



# Registration Guide - Official Delegations

ITF Member Countries

# 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 to your Transport Management Board members.

Username	Login code/Password
No Name 1	oNZvwXzR

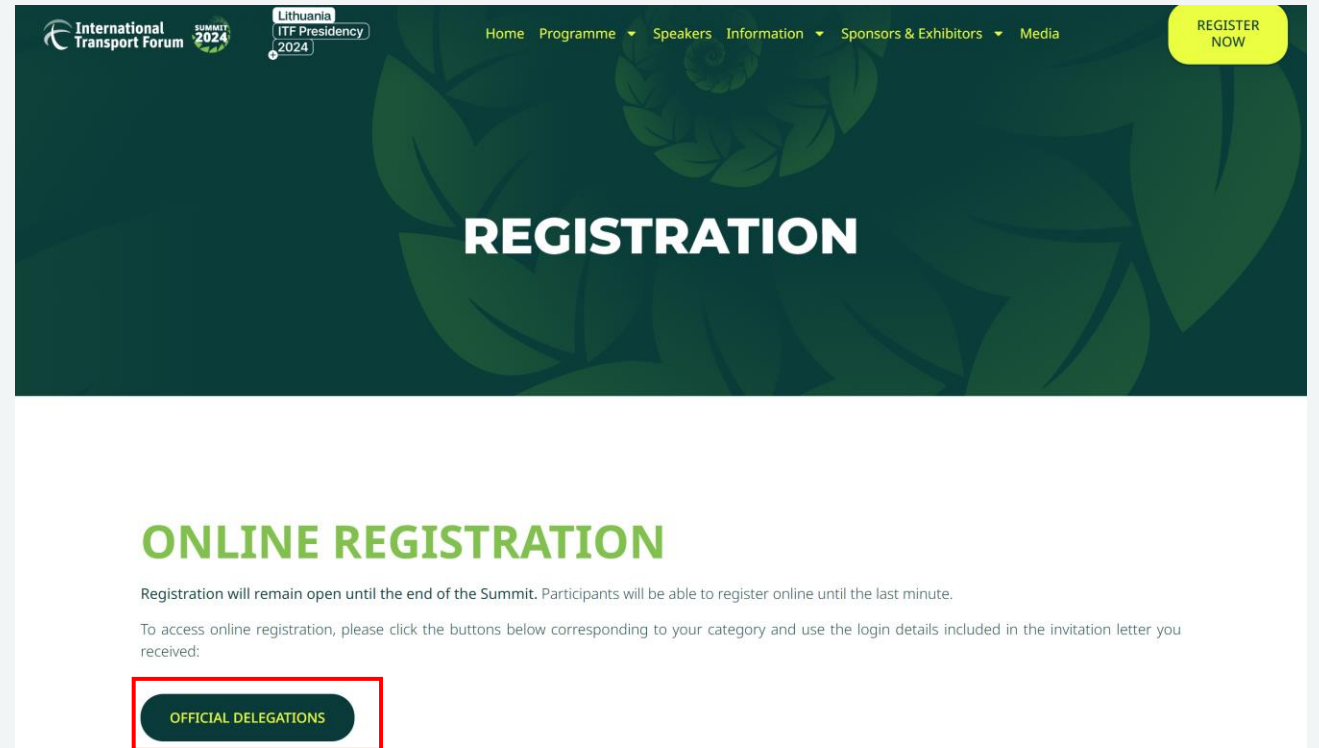
# Summit Registration Portal for Official Delegations

- Go to the Summit Website: <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.



The screenshot shows the registration portal for the International Transport Forum Summit 2024. The header includes the ITF logo, the event name, and the host country (Lithuania). Navigation links for Home, Programme, Speakers, Information, Sponsors & Exhibitors, and Media are present. A prominent yellow 'REGISTER NOW' button is in the top right. The main heading is 'REGISTRATION' in large white letters. Below this, the text 'ONLINE REGISTRATION' is displayed in green. A paragraph states that registration remains open until the end of the summit and provides instructions on how to access it. A red box highlights the 'OFFICIAL DELEGATIONS' button.

International Transport Forum SUMMIT 2024 Lithuania ITF Presidency 2024 Home Programme Speakers Information Sponsors & Exhibitors Media REGISTER NOW

## REGISTRATION

### ONLINE REGISTRATION

Registration will remain open until the end of the Summit. Participants will be able to register online until the last minute.

