Registration Guide - Official Delegations

Guest Intergovernmental Organisations
Summit Registration Portal for Official Delegations

- The information provided herewith will guide delegations through the registration process.
- In order to begin, ensure your “Delegation Manager” (person responsible for registering all members of the delegation) has received the username and login code provided by the Secretariat.

<table>
<thead>
<tr>
<th>Username</th>
<th>Login code/Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Name 1</td>
<td>oNZvvXzR</td>
</tr>
</tbody>
</table>
Summit Registration Portal for Official Delegations

- Go to the Summit Website: [https://summit.itf-oecd.org/2024/](https://summit.itf-oecd.org/2024/) and click on “Register Now”.
Summit Registration Portal for Official Delegations

Here, please click on the “Official Delegations” tab.
Summit Registration Portal for Official Delegations

- The link will automatically direct you to the registration portal as shown in the image on the right.
Summit Registration Portal for Official Delegations

- Fill in your Username (Organisation Name) and Password (Login code) to login.
Summit Registration Portal for Official Delegations

- In this step, use the "Edit" option to input the Delegation Manager’s details.
Summit Registration Portal for Official Delegations

- Fill out the Delegation Manager’s details, including a billing address.
- Please specify here if you require individual invoices paid registration and technical tours.
- After editing the Delegation Manager’s details, click on “SAVE”.

Click here to request for individual invoices.
Summit Registration Portal for Official Delegations

• After saving the information, you will be able to see an overview of the Delegation Manager’s details.
Summit Registration Portal for Official Delegations

• In the next step, click on the “Delegation Members” tab to register the delegates from your organisation.
Summit Registration Portal for Official Delegations

- Under the “Delegation Members” tab, click on the “ADD” button to register all the members of official delegation.

Be mindful of the different categories of delegation members (Minister/Head of Official Delegation, Member of Official Delegation, and Official Delegation Support) and ensure that each delegate is assigned to the correct category. Please note that delegates can only be added or edited, not deleted. To delete delegates, please contact itf-summit@eventlab.org or registration@itf-oecd.org.
Summit Registration Portal for Official Delegations

• Unless you require a different address per participant, we suggest you click on the “Assign Delegation Manager’s address to all members” button. The delegation manager’s address will be automatically reflected in the registration details of all delegates.

• Please note that you will still be able to change the addresses manually when editing delegates’ details if necessary.
Summit Registration Portal for Official Delegations

• For the next step, please click on the Pen/Edit icon to fill in each delegate’s details and click “SAVE”.

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International Transport Forum
SUMMIT 2024
GREENING TRANSPORT
Summit Registration Portal for Official Delegations

• Should any of your delegates require a letter confirming their registration to support visa applications, please ensure that you click on the check box under “Visa requirements” in the previous step while filling in the delegate’s details.

• Page 26 provides a sample Visa Letter.
Summit Registration Portal for Official Delegations

- To finalise the registration, go back and click on the calendar icon 🗓️.
Summit Registration Portal for Official Delegations

- Please ensure that you check the “ITF 2024 - Full Registration” box as indicated in the image to the right and scroll down to book the Technical Tours and the Social programme for each delegate.
- Please do not forget to click on “SAVE” after choosing your preferences.
Summit Registration Portal for Official Delegations

- As soon as you click on “SAVE”, you will be directed to the main page automatically.
Summit Registration Portal for Official Delegations

- You can check the bookings including the full registration, technical tours, Presidency Reception and Gala Dinner. Ensure that “ITF 2024 - Full Registration” is listed for every delegate.

- Please note that any additional delegates added beyond the complimentary pass quota will incur a charge of 420 EUR per delegate.

- Each Technical Tour costs 25 EUR per person.
Summit Registration Portal for Official Delegations

- You will have the opportunity to review all registration details on the “Booking overview” page.

This displays the delegates added under each category. Please ensure that they are fully registered using the “ITF 2024 - Full Registration” box. (See page 16)

Here is the summary of all the registrations of your delegations.
Summit Registration Portal for Official Delegations

- Click on the “Download booking overview” box to download a PDF document with all the registration details.
BOOKING OVERVIEW

Date: Apr 2, 2024

Dear Sample Registration Name 1,

Thank you very much for the registrations made. This is your current booking overview:

<table>
<thead>
<tr>
<th>Participant</th>
<th>Bookings</th>
<th>Quantity</th>
<th>Gross Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Registration</td>
<td>FT 2024, Full Registration</td>
<td>1</td>
<td>0.00 €</td>
</tr>
<tr>
<td>Test FT Seminar</td>
<td>FT 2024, Full Registration</td>
<td>7</td>
<td>3.06 €</td>
</tr>
<tr>
<td>Sample Registration</td>
<td>EWM Tour, Wednesday, 22 May 2014</td>
<td>1</td>
<td>25.00 €</td>
</tr>
<tr>
<td>Sample Registration</td>
<td>EWM Tour, Wednesday, 22 May 2014</td>
<td>1</td>
<td>29.95 €</td>
</tr>
<tr>
<td>Test FT Seminar</td>
<td>EWM Tour and Thrusday, 23 May 2014</td>
<td>1</td>
<td>32.00 €</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>77.91 €</td>
</tr>
</tbody>
</table>

Please feel free to call (+49 (0) 241) 30 88 64 60) or email (info.summit@eventlab.de) us, if you have any questions.

