

Twelfth Global Forum on Migration and Development (GFMD) Summit Meeting 19-22 November 2019 Quito, Ecuador

ONLINE REGISTRATION GUIDELINES

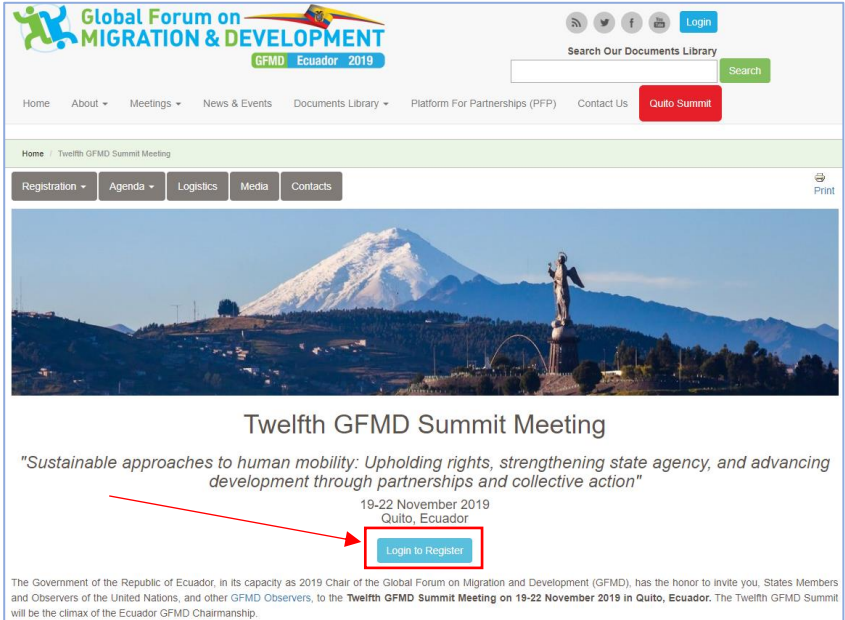
These guidelines show how you can register yourself to attend the government meetings of the Twelfth GFMD Summit to be held in Quito, Ecuador on 19-22 November 2019. Please note that **if you are not a GFMD Focal Point, you must first be invited by one of your state/organization Focal Points** before you can complete online registration.

- If you wish to contact a GFMD Focal Point to request that they invite you, [click here](#) to see the list of GFMD Focal Points.
- If you are a GFMD Focal Point and wish to invite someone else, [click here](#) to go to the invitation form.
- **If you are not a government representative or GFMD Observer organization representative**, please find more information for registration to the Civil Society Days, Mayoral Forum and/or Business Meeting [here](#) under the heading 'registration' > 'Guidelines for Registration' > 'Who may register?'

If you are a GFMD Focal Point, or have already been invited by a Focal Point, please follow the instructions below in order to register.

STEP 1: LOG-IN TO THE GFMD WEBSITE

- Navigate to the GFMD Summit Portal ([click here](#))
- Click the blue button 'Login to Register'



The screenshot shows the website for the Twelfth GFMD Summit Meeting. At the top, there is a navigation menu with links for Home, About, Meetings, News & Events, Documents Library, Platform For Partnerships (PFP), Contact Us, and a red button for 'Quito Summit'. Below the navigation is a search bar for the 'Documents Library'. The main content area features a large image of a mountain landscape with a statue in the foreground. Below the image, the text reads: 'Twelfth GFMD Summit Meeting', followed by the theme: '"Sustainable approaches to human mobility: Upholding rights, strengthening state agency, and advancing development through partnerships and collective action"', and the dates: '19-22 November 2019, Quito, Ecuador'. A blue button labeled 'Login to Register' is highlighted with a red box, and a red arrow points to it from the left. At the bottom, there is a small text block: 'The Government of the Republic of Ecuador, in its capacity as 2019 Chair of the Global Forum on Migration and Development (GFMD), has the honor to invite you, States Members and Observers of the United Nations, and other GFMD Observers, to the Twelfth GFMD Summit Meeting on 19-22 November 2019 in Quito, Ecuador. The Twelfth GFMD Summit will be the climax of the Ecuador GFMD Chairmanship.'

Login

username

Close

Request password (for GFMD Focal Points only)
Create an account (for GFMD Focal Points only)

Log in

- Input your **GFMD credentials** (username and password) to log in. If you are a GFMD focal point, your existing credentials will have been sent to you on 12 September 2019. If you were invited by a Focal Point, your credentials will be contained in the invitation email.
- If you have forgotten your password you can request a new password.

- Now that you are logged in, you can click the **'register now'** button on the Twelfth Summit Meeting portal page to proceed to the registration form.

Registration ▾ Agenda ▾ Logistics Media Contacts

Print

Twelfth GFMD Summit Meeting

"Sustainable approaches to human mobility: Upholding rights, strengthening state agency, and advancing development through partnerships and collective action"

19-22 November 2019
Quito, Ecuador

REGISTER NOW

To invite non-focal point delegates please click on the following button: **Invite**

The Government of the Republic of Ecuador, in its capacity as 2019 Chair of the Global Forum on Migration and Development (GFMD).

NB: Note Verbale required to confirm all delegations

- When beginning your application, you will see a reminder regarding Note Verbales (in the pink box shown below). **This is only a reminder** – you may complete your online registration and then confirm your delegation with a Note Verbale at a later date.

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If you would like to invite someone to the Twelfth GFMD Summit, [please click here and fill out the form.](#)

Registration Form for

Note Verbale

To consolidate official registrations via different channels, **each delegation is required** to provide an official Note Verbale indicating the names and designations of the Head of Delegation and other Delegation members from all participating Ministries/Departments of the country / organization by email: registration2019@gfmd.org


The GFMD focal point is expected to ensure that only one Note Verbale is submitted to the GFMD Support Unit by the country/organization's Permanent Mission in Geneva (or New York if there is none in Geneva). In case of two or more Notes Verbale, the Support Unit will refer them back to the focal point for consolidation.

