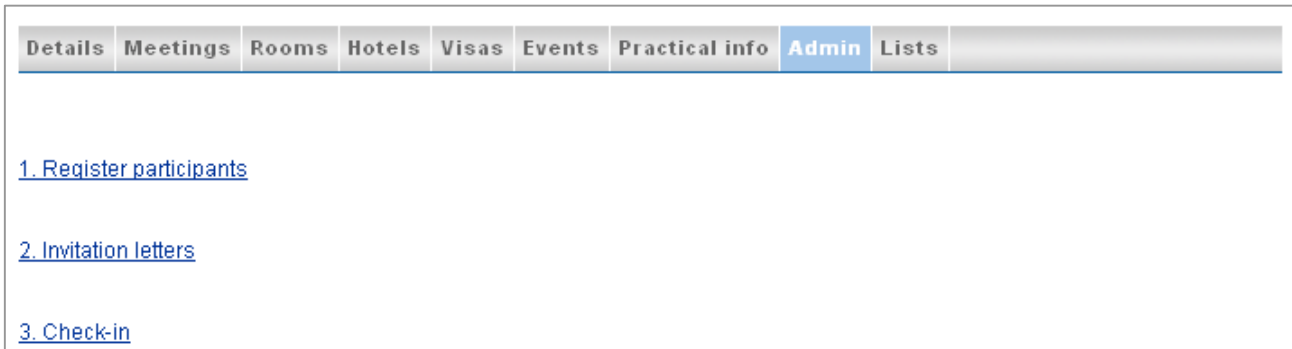


Figure 36 - These functions are designed for the HC Organizer and apply to all TC/SC meetings.

1. **Register participants** – a last name search allows registration of individuals who have a profile in Expert Management system (therefore an IEC user name).

An HC Organizer and NC Accreditors can register participants from their respective NCs (or Dependency). After closing date, HC Organizers may register participants, upon request.

Type in the last name; if there is a match, you may click on “Register” to start the person’s registration or, if the person is already registered, click on “Go” to check his registration. If there is no match, the profile is not in Expert Management (EMS) and must be added in EMS by the relevant NC Admin.

Warning: To avoid duplication, before creating new profiles, please use the Register Participant option to make sure that the person does not already exist in Expert Management or MRS.

2. **Invitation letters** – the participants and Accompanying Persons listed here have requested Invitation letters to obtain visas to attend the meeting.

The Professional Conference Organizer or HC Organizer handle these requests. Check the box in the right-hand column when a letter has been sent.

3. **Check in** – this option is used by the Registration Desk to check-in participants that sign-in at the reception desk at the opening of a meeting. In this way, it is possible to know who has arrived, hotel information and other whereabouts.

Tab 8 – Admin: additional tabs for the annual General Meeting

Various functions have been created to facilitate certain tasks for the HC Organizer.

1. **NC Accreditors & HC Organizers** –HC Organizers and NC Accreditors are listed here.
2. **Accreditation** – this option is used to check by meetings the number of registrations pending-approved or disapproved.
3. **Register participants** – a last name search allows registration of individuals who have a profile in Expert Management system (therefore an IEC user name).

An HC Organizer and NC Accreditors can register persons from their respective NCs. After closing date, HC Organizers may register participants, upon request.

Type in the last name; if there is a match, you may click on “Register” to start the person’s registration or, if the person is already registered, click on “Go” to check his registration. If there is no match, the profile is not in Expert Management (EMS) and must be added in EMS by the relevant NC Admin.

4. **Invitation letters** – the participants and Accompanying Persons listed here have requested Invitations letters to obtain visas to attend the meeting.

The Professional Conference Organizer or HC Organizer handles these requests. Check the box in the right-hand column when a letter has been sent.
5. **Check in** – this option is used by the Registration Desk to check-in participants that sign-in at the reception desk at the opening of a meeting. In this way, it is possible to know instantly who has arrived, hotel information and other whereabouts.
6. **Affiliate Countries Participants** – self explanatory.
7. **Host Committee staff** – this option is used to create a complete profile, including Login/Password, for Host Committee staff, who will then have the possibility to use MRS to register to meetings and events. The Professional Conference Organizer (PCO) and HC Organizer may use this function.
8. **Guests (Host Committee & CO)** - All requests are managed at the CO CEO Office and should be forwarded to [TISS](#). Guests will receive an “xm” login.
9. **Hotel confirmation** – Depending on how hotel bookings are managed, the PCO or HC Organizer may use this option to confirm the participants’ requests for hotel rooms reservation.
10. **Professional Conference Organizer (PCO)** – IEC CO GM Coordination team adds the email, user name and password of the professional organizing service selected by the Host Committee.
11. **Registration desk** – includes the login details for the on-site reception desk, where PCO staff will amend check-in details (see point 5).