To access online registration, please click the buttons below corresponding to your category and use the login details included in the invitation letter you received:

OFFICIAL DELEGATIONS

# Summit Registration Portal for Official Delegations

- The link will automatically direct you to the registration portal as shown in the image on the right.

The screenshot shows the online registration portal for the 2024 ITF Summit. The header features the International Transport Forum logo, the 'GREENING TRANSPORT' title with the tagline 'Keeping focus in times of crisis', and event details: Lithuania ITF Presidency 2024, 22-24 May 2024, Leipzig Germany.

**WELCOME TO THE ONLINE REGISTRATION FOR DELEGATIONS**

Welcome to the online registration to the 2024 ITF Summit!  
On the following pages you can manage your delegation and book tickets.

If you have not received your personal login data, please contact the conference office first:

EMAIL: [itf-summit@eventlab.org](mailto:itf-summit@eventlab.org)  
PHONE: +49 (0)341 30 88 84 68

**LOGIN WITH ACCOUNT DATA**

Please enter your access data from the email you received in advance.

**Username\***

**Password\***

[Login to my existing account](#)

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# Summit Registration Portal for Official Delegations

- **Fill in your Username (Country Name) and Password (Login code) to login.**

International Transport Forum SUMMIT 2024

# GREENING TRANSPORT

Keeping focus in times of crisis

Lithuania  
ITF Presidency  
2024  
22-24 May  
2024  
Leipzig  
Germany

WELCOME TO THE ONLINE REGISTRATION FOR DELEGATIONS

Welcome to the online registration to the 2024 ITF Summit!  
On the following pages you can manage your delegation and book tickets.

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EMAIL: itf-summit@eventlab.org  
PHONE: +49 (0)341 30 88 84 68

### LOGIN WITH ACCOUNT DATA

Please enter your access data from the email you received in advance.

Username\*  
No Name 1

Password\*  
\*\*\*\*\*

Login to my existing account

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# Summit Registration Portal for Official Delegations

- In this step, use the "Edit" option to input the Delegation Manager's details.

International Transport Forum SUMMIT 2024

# GREENING TRANSPORT

Keeping focus in times of crisis

Lithuania  
ITF Presidency  
2024

22-24 May  
2024

Leipzig  
Germany

## Overview

Delegation Manager details | Delegation members | Booking overview

**i** The Delegation Manager is responsible for registering all members of the official delegation. The contact information entered here does **not** constitute a registration. The Delegation Manager will only be contacted in the event of an issue with the group's registration. If the Delegation Manager will also be a member of the official delegation, they must be added to the list of Group Members.

Delegation Edit

Delegation Manager details

Title

Full name

Delegation No Name 1

Email address

Alternate email address

Job Function/Position

Company/Organisation/University

Address

Street address/PO Box

# Summit Registration Portal for Official Delegations

- Fill in the Delegation Manager's details, including a billing address.
- Please specify here if you require individual invoices for paid registrations and technical tours.
- After editing the Delegation Manager's details, click on "SAVE".

## Edit Delegation manager

### DELEGATION MANAGER DETAILS

\* Required

**Title\***  
 Mr.  Ms.  Other

Please state your title

**Full name\***

**Delegation**

**Email address\***

**Alternate email address**

**Job Function/Position**

**Company/Organisation/University\***

### ADDRESS

**Street address/PO Box\***

**ZIP code\***  **City\***  **Country\***

Invoice address is different from billing address

If you make bookings that are subject to a charge (technical tours or fee-based registrations), you will receive a total invoice from us for the entire outstanding amount. However, if you require separate invoices, please click on the relevant option below (you can also select both):

- I need individual invoices per participant for the registration fee  
 I need individual invoices per participant for the Technical Tours

Click here to request for individual invoices.

### DISSEMINATION OF INFORMATION

- I accept the General Terms and Conditions.\*  
 I have read the Organiser's privacy policy.\*

Cancel

Save



# Summit Registration Portal for Official Delegations

- After saving the information, you will be able to see an overview of the Delegation Manager's details.

## Overview

[Delegation Manager details](#) [Delegation members](#) [Booking overview](#)

**i** The Delegation Manager is responsible for registering all members of the official delegation. The contact information entered here does **not** constitute a registration. The Delegation Manager will only be contacted in the event of an issue with the group's registration. If the Delegation Manager will also be a member of the official delegation, they must be added to the list of Group Members.

