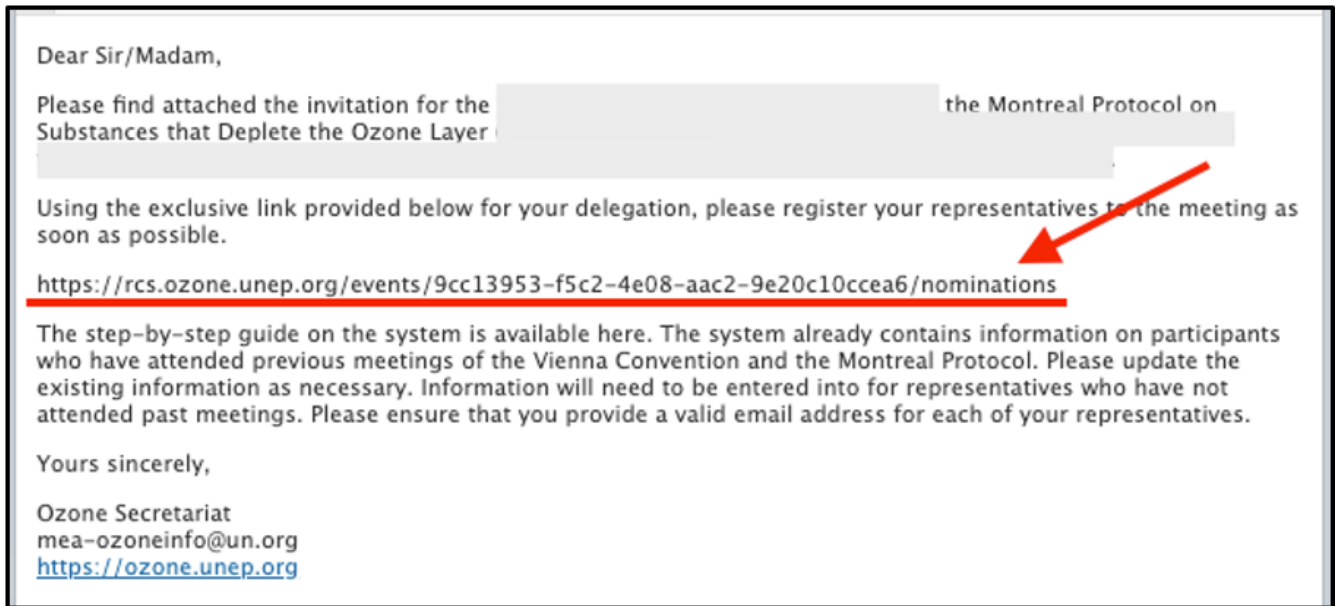


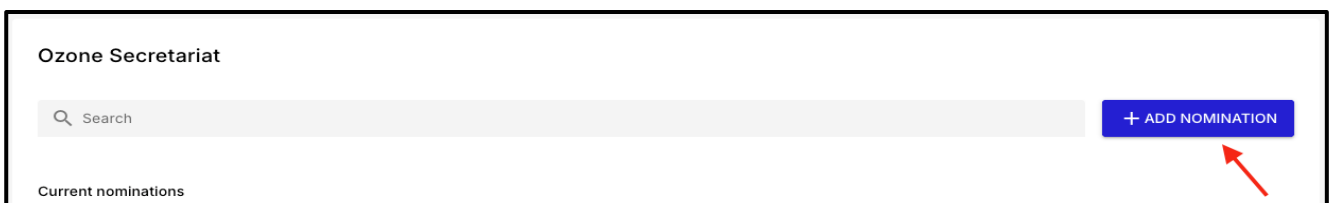


How to nominate participants for the meetings organized by the Ozone Secretariat

1. **Access the registration system** using the unique link provided in the cover email enclosing the invitation letter.



2. **Start nomination process** by clicking “+ ADD NOMINATION” button.