Warning: To avoid duplication, before creating new profiles for HC/NC guests and HC staff, please use the “Register Participant” option to make sure that the person does not already exist in Expert Management or MRS.

Tab 9 – Lists for the HC Organizer for TC/SC meetings and General Meeting

Lists may be generated for statistical purposes.

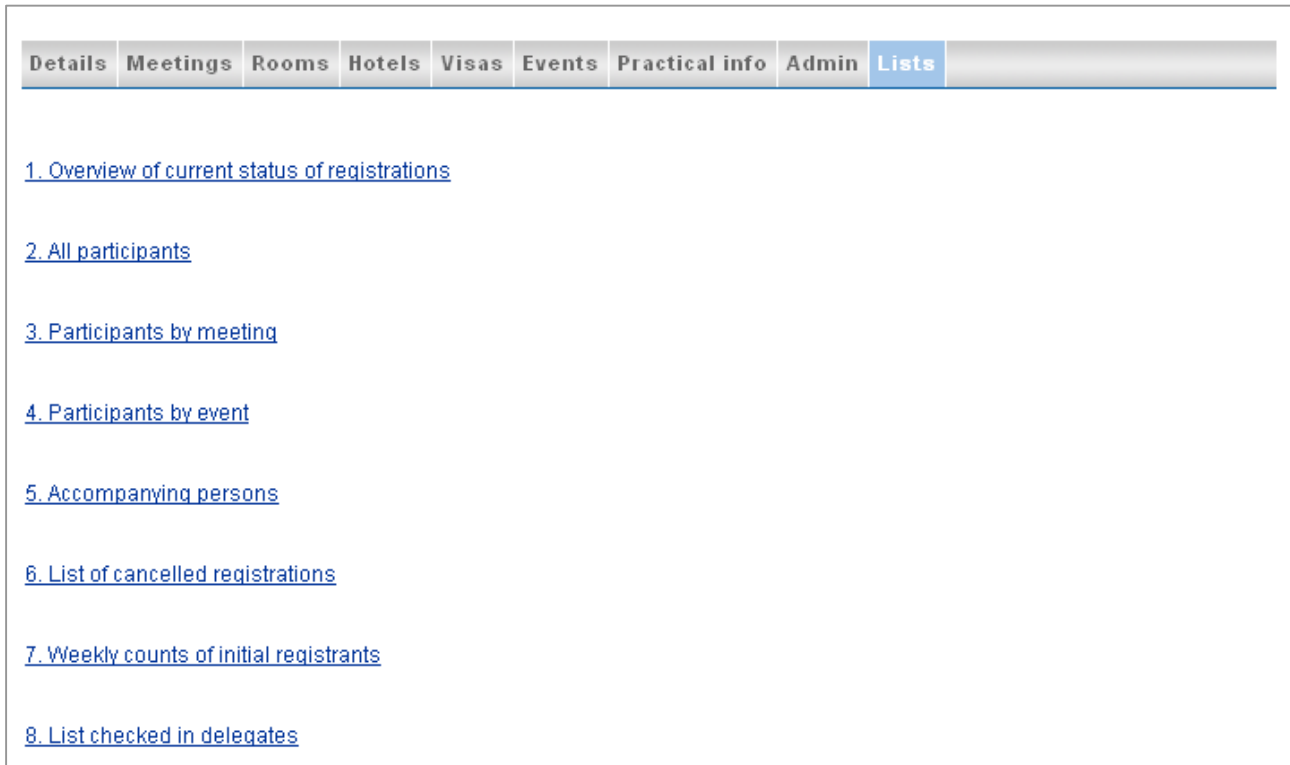


Figure 37 - Lists for the NC Organizer for the TC/SC Meetings

1. **Overview of current status of registrations** – information is sorted by NC, by meeting, and by category of participants. Generate attendance lists in Word format from here.
2. **All participants** – view and sort all participants by NC, type, Status, etc. Click Excel icon to export data into an Excel file. A chart is also available.
3. **Participants by meeting** – select a meeting and view participants, check application status, etc. Click Excel icon to export data into an Excel file. Click “Chart by meeting” to view distribution of participants by TC/SC.
4. **Participants by event** – select an event and view participants, check application status, etc. Click Excel icon to export data into an Excel file. Click “Chart by NC” to view distribution of participants by NC and other organizations.
5. **Accompanying persons** – view accompanying persons, view visa information and export into Excel if necessary.
6. **List of cancelled registrations** – view cancelled registrations. It is possible to reinstate or delete a registration by clicking a person’s name and entering the profile.
7. **Weekly counts of initial registrants** – self explanatory
8. **List checked-in delegates** – very convenient for the Conference organizers who can refer to this list to see whether a participant has arrived and signed an attendance list.

Tab 9 – Additional lists for the HC Organizer at the General Meeting

The IEC GM Coordinator and the Host Committee may discuss and fine-tune the options as required.

4. **List of Young Professionals for GM only** – view and sort Young Professionals by NC, type, Status, etc. Click Excel icon to export data into an Excel file. A chart is also available.
10. **List checked-in delegates in xls format** – very convenient for the Conference organizers who can refer to this list to see whether a participant has arrived and signed an attendance list.
11. **Participants by hotel** – self explanatory