**Delegation** Edit

Delegation Manager details		Title
Full name	Sample Registration	
Delegation	No Name 1	
Email address	registration@itf-oecd.org	
Alternate email address	registration@itf-oecd.org	
Job Function/Position		
Company/Organisation/University	ITF	

Address		Street address/PO Box
		2 rue andré pascal
		ZIP code 75016
		City Paris
		Country France

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DELEGATE SERVICES  
event lab. GmbH  
Richard-Lehmann-Str. 12  
D-04275 Leipzig

PHONE +49 (0)341 30 88 84 68  
E-MAIL itf-summit@eventlab.org

Developed by LambdaLogic

# Summit Registration Portal for Official Delegations

- In the next step, click on the “Delegation Members” tab to register the delegates from your country.

**Overview**

Delegation Manager details **Delegation members** Booking overview

**i** The Delegation Manager is responsible for registering all members of the official delegation. The contact information entered here does **not** constitute a registration. The Delegation Manager will only be contacted in the event of an issue with the group's registration. If the Delegation Manager will also be a member of the official delegation, they must be added to the list of Group Members.

**Delegation** Edit

Delegation Manager details		Title
Full name	Sample Registration	
Delegation	No Name 1	
Email address	registration@itf-oecd.org	
Alternate email address	registration@itf-oecd.org	
Job Function/Position		
Company/Organisation/University	ITF	

Address		Street address/PO Box
		2 rue andré pascal
		ZIP code 75016
		City Paris
		Country France

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DELEGATE SERVICES  
event lab. GmbH  
Richard-Lehmann-Str. 12  
D-04275 Leipzig

PHONE +49 (0)341 30 88 84 68  
E-MAIL itf-summit@eventlab.org

Developed by LambdaLogic

# Summit Registration Portal for Official Delegations

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

Be mindful of the different categories of delegation members (Minister/Head of Official Delegation, Member of Official Delegation, Official Delegation Support, Transport Research Committee) 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](mailto:itf-summit@eventlab.org) or [registration@itf-oecd.org](mailto:registration@itf-oecd.org).

Sign out Sample Registration

## Overview

Delegation Manager details | **Delegation members** | Booking overview

**i** On this page you can manage the bookings for your delegation members. Please note that the payment information will not be sent before April 1, 2024. Changes can be done until April 15, 2024.

The number of free registrations is limited. You will find information on this in the e-mail sent in advance. If you have used up your quota of free registrations, additional registrations are subject to a charge.

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.

**Assign Delegation Manager's address to all members**

#	LAST NAME	FIRST NAME	PARTICIPANT TYPE	STATUS	BOOKINGS	FEE	
No group members found							

**Add** ▼

- Official Delegation Support
- Minister/Head of Official Delegation
- Member of Official Delegation
- Transport Research Committee

# 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.

**Overview**

Delegation Manager details | **Delegation members** | Booking overview

**i** On this page you can manage the bookings for your delegation members. Please note that the payment information will not be sent before April 1, 2024. Changes can be done until April 15, 2024.

The number of free registrations is limited. You will find information on this in the e-mail sent in advance. If you have used up your quota of free registrations, additional registrations are subject to a charge.

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.

**Assign Delegation Manager's address to all members**

#	LAST NAME	FIRST NAME	PARTICIPANT TYPE	STATUS	BOOKINGS	FEE	
1	No Name	11631	Minister/Head of Official Delegation	Potential delegate			
2	No Name	11632	Member of Official Delegation	Potential delegate			
3	No Name	11633	Member of Official Delegation	Potential delegate			



# 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".

**Overview**

Delegation Manager details | **Delegation members** | Booking overview

*i* Welcome to your dedicated space for managing your delegation's registration!  
Shortly, we will send you the payment details and instructions for the technical tours booked for your delegation members. Please be aware that any modifications made will affect the technical tour bookings. Kindly refer to our **cancellation policy** for any cancellations after payment.  
You have the flexibility to update the details of registered participants at your convenience. Should you need to remove any delegates, please contact us at [itf-summit@eventlab.org](mailto:itf-summit@eventlab.org).

**Assign Delegation Manager's address to all members**

#	LAST NAME	FIRST NAME	PARTICIPANT TYPE	STATUS	BOOKINGS	FEE	Actions
1	No Name	11714	Minister/Head of Official Delegation	Potential delegate			
2	No Name	11715	Official Delegation	Potential delegate			
3	No Name	11716	Official Delegation	Potential delegate			
4	No Name	11717	Official Delegation Support	Potential delegate			

Add ▾

# 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 Support Letter.

**Edit Test- ITF Secretariat**

VISA REQUIREMENTS

Yes, I need an official letter of invitation for visa purposes

PASSPORT INFORMATION

Name as written in your passport

Date of birth


Home address

Passport number

Passport expiry date


ADDITIONAL INFORMATION


# Summit Registration Portal for Official Delegations










- To finalise the registration, go back and click on the calendar icon .


