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.

<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/ 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 (Country 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 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”.

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 country.
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 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 Support 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.

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.
**Booking Overview Sample**

**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>Team FT Seminart</td>
<td>FT 2024 - Full Registration</td>
<td>7</td>
<td>0.00 €</td>
</tr>
<tr>
<td>Sample Registration</td>
<td>FTW Tour</td>
<td>Wednesday, 22 May 2024</td>
<td>12:15-14:15</td>
</tr>
<tr>
<td>Sample Registration</td>
<td>FTW Tour</td>
<td>Wednesday, 22 May 2024</td>
<td>14:15-18:15</td>
</tr>
<tr>
<td>Team FT Seminart</td>
<td>FTW Tour</td>
<td>Thursday, 25 May 2024</td>
<td>14:45-17:30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>25.00 €</strong></td>
</tr>
</tbody>
</table>

Please feel free to call (+49 0241) 80 80 00 00 or email (info@eventlab.com) us, if you have any questions.

Yours sincerely,

FTF Conference Office, June 2024 by event lab.

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**International Transport Forum**

**SUMMIT 2024**

**GREENING TRANSPORT**
Finalising your Summit registrations

- Ensure you click on “Sign out” to finalise the registration process.
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.
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, 22 May 2024: 10.15.11.30: 25.00 €
- BMW Tour | Wednesday, 22 May 2024: 10.15.18.15: 25.00 €
- Provider Reception | Wednesday, 22 May 2024: 06.00 €
- Gala Dinner | Thursday, 23 May 2024: 09.00 €

Total Price: 10.00 €

To modify your registration, [edit through the online form again]?

Proposal basis code:

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Please note that any changes or cancellations of registration, technical and cultural tours can only be accepted if submitted in writing to [email address] or by calling [phone number]. For more information, see the General Terms and Conditions.

Cancellation Information:
Cancellations: 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 23 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 badges clikk on at [site link]
Please present this QR code to enter the conference venue:

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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

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[Contact Information]
Sample Visa Support Letter

Dear Sir or Madam,

From 23 – 24 May 2023 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 Leipzig City (https://summit.iftf.org/2305).

The International Summit of Transport Ministers of the 46 member countries will be held by ICTD(2023). The 2024 topic is "Greening Transport - keeping focus in times of crisis."

On behalf of ICTD(2023) 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.:
Expiration 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,

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

Registration Help Desk
itf-summit@eventlab.org

The ITF Secretariat
registration@itf-oecd.org