12. **Affiliate participants** – self explanatory
13. **Visa requests** – these participants have requested invitation letters to assist in obtaining visas to attend the meeting(s); NC Organizers should remember to check the box “invitation letter sent” to keep tabs on these administrative issues.
14. **Council Statutory Session in xls format** – self explanatory (attendance list)
15. **Full export in xls format** – self explanatory
16. **Management statistics** – for the IEC General Secretary
17. **Social Events in xls format** – may help in case of specific needs (i.e. special diet) to be taken into consideration.

- 
- [1. Overview of current status of registrations](#)
 - [2. All participants](#)
 - [3. Participants by meeting](#)
 - [4. List Young Professionals by meeting](#)
 - [5. Participants by event](#)
 - [6. Accompanying persons](#)
 - [7. List of cancelled registrations](#)
 - [8. Weekly counts of initial registrants](#)
 - [9. List checked in delegates](#)
 - [10. Checked in statistics in xls format](#)
 - [11. Participants by hotel](#)
 - [12. Affiliate participants](#)
 - [13. Visa requests](#)
 - [14. Council Statutory Session in xls format](#)
 - [15. Full export in xls format](#)
 - [16. Management statistics](#)
 - [17. Social events participation in XLS format](#)

Figure 38 - Lists during GM

8 Lists for the NC Accreditor

The NC Accreditor may view four types of lists:

1. **Overview of current status of registrations** – information is sorted by NC, by meeting, and by category of participants. Generate attendance lists in Word format from here.
2. **All participants** – view and sort all participants by NC, type, Status, etc. Click Excel icon to export data into an Excel file.
3. **Participants by meeting** – select a meeting and view participants, check application status, etc. Click Excel icon to export data into an Excel file. Click “Chart by meeting” to view distribution of participants by TC/SC.

4. **Participants by event** – select an event and view participants, check application status, etc. Click Excel icon to export data into an Excel file. Click “Chart by NC” to view distribution of participants by NC and other organizations.

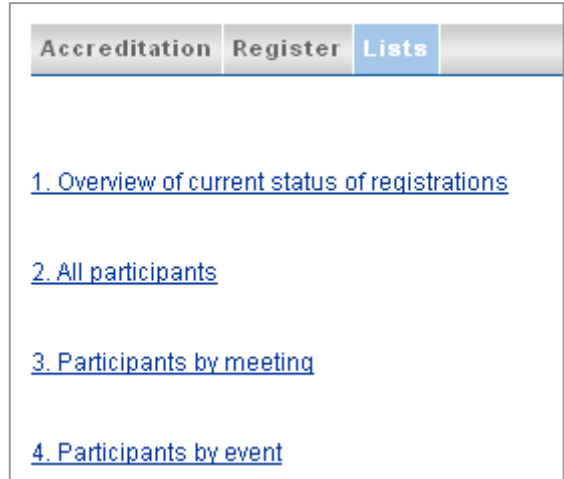


Figure 39 - Lists for the NC Accreditor. If no Event has been added to the meeting, the Event list will not appear.