3. **Search for an existing participant** using the search bar by entering their first name, last name, or email address. This will display individuals who have previously represented your organization at the meetings organized by the Ozone Secretariat. If the participant appears in the search results, click on “SELECT” from “Actions” column.

Add nomination ✕

Find participant

+ CREATE NEW

↑ Full Name	Emails	Organization	Actions
[Redacted]	[Redacted]	Ozone Secretariat	SELECT
[Redacted]	[Redacted]	Ozone Secretariat	SELECT
[Redacted]	[Redacted]	Ozone Secretariat	SELECT
[Redacted]	[Redacted]	Ozone Secretariat	SELECT
Mr. First name Last name	firstname.lastname@un.org	Ozone Secretariat	SELECT

Records per page: 5 ▾ 1-5 of 35 |< < > >|

CLOSE

4. **Review and edit participant information** by clicking “**EDIT**”, if any corrections are required. Remember to click “**SAVE**” if the existing information has been edited.

Participants are encouraged to upload their photo if they have not yet done so. The uploaded photo will be used in the meeting badge. The preferred formats of the photo are jpg and png in the aspect ratio 1:1 (square).

Nominate participant ✕

1. Review participant details below. Use the 'Edit' button to modify information:

Mr. First name Last name

Information Systems Officer

Ozone Secretariat

P.O. Box 30332
Nairobi 00100
Kenya

Email: firstname.lastname@un.org
Mobile: +254741234567

[EDIT](#)

Organization
Ozone Secretariat

Job title
Information Systems Officer

Department, Division or Unit (within the organization)