**Overview**



Delegation Manager details | **Delegation members** | Booking overview

 Welcome to your dedicated space for managing your delegation's registration!  
Shortly, we will send you the payment details and instructions for the technical tours booked for your delegation members. Please be aware that any modifications made will affect the technical tour bookings. Kindly refer to our **cancellation policy** for any cancellations after payment.  
You have the flexibility to update the details of registered participants at your convenience. Should you need to remove any delegates, please contact us at [itf-summit@eventlab.org](mailto:itf-summit@eventlab.org).

 Assign Delegation Manager's address to all members

#	LAST NAME	FIRST NAME	PARTICIPANT TYPE	STATUS	BOOKINGS	FEE	 Add
1	No Name	11714	Minister/Head of Official Delegation	Potential delegate			
2	No Name	11715	Official Delegation	Potential delegate			
3	No Name	11716	Official Delegation	Potential delegate			
4	No Name	11717	Official Delegation Support	Potential delegate			

 Add

# 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.

**Programme for Sample Registration** (Minister/Head of Official Delegation)

REGISTRATION TICKETS

Name	Description	Amount	Sum
<input checked="" type="checkbox"/> ITF 2024 - Full Registration	Minister/Head of Official Delegation	0.00 €	0.00 €

TECHNICAL TOURS

Name	Description	Amount	Sum
<input type="checkbox"/> BMW Tour   Wednesday, 22 May 2024   12:15-14:15	Minister/Head of Official Delegation	25.00 €	0.00 €
<input type="checkbox"/> BMW Tour   Wednesday, 22 May 2024   16:15-18:15	Minister/Head of Official Delegation	25.00 €	0.00 €
<input type="checkbox"/> DHL Tour   Wednesday, 22 May 2024   21:00-00:00	Minister/Head of Official Delegation	25.00 €	0.00 €
<input type="checkbox"/> DHL Tour   Wednesday, 22 May 2024   21:30-00:30	Minister/Head of Official Delegation	25.00 €	0.00 €
<input type="checkbox"/> Porsche Tour   Thursday, 23 May 2024   08:45-11:15	Minister/Head of Official Delegation	25.00 €	0.00 €
<input type="checkbox"/> Amazon Tour   Thursday, 23 May 2024   11:45-14:15	Minister/Head of Official Delegation	25.00 €	0.00 €
<input type="checkbox"/> Amazon Tour   Thursday, 23 May 2024   14:45-17:15	Minister/Head of Official Delegation	25.00 €	0.00 €

SOCIAL PROGRAMME

Name	Description	Amount	Sum
<input type="checkbox"/> Presidency Reception   Wednesday, 22 May 2024	Minister/Head of Official Delegation	0.00 €	0.00 €
<input type="checkbox"/> Gala Dinner   Thursday, 23 May 2024	Minister/Head of Official Delegation	0.00 €	0.00 €

Total 0.00 €





# Summit Registration Portal for Official Delegations

- As soon as you click on “SAVE”, you will be directed to the main page automatically.

**Overview**

Delegation Manager details
Delegation members
Booking overview

**i** Welcome to your dedicated space for managing your delegation's registration!

Shortly, we will send you the payment details and instructions for the technical tours booked for your delegation members. Please be aware that any modifications made will affect the technical tour bookings. Kindly refer to our **cancellation policy** for any cancellations after payment.

You have the flexibility to update the details of registered participants at your convenience. Should you need to remove any delegates, please contact us at [itf-summit@eventlab.org](mailto:itf-summit@eventlab.org).