Summary	Accompanying persons	Visa	Meetings	Events	Lists																																																								
<p>Current status of registrations received to date (2009-12-04) for the TC 150/SC 150A</p> <p>Total number of registrations received to date: 15 Number of accompanying persons registered : 0</p> <table border="1"> <thead> <tr> <th colspan="2">National Committees</th> <th colspan="2">Meetings</th> </tr> </thead> <tbody> <tr> <td>Albania</td> <td>0</td> <td>TISS Workshop</td> <td>5</td> </tr> <tr> <td>Algeria</td> <td>0</td> <td>TC 150/SC 150A/WG 3</td> <td>0</td> </tr> <tr> <td>Argentina</td> <td>0</td> <td>TC 150/SC 150A</td> <td>5</td> </tr> <tr> <td>Australia</td> <td>0</td> <td>TC 150/SC 150A/PT 2009</td> <td>5</td> </tr> <tr> <td>Austria</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>Bahrain</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>Belarus</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>Belgium</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>Bosnia & Herzegovina</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>Brazil</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>Bulgaria</td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>Canada</td> <td>1</td> <td></td> <td></td> </tr> <tr> <td>China</td> <td>0</td> <td></td> <td></td> </tr> </tbody> </table>						National Committees		Meetings		Albania	0	TISS Workshop	5	Algeria	0	TC 150/SC 150A/WG 3	0	Argentina	0	TC 150/SC 150A	5	Australia	0	TC 150/SC 150A/PT 2009	5	Austria	0			Bahrain	0			Belarus	0			Belgium	0			Bosnia & Herzegovina	0			Brazil	0			Bulgaria	0			Canada	1			China	0		
National Committees		Meetings																																																											
Albania	0	TISS Workshop	5																																																										
Algeria	0	TC 150/SC 150A/WG 3	0																																																										
Argentina	0	TC 150/SC 150A	5																																																										
Australia	0	TC 150/SC 150A/PT 2009	5																																																										
Austria	0																																																												
Bahrain	0																																																												
Belarus	0																																																												
Belgium	0																																																												
Bosnia & Herzegovina	0																																																												
Brazil	0																																																												
Bulgaria	0																																																												
Canada	1																																																												
China	0																																																												

Figure 40 - the list of current registration supplies various statistics.

9 TC/SC Meeting participation

Please note that rules for participation at TC/SC meetings may vary during the General Meeting.

Who may attend

As stated in ISO/IEC Directives, TC/SC meetings are open to persons from participating NCs (P/O Member countries).

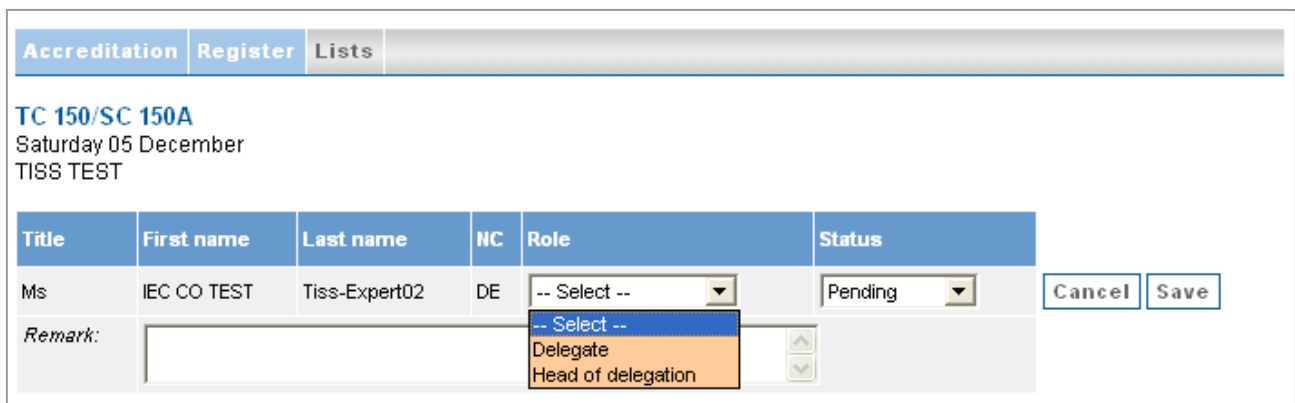
As a result, the number of Meetings listed under “Meetings open for registration” will vary depending on the user’s role and dependency.

