

## Quick guide on how to register for IGF 2022

To participate in IGF 2022, stakeholders can register to participate (i) online or (ii) in-person in Addis Ababa.

There are two main steps to take, depending on if you plan to come to Addis Ababa for the 17<sup>th</sup> IGF (28 November – 2 December 2022) or only participate online.

### Register on the IGF website

1. Log into the IGF website, or alternatively sign up if you have not done so already through this link <https://www.intgovforum.org/en/user>
2. Go to the registration page <https://www.intgovforum.org/en/content/igf-2022-registration>
3. Complete the form it will open for you. Toward the end of the form, there are three check-box questions. *\*The following question **should only be checked** if you plan to come to Addis Ababa in-person:*

✓ I intend to attend onsite in Addis Ababa, Ethiopia (badge generation becomes required)

4. Click on **'Register'** located at the end of the form
5. If successfully submitted, a notification will appear on your screen:

✓ *"Thank you for registering for IGF 2022. Please check your inbox for email notification."*

6. Check your inbox for an email with the subject line:

✓ *"Registration for IGF 2022"*. That email contains the link to IGF 2022 page which will be made available soon.

**Tip:** You do not need to revisit this email to access the IGF 2022 page. The link will be made available at the IGF website homepage and you will be informed about it through the IGF newsletter that the platform is ready for use. If you log into the IGF website, you will be able to access the platform.



☐ I intend to attend onsite in Katowice, Poland (badge generation becomes required)

☐ I keep informed by receiving the IGF 2021 related announcements (subscription need confirmed through a received personal link and unsubscription is possible at any time)

☐ First time attending IGF meeting.

☐ I agree to adhere to the IGF 2021 Guidelines for Participation, UN-IGF Code of Conduct, Information on Safety.

Register

**This is where the process ends if you plan to participate fully online.**

**\*If you plan to come to Addis Ababa, which means you have checked the following question referenced above under step 3.**

"I intend to attend onsite in Addis Ababa, Ethiopia (badge generation becomes required), then please follow the next steps"

Then please continue to follow the next steps in order to complete your registration for Addis Ababa, as well.

- ✓ Go to your email inbox and search for the email with the following subject:
  - **"IMPORTANT - YOUR ACTION REQUIRED: Get your badge for Addis Ababa at IGF 2022"** sent by [no-reply@intgovforum.org](mailto:no-reply@intgovforum.org)  
*Tip: if you can not locate this email, search your junk folder or folders reserved for 'other' emails or 'social' emails or similar. Sometimes different email services automatically sort emails in various categories different than just a generic inbox group.*
- ✓ This email contains a link to the UN registration system. Please click on that link and follow the instructions to complete the form and submit it. Kindly note that you would need to have a photo of your face ready to upload at this stage of the registration process.
- ✓ After you have submitted your registration, you will receive an email to your inbox with the following subject:
  - **Badge request received, pending approval for the 17th Annual Meeting of the Internet Governance Forum (IGF) (To: Last Name, First Name)** sent from [noreply@un.org](mailto:noreply@un.org)
- ✓ The above email means that your request was successfully sent to the IGF Secretariat and is under a review process. It can take several days to process the request, given the demand.
- ✓ After your request is approved, you will receive another email to your inbox with the following subject:
  - **Badge request approval for the 17th Annual Meeting of the Internet Governance Forum (IGF) (To: Last Name, First Name)**
- ✓ Please note that the email of your approved registration is important as it contains the **unique QR code**. Have that email saved and bring the QR code on your device or printed at the 17<sup>th</sup> IGF in Addis Ababa. On the basis of that QR code you will receive your badge to enter the IGF 2022 venue.

If you face issues, please contact the IGF Secretariat at [igf@un.org](mailto:igf@un.org)