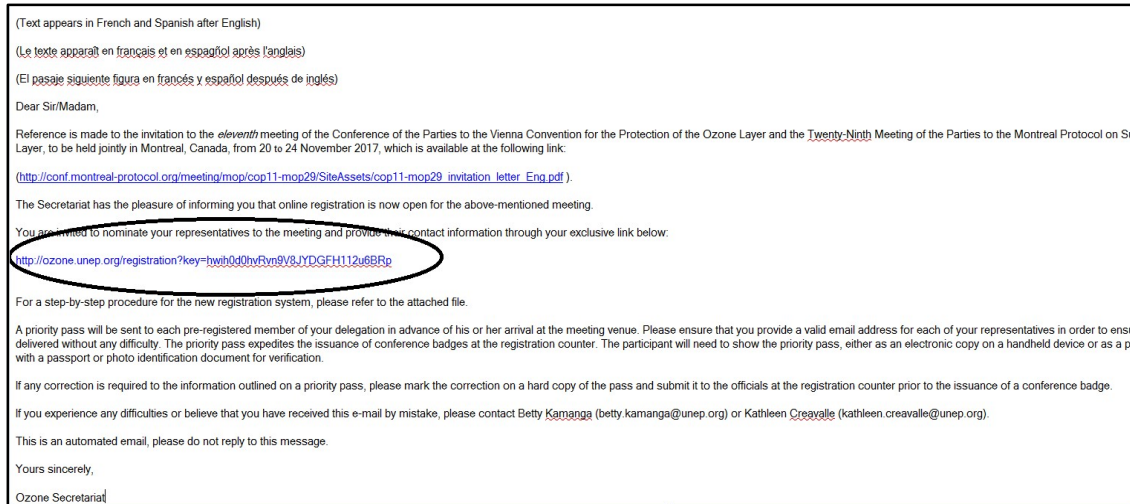




## How to nominate participants for Ozone Secretariat Events

1. Log into the nomination system using the unique link you have received in your email.



2. To begin, click on 

Add new nomination



Please type first and last name then click *Next*

firstname lastname Next

Select the participant you want to nominate from the 2 participants found

Name / Email	Job Title / Department / Organization	Action
Firstname Lastname vv@cc.ca	New Job Title - Ozone Secretariat	Select
Firstname2 Lastname2 vince.gopez@cbd.int	Job Title Ozone Secretariat	Nominated

No match found for "firstname lastname". Create new participant to Nominate

3. You can search for a participant from your organization by using "\*" or by "firstname" "lastname" combination to see the names of all those who have represented your organization in previous Ozone Secretariat events since 2016 onwards.
4. Select the name of the participant  want to nominate and proceed to step 6 below.  
If the name of the person does not exist in the system, click on 
5. Fill in the fields to create a new participant and follow the steps. Please provide all the details as this is the information that will appear in the **list of participants**.

Add a new participant
✕

Title

First Name

Last Name

Job Title

Department, Division or Unit (within the organization)

Email

Email address is required.

Verify Email

Email address is required.

Mobile

+254 Enter a phone number

Verify Mobile

+254 Enter a phone number

Secondary email address (CC)

Phone

+ Enter a phone number

Date of Birth

mm / dd / yyyy

Back
Next

6. Please verify the essential contact information. This information will appear on the **list of participants**.

Verify essential contact information
✕

## Firstname Lastname

*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

Valid ▾

Mobile Number

✓

Change mobile ▾

Verify Mobile Number

✓

Back
Next

Nominate participant ✕

**1. Please check the participant coordinates below. If needed, press on 'Edit' to modify the information**

Firstname Lastname Edit

New Job Title -

Ozone Secretariat (SECRETARIAT)

P.O. Box 30552 vv@cc.ca

Nairobi Mobile: +254 758 954456

00100, Kenya

**2. Please select the meeting for which you want to nominate the participant and his/her respective role.**

**COP12-MOP33-Part2** - 25 - 29 October 2021

12th Conference of the Parties to the Vienna Convention (part II) and 33rd Meeting of the Parties to the Montreal Protocol (COP12(II)/MOP33)

Role of the participant to the meeting

Delegate ▼

Delegate

Head of delegation

Alternate head of delegation

Close
Confirm Nomination

7. Review the participant's information and confirm the meetings you are nominating him/her for by selecting from the dropdown menu. This information will appear on the list of participants. When done, click on Confirm Nomination
  
8. You can track the status of the nomination from the main screen. The status will change from **"Pending Accreditation"** to **"Accredited"** once the Secretariat has reviewed and confirmed your nomination. All **"Accredited"** participants will receive the both the login information for the online forum and the priority pass a few weeks before the meeting.

Vienna Convention for the Protection of the Ozone

Ozone Secretariat

first  Search + Add new nomination

#	Full Name	Job Title/ Department/ Organization	COP12-MOP33-Part2
1	Firstname Lastname	New Job Title - Ozone Secretariat	<u>Pending Accreditation</u>
2	Firstname2 Lastname2	Job Title Ozone Secretariat	<u>Accredited</u>