In general, any individual with an IEC username AND from a P/O Member country may submit an application as it will be featured in the menu in MRS. (In case of the General Meeting, the "visuals" are different, as all meetings taking place are featured in MRS)

Depending on the participant’s roles and the meeting types, some aspects of the registration will happen automatically and others will require further action, whether it be in terms of accreditation, hotel booking or request for invitation letters, to name a few.

Delegates and Head of Delegation

An NC Accreditor assigns these roles to individuals from its own country. With the exception of TC/SC Officers, participants to plenary TC/SC meetings must be accredited as Delegates or Head of Delegation.



Title	First name	Last name	NC	Role	Status
Ms	IEC CO TEST	Tiss-Expert02	DE	-- Select --	Pending

Remark:

Buttons:

Figure 41 – Accreditation of Delegates and Head of delegation

Liaison Officers

Liaison Officers see their meeting under the “Open for Registration” menu. If the liaison is for a WG/PT/MT, there is no access to the TC meeting. It will either be invisible or the checkboxes to sign up will be disabled. Liaison Officers may need to be assigned a role as Delegate or Head of Delegation for accreditation purposes, depending on the meeting the person wishes to attend.

Other Participation is accredited by the TC/SC Secretary.

Complementary information may found in [General Meeting participation](#), [Meeting accreditation – NC Accreditors](#) and [Meeting accreditation – TC/SC Secretaries](#).



10 General Meeting participation

Council Statutory Session

As stated in the [IEC Statutes and Rules of Procedure](#), “a Council member may be accompanied by not more than three advisors unless the delegation comprises a Council Board member, in which case the total delegation may be increased to five persons”. These advisors are recorded as Delegates or Head of Delegation in MRS.

Conformity Assessment Board (CAB) and the Standardization Management Board (SMB)

Members and Alternate Members of the Conformity Assessment Board (CAB) and the Standardization Management Board (SMB) are automatically approved to the General Meeting. Each NC may have two Observers. Any other participation must be approved by the IEC General Secretary and candidates will be recorded as Observers.

Complementary information may found in [TC/SC Meeting participation](#), [Meeting accreditation – NC Accreditors](#) and [Meeting accreditation – TC/SC Secretaries](#).

11 Meeting accreditation – NC Accreditors

As seen above (Meeting participation), a potential participant must have an IEC username and be from a P/O Member country, have appropriate roles in EMS or be accredited by his/her own NC as Delegate or Head of Delegation.

Accreditation by default

If a participant has been assigned an official role in a TC/SC or WG/PT/MT, as shown in the participant's profile in the IEC Expert Management System, then accreditation is automatic.

This is valid for the following meetings ("meeting type" name is in parentheses) :

- TC/SC Chairmen (All TC/SC Chairmen)
- TC/SC Officers (All TC/SC Officers)
- TC/SC Secretaries (All TC/SC Secretaries)
- WG/PT/MT (WT/PT/MT)

When the registration is submitted online, the person is automatically registered and approved to the corresponding meetings and the status is listed as "Approved" to the appropriate meeting(s).

A few groups (steering groups, temporary groups) will require assistance in the accreditation process. If you encounter a problem, please contact Central Office at tiss@iec.ch.

Participants by meeting			
Page 1 / 1			
Meeting	Role	Participant Status	Last Name
TC 150/SC 150A	All	All	All
TC 150/SC 150A	TC 150 Chairman	Approved	Tiss-Chairman
TC 150/SC 150A	TC 150 Secretary	Approved	Tiss-Tc/Sc-Sec
Total participants : 2			

Figure 42 – The NC Accreditor sees approved registrations and can only accredit registrations that have been submitted!

Other situations

1) WG/PT/MT Meetings

If a participant is not a member of the WG/PT/MT, as shown in the participant's profile in the IEC Expert Management System, then the registration must be approved **by the TC/SC Secretary** who is automatically notified by email once the participant has **submitted** his online application.

2) TC/SC Plenary meetings

Apart from TC/SC Officers, a participant who wishes to attend a plenary meeting must first be accredited by his/her own NC. This would be the case for a WG expert who wishes to attend the plenary meeting of his/her TC/SC. At the General Meeting, participants from Affiliate countries may participate at TC/SC plenary meetings, subject to approval.

3) Automatic accreditation at Management meetings:

- IEC Officers, IEC Past Presidents, CB Members and MSB members are automatically approved to Council Statutory Session
- IEC Officers, IEC Past Presidents and MSB members are automatically registered to Council Open Session
- IEC Officers are automatically approved to CAB and SMB meetings, as well as NC Presidents Workshop

The Meeting Registration System transfers requests for Accreditation to IEC CO Staff on a weekly basis.