📄 Assign Delegation Manager's address to all members

#	LAST NAME	FIRST NAME	PARTICIPANT TYPE	STATUS	BOOKINGS	FEE	👤 Add
1	Registration	Sample	Minister/Head of Official Delegation	Online	1. ITF 2024 - Full Registration 2. BMW Tour   Wednesday, 22 May 2024   12:15-14:15 3. BMW Tour   Wednesday, 22 May 2024   16:15-18:15 4. Presidency Reception   Wednesday, 22 May 2024 5. Gala Dinner   Thursday, 23 May 2024	50.00 €	📅 ✎
2	Secretariat	Test- ITF	Official Delegation	Online	1. ITF 2024 - Full Registration 2. Presidency Reception   Wednesday, 22 May 2024 3. Gala Dinner   Thursday, 23 May 2024		📅 ✎
3	Secretariat	Test- ITF	Official Delegation	Online	1. ITF 2024 - Full Registration 2. Amazon Tour   Thursday, 23 May 2024   14:45-17:15 3. Presidency Reception   Wednesday, 22 May 2024 4. Gala Dinner   Thursday, 23 May 2024	25.00 €	📅 ✎
4	Secretariat	Test- ITF	Official Delegation Support	Online	1. ITF 2024 - Full Registration 2. Presidency Reception   Wednesday, 22 May 2024 3. Gala Dinner   Thursday, 23 May 2024		📅 ✎
5	Secretariat	Test- ITF	Official Delegation Support	Online	1. ITF 2024 - Full Registration		📅 ✎
6	Secretariat	Test- ITF	Official Delegation	Online	1. ITF 2024 - Full Registration 2. Gala Dinner   Thursday, 23 May 2024		📅 ✎
7	Secretariat	Test- ITF	Transport Research Committee	Online	1. ITF 2024 - Full Registration 2. Gala Dinner   Thursday, 23 May 2024		📅 ✎
8	Secretariat	Test- ITF	Official Delegation	Online	1. ITF 2024 - Full Registration 2. Presidency Reception   Wednesday, 22 May 2024 3. Gala Dinner   Thursday, 23 May 2024		📅 ✎
<b>Total</b>						<b>75.00 €</b>	

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DELEGATE SERVICES

event lab. GmbH  
 Richard-Lehmann-Str. 12

PHONE +49 (0)341 30 88 84 68  
 E-MAIL [itf-summit@eventlab.org](mailto:itf-summit@eventlab.org)



# 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.

**Overview**

Delegation Manager details | **Delegation members** | Booking overview

**i** Welcome to your dedicated space for managing your delegation's registration!  
 Shortly, we will send you the payment details and instructions for the technical tours booked for your delegation members. Please be aware that any modifications made will affect the technical tour bookings. Kindly refer to our **cancellation policy** for any cancellations after payment.  
 You have the flexibility to update the details of registered participants at your convenience. Should you need to remove any delegates, please contact us at [itf-summit@eventlab.org](mailto:itf-summit@eventlab.org).

**Assign Delegation Manager's address to all members**

#	LAST NAME	FIRST NAME	PARTICIPANT TYPE	STATUS	BOOKINGS	FEE	
1	Registration	Sample	Minister/Head of Official Delegation	Online	1. ITF 2024 - Full Registration 2. BMW Tour   Wednesday, 22 May 2024   12:15-14:15 3. BMW Tour   Wednesday, 22 May 2024   16:15-18:15 4. Presidency Reception   Wednesday, 22 May 2024 5. Gala Dinner   Thursday, 23 May 2024	50.00 €	Add 

**BOOKINGS**

- ITF 2024 - Full Registration
- BMW Tour | Wednesday, 22 May 2024 | 12:15-14:15
- BMW Tour | Wednesday, 22 May 2024 | 16:15-18:15
- Presidency Reception | Wednesday, 22 May 2024
- Gala Dinner | Thursday, 23 May 2024



# Summit Registration Portal for Official Delegations

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

**Overview**

Delegation Manager details | Delegation members | **Booking overview**

**i** 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.

Number of programs booked	
Amazon Tour   Thursday, 23 May 2024   11:45-14:15	
Amazon Tour   Thursday, 23 May 2024   14:45-17:15	1
BMW Tour   Wednesday, 22 May 2024   12:15-14:15	1
BMW Tour   Wednesday, 22 May 2024   16:15-18:15	1
Cultural Tour   Friday, 24 May 2024   12:15-14:15	
DHL Tour   Wednesday, 22 May 2024   21:00-00:00	
DHL Tour   Wednesday, 22 May 2024   21:30-00:30	
Gala Dinner   Thursday, 23 May 2024	7
ITF 2024 - Full Registration	9
Porsche Tour   Thursday, 23 May 2024   08:45-11:15	
Presidency Reception   Wednesday, 22 May 2024	5

[Download booking overview](#)

Number of participants	
Official Delegation Support	2
Minister/Head of Official Delegation	1
Official Delegation	4
Transport Research Committee	1

Here is the summary of all the registrations of your delegations.

