Online Registration User Guide

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1. Introduction

This User Guide is intended primarily for focal points of Parties, other Governments, and observers. It provides step-by-step information on the registration process for the upcoming official meetings of the Minamata Convention on Mercury.

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

2. Important considerations

Email with unique link

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

You must assign the role for each delegate, as appropriate and as outlined in the invitation letter.

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

Once the Secretariat receives the official letter, the pre-registered participant(s) will be validated. Designated speakers and viewers will receive their respective login credentials a few days before the start of the meeting.

Roles definition for plenary sessions

Role	Meaning
Speaker	Can speak at plenary sessions. Can also use the same login to connect as 'Viewer' in webcasting mode and select their language of preference. Have access to meeting chat.
Viewer	Can log in as 'Viewer' in webcasting mode to plenary sessions and select their language of preference. Cannot speak at plenary sessions and doesn't have access to meeting chat.

Email and phone number

Before proceeding to the nomination page, you will be requested to verify the existing e-mail address and mobile number for each delegate. Designated speakers and viewers will receive their respective login credentials a few days before the start of the meeting. It is therefore very important to provide a unique e-mail address for each designated speaker and viewer in order for him/her to receive the unique login credentials. Mobile numbers are important so that the Secretariat's technical support unit can reach participants in case of connectivity issues, as necessary.

3. How to register your delegation online

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

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.

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.

If the delegate is found, click on Select next to his/her name and continue with the steps below until Step 6 (inclusive). If the **delegate is not found, go to Step 7**.

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

Step 5. Nominate participant

- Select the meeting by clicking on the white circle corresponding to each meeting. The button becomes green.
- Select the role of the participant to the meeting
    - o Delegate, Head of delegation or Alternate head of delegation
    - o Speaker or viewer for the meeting platform.

Note: Once you have reached the maximum limit for speakers per delegation, the system will automatically notify you.

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.

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. His/her role will also be indicated. Once validated by the Secretariat, the status will change to "Accredited".

New nomination

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

Step 7. Click "Create new participant to Nominate" button.

Name / Email	Job Title / Department / Organization	Action
No match found for "john".		Create new participant to Nominate

Step 8. Add new participant. Enter the name and contact information. Click "Next".

Step 9. Nominate participant. Follow from step 5.

Step 10. 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.

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. His/her role will also be indicated. Once validated by the Secretariat, the status will change to "Accredited".

Edit participant after nomination

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

#	Full Name	Job Title/ Department/ Organization	SBI-03 **1 Plenary**	SBSTTA-24	
1	John Smith	Programme Officer Secretariat of the Convention on Biological Diversity	Pending Accreditation **Plenary**		✎

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

Step 3. Confirm nomination.