Complementary information may be found in [TC/SC Meeting participation](#), [Meeting accreditation – NC Accreditors](#) and [Meeting accreditation – TC/SC Secretaries](#).

12 Meeting accreditation – TC/SC Secretaries

Responsibilities

As noted above (Accreditation), TC/SC Secretaries approve the participation of individuals who are NOT members of the relevant WG/MT/PT at TC/SC meetings.

TS/SC Secretaries should remember to check their email for weekly notifications with requests for Accreditation. For information, a copy will be sent to the NC Secretary.

Access to web applications and documents

For accreditation purposes, access MRS via <http://meetings.iec.ch> and go to “Meetings Accreditation” menu. Select the appropriate TC/SC meeting to check whether accreditation is required.



The screenshot shows the 'MY MEETINGS' sidebar with 'MEETING ACCREDITATION' selected. The main content area displays 'Home > Accreditation' for 'TC 150/SC 150A (2009-12-14)'. A table shows the accreditation status for two meetings:

Meeting	Nb. pending	Nb. approved	Nb. disapproved
TC 150/SC 150A/WG 3	0	0	0
TC 150/SC 150A/PT 2009	2	2	0

Figure 43 - Select the desired meeting under "Meeting Accreditation", then click on the TC/SC meeting name to access the accreditation menu and modify accordingly (see figure 39 below).

Select “Modify”, then “Approve” or “Disapprove” as required. In case of a negative answer, comments are mandatory, as the reason for refusal is automatically sent to the participant.

Last Name	First name	National Committee / Organization	Role	Status	
TISS	Expert	Switzerland (0)	Other participation	Pending	Modify
Tiss-convenor	IEC CO TISS	Germany (2)	Member	Approved	Modify
Tiss-Expert02	IEC CO TEST	Germany (2)	Other participation	Pending	Modify
Tiss-Expert03	IEC CO TEST	Germany (2)	Project Leader	Approved	Modify

Figure 44 - Modify as required.

Meeting documents

TC/SC Meeting Folders have been added to each TC/SC in [Collaboration Tools](#). This folder replaces the “green papers” that were previously handed out at meetings. These are the documents prepared during the meeting, for example day reports, presentations made during the meeting or reports from groups meeting at the same time.

Access to the meeting documents is granted once the expert has been approved to attend a TC/SC meeting. Access is limited in time for persons such as Delegates and Heads of Delegation who do not have a specific role for that TC/SC in EMS.

Note, that documents of an official nature (CDs, CCs for example) circulated prior to the meeting will remain on the IEC document server.

Complementary information may found in [TC/SC Meeting participation](#), [Meeting accreditation – NC Accreditors](#) and [Meeting accreditation – TC/SC Secretaries](#).

13 TC/SC Notifications

Notifications sent to the participant

- New registration details, if the participant has been registered by someone else.
- Submitted registration details, when the participant submits a registration.
- Participation in meeting disapproved, when the authorized Accreditor has refused a participation to a meeting. This does not cancel the participant's registration.
- On Hold reminder, every 2 weeks, on the 1st and 15th of each month, if registration is older than 2 weeks. This notification reminds a user that the registration is not complete, or simply, that the participant has not "submitted" the application.
- A summary of Registration details are sent 2 weeks before the meeting starts, and ONLY to Submitted registrations

Notifications for cancelled or rescheduled meetings

- If a meeting is cancelled or rescheduled, a notification will be sent to the participants who have registered for this meeting, even if their status is On Hold, or their participation has not yet been approved.

Notifications sent to the TC/SC Secretary

- A list of Pending accreditations is sent weekly on Mondays to the TC/SC Secretary, who will approve participants whose roles and rights do not confer automatic accreditation or approval to the WG/PT/MT of the relevant TC/SC. In short, this usually refers to persons who do not have any official role (Officer, Member, Liaison officer, etc.) in the group.

Notifications sent to HC Organizer

- A reminder to send a letter of invitation for the delegate is sent to the HC Organizer, for participants who have asked for a letter of invitation to obtain a visa to travel to the meeting.
- A reminder to send delegates a letter of invitation for the Accompanying person is sent to the HC Organizer, for participants who have asked for a letter of invitation for his/her Accompanying person, to obtain a visa to travel to the meeting.