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](#))

# Summit Registration Portal for Official Delegations

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

**Overview**

Delegation Manager details   Delegation members   **Booking overview**


**i** 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.

Number of programs booked	
Amazon Tour   Thursday, 23 May 2024   11:45-14:15	
Amazon Tour   Thursday, 23 May 2024   14:45-17:15	1
BMW Tour   Wednesday, 22 May 2024   12:15-14:15	1
BMW Tour   Wednesday, 22 May 2024   16:15-18:15	1
Cultural Tour   Friday, 24 May 2024   12:15-14:15	
DHL Tour   Wednesday, 22 May 2024   21:00-00:00	
DHL Tour   Wednesday, 22 May 2024   21:30-00:30	
Gala Dinner   Thursday, 23 May 2024	7
ITF 2024 - Full Registration	8
Porsche Tour   Thursday, 23 May 2024   08:45-11:15	
Presidency Reception   Wednesday, 22 May 2024	5

Number of participants	
Official Delegation Support	2
Minister/Head of Official Delegation	1
Official Delegation	4
Transport Research Committee	1

[Download booking overview](#)

# Booking Overview Sample



**GREENING  
TRANSPORT**  
Keeping focus in times of crisis

Lithuania  
ITF Presidency  
2024  
22-24 May  
2024  
Leipzig  
Germany

OECD | International Transport Forum (ITF)  
c/o event lab. GmbH | Richard-Lehmann-Str. 12 | 04275 Leipzig, Germany

ITF  
Sample Registration No Name 1  
2 RUE ANDRÉ PASCAL  
75016 PARIS  
FRANCE


**BOOKING OVERVIEW** Date: Apr 2, 2024

Dear Sample Registration No Name 1,  
Thank you very much for the registrations made. This is your current booking overview:

Participant	Bookings	Quantity	Gross Price
Sample Registration	ITF 2024 - Full Registration	1	0.00 €
Test- ITF Secretariat	ITF 2024 - Full Registration	7	0.00 €
Sample Registration	BMW Tour   Wednesday, 22 May 2024   12:15-14:15	1	25.00 €
Sample Registration	BMW Tour   Wednesday, 22 May 2024   16:15-18:15	1	25.00 €
Test- ITF Secretariat	Amazon Tour   Thursday, 23 May 2024   14:45-17:15	1	25.00 €
<b>Total</b>			<b>75.00 €</b>

Please feel free to call (+49 (0)341 30 88 84 68) or email ([itf-summit@eventlab.org](mailto:itf-summit@eventlab.org)) us, if you have any questions.  
Yours sincerely,  
*ITF Conference Office Team 2024 by event lab.*

Organizer  
International Transport Forum  
2 rue André Pascal  
75775 Paris Cedex 16 (France)

 OECD  
+33 (0)1 73 31 25 00  
[registration@itf-oecd.org](mailto:registration@itf-oecd.org)

ITF Registration Team  
event lab. GmbH  
Richard-Lehmann-Straße 12  
04275 Leipzig (Germany)

VAT number: DE270380782  
HRB 26049



# Finalising your Summit registrations

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

The screenshot shows the registration overview page for the Greening Transport Summit 2024. At the top right, there is a red-bordered box containing the text "Sign out Sample Registration No Name 1". The main header features the International Transport Forum logo, the event title "GREENING TRANSPORT" with the tagline "Keeping focus in times of crisis", and the event details: "Lithuania ITF Presidency 2024", "22-24 May 2024", and "Leipzig Germany". Below the header is a dark green bar with the word "Overview". Underneath, there are three tabs: "Delegation Manager details", "Delegation members", and "Booking overview". A red information box contains the text: "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." Below this are two tables. The first table, "Number of programs booked", lists three Amazon Tours and one BMW Tour with their respective dates and times. The second table, "Number of participants", lists three categories: Official Delegation Support (2), Minister/Head of Official Delegation (1), and Official Delegation (4).

Number of programs booked	
Amazon Tour   Thursday, 23 May 2024   11:45-14:15	
Amazon Tour   Thursday, 23 May 2024   14:45-17:15	1
BMW Tour   Wednesday, 22 May 2024   12:15-14:15	1

Number of participants	
Official Delegation Support	2
Minister/Head of Official Delegation	1
Official Delegation	4

# 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.



Dear Sample Registration,

Thank you for your registering your delegation to the **2024 Summit, that will take place from 22 - 24 May 2024 in Leipzig, Germany.**

Please find attached your booking overview. We kindly ask you to check your bookings first. If everything is in order, please find also attached the access to the online payment platform to pay the outstanding amount by credit card or PayPal.

Further bookings or changes can be made at any time via the delegation portal.