Email
firstname.lastname@un.org

Mobile
+254741234567

Secondary Email

Phone
+254741234567

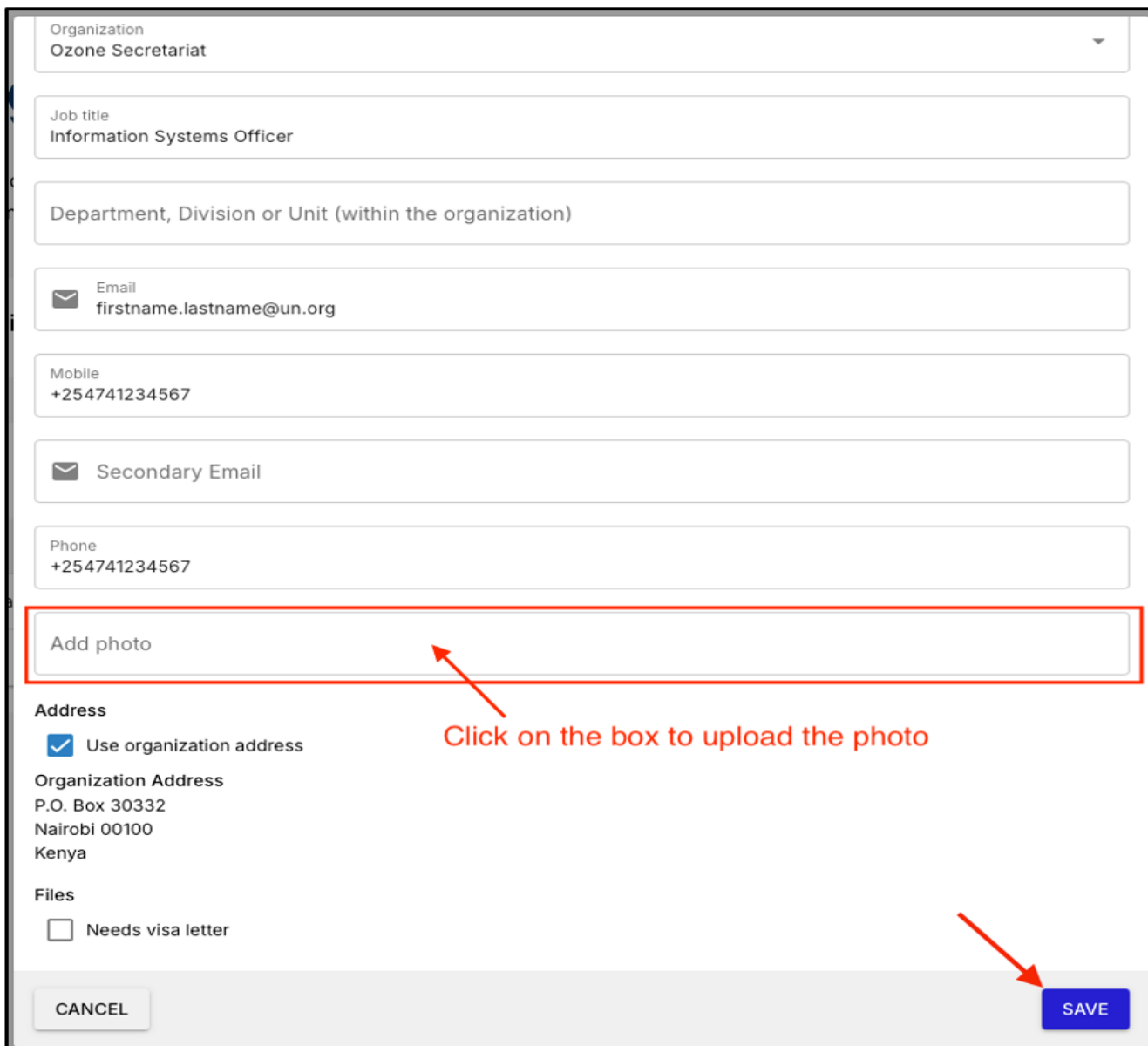
Add photo

Address
 Use organization address
Organization Address
P.O. Box 30332
Nairobi 00100
Kenya

Files
 Needs visa letter

CANCEL SAVE

Click on the box to upload the photo



5. **Add participant** if the participant does not appear in the search results referred to in step 3 above, click “**CREATE NEW**” and fill-in the required fields to create a new record. Please ensure that participant information is complete and accurate, as it will be used to prepare the official list of participants for the meeting.

Add nomination

Find participant

Enter name or email address

+ CREATE NEW



- Select the meeting(s) using the toggle button and choose the participant's role from the dropdown menu. Once selected, click "CONFIRM NOMINATION".

Nominate participant ✕

1. Review participant details below. Use the 'Edit' button to modify information:

Mr. First name Last name EDIT

Information Systems Officer
Ozone Secretariat

P.O. Box 30332
Nairobi 00100
Kenya

Email: firstname.lastname@un.org
Mobile: +254741234567

2. Select the meetings for which you want to nominate the participant and their respective role

<div style="border: 1px solid #ccc; padding: 2px;"> <p>Role of the participant</p> <p>Delegate</p> </div>	<p>the</p> <hr/> <p>Implementation of the Montreal Protocol</p>	<p><input checked="" type="checkbox"/> Nominated</p> <hr/> <p><input type="checkbox"/> Nominated</p>
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BACK
CONFIRM NOMINATION

- Track nomination status** on the main screen of the system. The status will change from "Nominated" to "Accredited" once it has been reviewed and approved by the Secretariat. Upon approval by the Secretariat, all accredited participants will receive a notification, on their registered email address, along with the meeting pass.

Ozone Secretariat

Search + ADD NOMINATION

Current nominations

Full name ↑	Organization	MOP37
Mr. First name Last name	Ozone Secretariat	Nominated ✎

Records per page: 15 ▾ 1-1 of 1

Full name ↑	Organization	MOP37
Mr. First name Last name	Ozone Secretariat	Accredited ✎

Records per page: 15 ▾ 1-1 of 1

- For registration support, please contact Betty.Kamanga@un.org or Jacqueline.Gitau@un.org.