Notifications sent to NC Accreditor

- A Periodical Report of Pending Accreditation is sent weekly, every Monday.

Notifications sent to the NC Secretary

- The TC/SC Secretary may receive and approve requests for accreditation from individually registering to a WG/PT/MT meeting, and who are not TC/SC members and not participating in the TC/SC plenary meeting. In such situation, participation is labeled as "Other participation" and a notification is sent to the NC Secretary, for information.

Hotels

- No hotel notifications are sent to anyone, as each participant is responsible for his/her own hotel arrangement.



14 General Meeting Notifications

Notifications sent to the participant:

- New registration details, if the participant has been registered by someone else.
- Submitted registration details, when the participant submits a registration.
- Participation in meeting disapproved, when the authorized Accreditor has refused participation to a meeting. This does not cancel the participant's registration.
- On Hold reminder, every 2 weeks, on the 1st and 15th of each month, if registration is older than 2 weeks. This notification reminds a user that the registration is not complete, or simply, that the participant has not "submitted" the application.
- A summary of Registration details are sent 2 weeks before the meeting starts, and ONLY to **Submitted** registrations

Cancelled Registration

- When a Submitted registration is cancelled, a notification is sent to the participant, with copy to the Host Committee.
- If a registration was not submitted, no one will receive any notification (because at this stage, the registration does not yet "exist").

TC/SC Secretary

- A list of Pending accreditations is sent weekly on Mondays to the TC/SC Secretary, who will approve participants whose roles and rights do not confer automatic accreditation or approval.

Cancelled or rescheduled meetings

- If a meeting is cancelled or rescheduled, a notification will be sent to the participants who have registered for this meeting, even if their status is On Hold, or their participation has not yet been approved.

Daily Notifications sent to Central Office

- The List of Pending accreditations (Affiliates) "Periodical Report to the Affiliates Manager;
- The List of pending accreditations: "Periodical report to IEC/CO manager" to the General Meeting Coordination team.

Notifications sent to Host Committee

- A reminder to send delegates a letter of invitation is sent to the Host Committee, for participants who have asked for a letter of invitation to obtain a visa to travel to the meeting even if the status is *On Hold*.
- A reminder to send delegates a letter of invitation for the Accompanying person is sent to the Host Committee, for participants who have asked for a letter of invitation for his/her Accompanying person, to obtain a visa to travel to the meeting.

Hotels

- Depending on how hotel bookings are handled, submitted registration details may be sent to the Host Committee, IF the participant has submitted his/her registration WITH a hotel request.

15 Frequently Asked Questions or « How to »?

1. **Why is status “On Hold”?**

This term refers to the global status of an application: the information is incomplete for processing for example, or a participant has forgotten to “Submit” his application. Check if required information is missing and whether participant has “submitted” registration.

2. **Why is status listed as “Pending”?**

The word “Pending” refers to the participant’s registration in a specific meeting for which approval/accreditation is required. To see why status is pending, first examine how the participant satisfies accreditation requirements; also check who does the accreditation and whether that person has acted appropriately.

3. **How to delete a cancelled participant?**

Go to Lists>cancelled registrations and delete the person from there. This is a necessary step if you need to delete a profile from EMS (impossible if the person is registered in a forthcoming meeting, whatever the status may be). If that is the case, the profile must be deleted from MRS first.

4. **How to work from the list of NC participants?**

To work from an NC list, go under **Lists>1. Overview of current status of registrations**; this view lets you select persons and click on the Back button to return to the NC list.

5. **How to register a participant once the closing date for TC/SC registration has passed?**

After closing date, the HC Organizer may register participants from any P- and O- Member country, upon request. IEC CO also has this right, upon request of HC.

6. **How to answer questions about hotels?**

TC/SC

A list of suggested hotels may be available; if so, it was created by the HC Organizer. However, each participant is responsible for his/her own reservation.

Hotels General Meeting

A participant has two choices: 1) select a hotel and make his/her own reservation through the link provided in MRS before the date specified by Host NC; or 2) book at a separate hotel, without any assistance.

7. **Participant can’t sign-up to a meeting because the checkboxes are deactivated (General Meeting)**

A participant who does not come from a P/O Member country may notice some deactivated checkboxes for plenary meetings in the timetable. Requests to sign-up to the meeting should be sent to one’s National Committee, the Host Committee, the TC/SC Secretary or Central Office, depending on the meeting type.

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