Please note, that only delegates with fully paid bookings will get access to the Conference Center Leipzig (CCL).

Once we received the payment, we will send you an official invoice.

For any information on the program please visit the [ITF 2024 Summit website](#).

Please feel free to contact us, if you have any questions.

With kind regards,

**The Registration Team**  
**2024 ITF Summit**

event lab. GmbH  
Richard-Lehmann-Str. 12, D-04275 Leipzig  
Email: [itf-summit@eventlab.org](mailto:itf-summit@eventlab.org)  
Phone: +49 (0) 341 30 88 84 68

event lab. GmbH  
Gesellschaft mit beschränkter Haftung | Sitz der Gesellschaft: Leipzig | Handelsregister AG Leipzig HRB 26049  
Geschäftsführerin: Katja Störmer



# Sample Online Payment Form

The screenshot shows the top banner of the payment form with the following elements:

- International Transport Forum SUMMIT 2024** logo on the left.
- GREENING TRANSPORT** in large green letters, with the tagline **Keeping focus in times of crisis** below it.
- Event details on the right: **Lithuania ITF Presidency 2024**, **22-24 May 2024**, and **Leipzig Germany**.

The main content area is titled **Your Login Data:** and contains the following text:

Dear Sample Registration No Name 1,

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


**Last name:** No Name 1  
**Password:** oNZvvXzR

Please note that the disclosure of this data is prohibited.

A red rectangular box highlights a green button with a circular icon and the text **Login to the payment form**.



# Sample Individual Delegate Confirmation Letter



**INTERNATIONAL TRANSPORT FORUM 2024**  
**GREENING TRANSPORT**  
Keeping focus in times of crisis

Lithuania  
ITF Presidency  
2024

22-24 May  
2024

Leipzig  
Germany

**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 21 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

- ITF 2024 - Full Registration: 0.00 €
- BMW Tour | Wednesday, 22 May 2024 | 12:15-14:15: 25.00 €
- BMW Tour | Wednesday, 22 May 2024 | 16:15-18:15: 25.00 €
- Presidency Reception | Wednesday, 22 May 2024: 0.00 €
- Gala Dinner | Thursday, 23 May 2024: 0.00 €

Total Price 50.00 €

To modify your registration, [log in through the online form again>>](#):

Personal login code:



Please note that any changes or cancellation of registration, technical and cultural tours can only be accepted if submitted in writing to [itf-summit@eventlab.org](mailto:itf-summit@eventlab.org) or by call to +49 (0)341 30 88 84 68. For more information, see the General Terms and Conditions.

**Cancellation information:**  
**Registrations:** 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 this PDF file. Please note that you may be asked to show supporting valid photo identification.

**Your access for your badge pick-up at Messe Leipzig**  
Please present this QR-code to enter the conference venue:



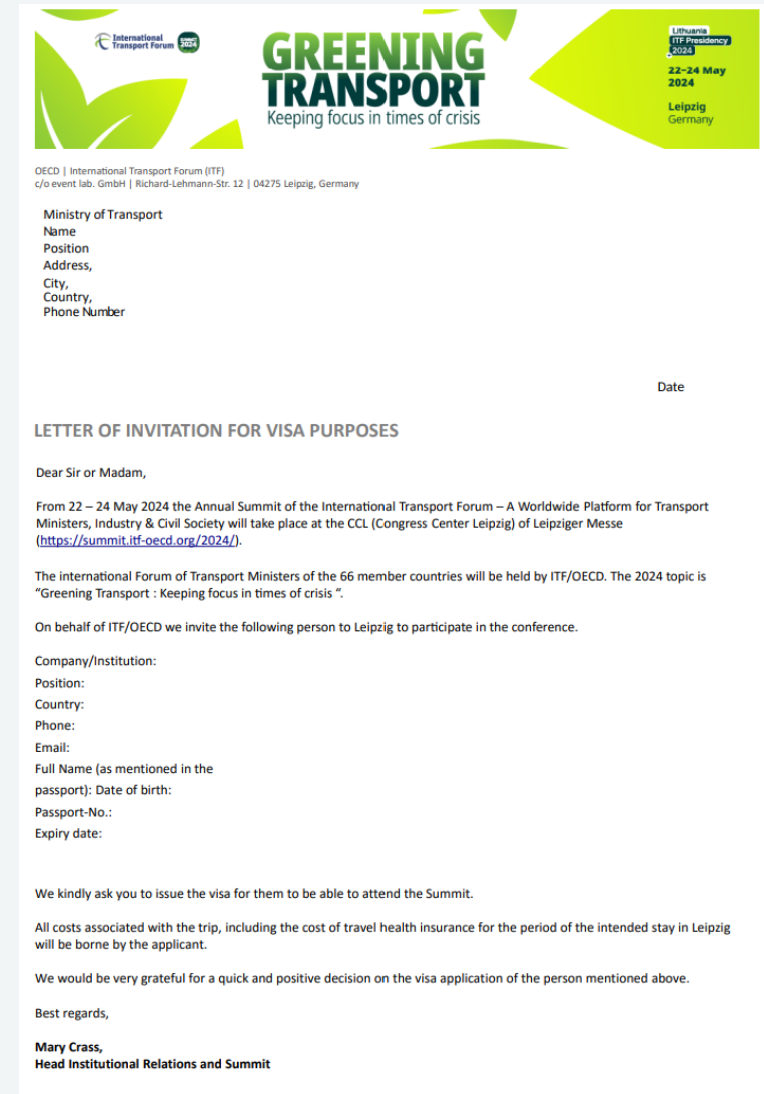
We look forward to seeing you at the 2024 Summit. In the meantime, should you have any questions or require assistance, please do not hesitate to contact us.