- The requirements are as follows: Each delegation is required to submit **one unified official Note Verbale** listing all participants in the delegation and identifies the head of delegation. As one Note Verbale is required per delegation, this cannot be uploaded on the online registration form. Instead, please coordinate with the other members of your delegation and facilitate the sending of the Note Verbale to the GFMD Support Unit:
 - By email: registration2019@gfmd.org; or
 - By fax: +4122 788 49 48.

STEP 2: CONFIRM YOUR DETAILS

- Below the Note Verbale reminder, you will see a page displaying your details. If your details are already recorded in the GFMD database, these will be pre-filled for you, otherwise this section will be blank.
- **If your details are missing or incorrect**, click the link to modify your details. You will be redirected to your profile – please fill in all required fields (marked with an asterisk*) and then click save. Once you have updated your profile, you will be returned to the confirmation page. Tick the box confirming your details are correct, then click ‘next page’.
- **If your details are complete and correct**, tick the box confirming your details are correct, then click ‘next page’.

Please confirm that the following information we have on you is correct:



Personal Information

- Full name:
- State / Organization:
- Email:

Organizational Information

- Official Designation:
- Division / Office:
- Department / Ministry:

Address

- Address Line 1:
- Address Line 2:
- City: Geneva
- State / Region:
- Country:

Contact Information

- Telephone: +4122 788 49 46
- Fax:
- Mobile: +41779817831

If the above data is NOT correct, please modify it by clicking on this link before continuing your registration. It is imperative that your data is correct before registering.
Once your data is correct, please revisit this page.

Confirmation *

I confirm that the above data is correct and I wish to register myself using this data.

STEP 3: ENTER PARTICIPATION INFORMATION

- You will be prompted to fill in information about which sessions/events you will be attending. **If you are unsure about your attendance** to any event, please select “Yes, I will attend”, so that adequate logistical considerations can be taken for each session. **You may update your registration data at a later date.**
- Please note: this section will vary depending on your registration type (government representative, observer, etc.)
- When you have filled out this section, click ‘next page’.

STEP 4: PROVIDE IDENTIFICATION, VISA, AND LOGISTICAL INFORMATION

- Please fill in the fields regarding your identification document (e.g. passport), and visa status. **These fields are required.**

- Please also attach a **copy of your passport and a portrait passport-style photo**. This information will help us facilitate the security and badge arrangements for you at the Summit more smoothly.

- To attach a document, click 'choose file', select the relevant file, and then click 'upload'.

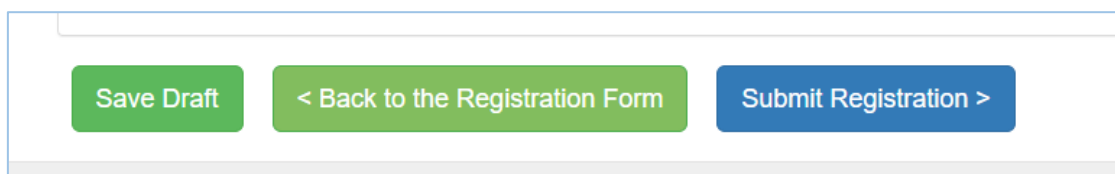
- You are also invited to fill in your flight and hotel information in order to facilitate adequate ground support. **If you do not know this information at this stage, you can leave these sections blank.** You can return to your registration at a later date to update these fields.
- When you have completed the information on this page, click 'next page'.

STEP 5: REVIEW YOUR INFORMATION

- A page displaying all the information you have entered will be shown to you.
- Please **check that all the information is correct** before finalizing your registration.

STEP 6: SUBMIT YOUR REGISTRATION

- **If any information is not correct**, you may click 'Back to the Registration Form' to amend it.
- If you do not wish to submit your registration at this point, you may click 'Save Draft' and return to your registration at a later date. **(Please note: you will not be officially registered until you click 'submit registration').**
- If your information is correct, click 'submit registration'. Your online registration is now complete. You will receive an email confirming your registration.

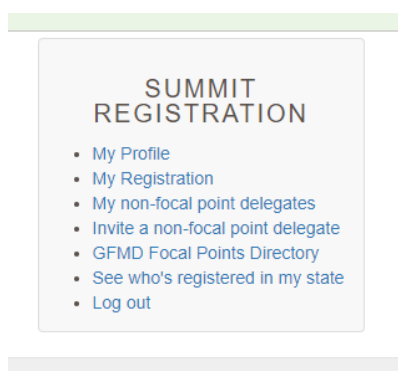


FOLLOWING UP ON YOUR REGISTRATION

As mentioned above, please make sure that your delegation submits an **official Note Verbale** to confirm the members of the delegation.

You can **review your registration, or the registration of the other members of your delegation** at any time by returning to the [registration form](#). On the right-hand side of the screen, you will see a list of options (see picture below), which allows you to:

- Alter your registration or add flight and hotel information ('My registration').
- For Focal Points, view the list of delegates you have invited ('My non-focal point delegates') or invite delegates ('Invite a non-focal point delegate') [NB: if you are not a designated GFMD Focal Point, you will not see these options].
- View the list of country and organization GFMD Focal Points ('GFMD Focal Points Directory').
- View a list of the other delegates who have already registered from your state or organization ('See who's registered in my state'/'See who's registered in my organization').



If you have any further questions regarding registration, please do not hesitate to contact the GFMD Support Unit at registration2019@gfmd.org.