Yours sincerely,

IPF Conference Office, June 24 by email.
Saving the Summit registration

• Ensure you click on “Sign out” to finalise the registration process.

When you are done and have entered all your bookings, please click “Sign out” on the right top above. Your bookings and changes will be saved automatically.
Steps to process your payment

• For payments linked to registration (i.e. for additional delegates and technical tours), the delegation manager will receive an invoice with online payment details to be paid before the delegates’ access to the premises.
Online Payment Form

Your Login Data:

Dear Sample Registration No Name 1,

Please log in with your personalised data to the payment form:

Last name: No Name 1
Password: oN2vKz

Please note that the disclosure of this data is prohibited.

Login to the payment form
Sample Individual Delegate Confirmation Letter

This is the confirmation of your registration to attend the International Transport Forum’s 2024 Summit.

Please bring this confirmation letter to the conference centre and present it to the Summit Welcome Desk to retrieve your Summit badge.

Please note that the badge can be collected from Tuesday 23 May | 9:00 onwards.

Dear Sample Registration,

Thank you very much for your registration to the International Transport Forum’s 2024 Summit, which we herewith confirm.

Here is the summary of your registration:

**Programme Bookings**
- ITT 2024 - Full Registration: 80.00 €
- BMW Tour | Wednesday, 23 May 2024: 10.15 – 12.15: 25.90 €
- BMW Tour | Wednesday, 23 May 2024: 16.15 – 18.15: 25.90 €
- Procurement Breakfast | Wednesday, 23 May 2024: 08.00 €
- Gala Dinner | Thursday, 23 May 2024: 90.00 €

Total Price: 268.80 €

To modify your registration, log in through the online form again.

Please note that any changes or cancellation of registration, technical and cultural tours can only be accepted if submitted in writing to atsummit@eventlab.org or by call on +49 (0)241 20 85 84 68.

For more information, see the General Terms and Conditions.

Cancellation Information:
- Registration: Registration is transferable, and changes to the named delegate(s) can be made free of charge at any time.
- Offsite Tours: may be cancelled free of charge up to 14 May 2024. After that date no reimbursement is possible. Refunds will be made directly to the original payment source and will be confirmed in writing. Offsite tour bookings are transferable, and changes to the named delegate(s) can be made free of charge at any time.

**Shuttle services to the Summit**
We will offer dedicated coaches from the official hotels to the Summit venue in the morning, and also from the Summit venue to the official hotels at the end of the programme.

**Free public transport within Leipzig City**
The City of Leipzig offers Summit delegates free public transport within Leipzig from Tuesday 21 May to Friday 24 May. Your 2024 Summit delegate badge serves as your public transport ticket. Until you collect your badge at the summit venue, this official registration confirmation letter will serve as proof of your registration. Your pass for free public transport for your first travel to the conference venue is attached in the PDF file.

Please note that you may be asked to show supporting valid photo identification.

**Your access for your badge picks up at Messe Leipzig**

Please present this QR-code to enter the conference venue.

We look forward to seeing you at the 2024 Summit. In the meantime, should you have any questions or require assistance, please do not hesitate to contact us.

Yours sincerely,

The Registration Team
2024 ITF Summit

Event Lab Leipzig
Enoch-leonard-Str. 10, D-04275 Leipzig
Fax: +49 (0) 341 20 85 84 68
Sample Visa Letter

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**LETTER OF INVITATION FOR VISA PURPOSES**

Dear [Name],

From 23 – 24 May 2023 the International Transport Forum (ITF) will be held in Leipzig, Germany. The event will take place at the Messe Leipzig. The theme of the ITF 2023 is "Clean Transport: Bending the Curve of Climate Change".

We are pleased to extend to you the following invitation to attend ITF 2023 and participate in the conference:

### Company/Institution:

**Position:**

**Country:**

**Phone:**

**Email:**

[Full Name as mentioned in the passport] (Date of birth):

**Passport No.:**

**Issue Date:**

We kindly ask you to contact the visa office to apply to attend the Summit.

All costs associated with the trip, including the cost of travel health insurance for the period of the intended stay in Leipzig, will be borne by the applicant.

We would be very grateful for a quick and positive decision on the visa application of the person mentioned above.

Best regards,

Mary [Name],

Head, Institutional Relations and Summit
Should you have any questions, please contact:

Registration Help Desk  The ITF Secretariat

itf-summit@eventlab.org  registration@itf-oecd.org