Sincerely,  
**The Registration Team**  
**2024 ITF Summit**

event lab. GmbH  
Richard-Lehmann-Str. 12, D-04275 Leipzig  
Email: [itf-summit@eventlab.org](mailto:itf-summit@eventlab.org)  
Phone: +49 (0) 341 30 88 84 68



# Sample Visa Support Letter



The image shows a sample visa support letter for the Greening Transport Summit 2024. The letter is on a white background with green accents. At the top, there is a header with the International Transport Forum (ITF) logo, the text 'GREENING TRANSPORT Keeping focus in times of crisis', and the event details: 'Lithuania ITF Presidency 2024', '22-24 May 2024', and 'Leipzig Germany'. Below the header, the sender's information is listed: 'Ministry of Transport', 'Name', 'Position', 'Address', 'City', 'Country', and 'Phone Number'. A line for the 'Date' is provided. The main body of the letter is titled 'LETTER OF INVITATION FOR VISA PURPOSES' and begins with 'Dear Sir or Madam,'. It states that from 22-24 May 2024, the Annual Summit of the International Transport Forum will take place at the CCL (Congress Center Leipzig) of Leipziger Messe, with a link to the summit website. It mentions that the international forum of transport ministers of the 66 member countries will be held by ITF/OECD, with the 2024 topic being 'Greening Transport : Keeping focus in times of crisis'. The letter invites the recipient to participate in the conference on behalf of ITF/OECD. It lists fields for the recipient's details: 'Company/Institution:', 'Position:', 'Country:', 'Phone:', 'Email:', 'Full Name (as mentioned in the passport):', 'Date of birth:', 'Passport-No.:', and 'Expiry date:'. The letter concludes with a request to issue a visa, a statement that all costs will be borne by the applicant, and a note of gratitude for a quick decision. It is signed by 'Mary Crass, Head Institutional Relations and Summit'.

International Transport Forum (ITF)  
c/o event lab. GmbH | Richard-Lehmann-Str. 12 | 04275 Leipzig, Germany

Ministry of Transport  
Name  
Position  
Address,  
City,  
Country,  
Phone Number

Date

**LETTER OF INVITATION FOR VISA PURPOSES**

Dear Sir or Madam,

From 22 – 24 May 2024 the Annual Summit of the International Transport Forum – A Worldwide Platform for Transport Ministers, Industry & Civil Society will take place at the CCL (Congress Center Leipzig) of Leipziger Messe (<https://summit.itf-oecd.org/2024/>).

The international Forum of Transport Ministers of the 66 member countries will be held by ITF/OECD. The 2024 topic is "Greening Transport : Keeping focus in times of crisis".

On behalf of ITF/OECD we invite the following person to Leipzig to participate in the conference.

Company/Institution:  
Position:  
Country:  
Phone:  
Email:  
Full Name (as mentioned in the passport):  
Date of birth:  
Passport-No.:  
Expiry date:

We kindly ask you to issue the visa for them to be able 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 Crass,**  
Head Institutional Relations and Summit



Should you have any questions, please contact:

Registration Help Desk

[itf-summit@eventlab.org](mailto:itf-summit@eventlab.org)

The ITF Secretariat

[registration@itf-oecd.org](mailto:registration@itf-oecd.org)