**Self-registration Information**

(Credit: Mr. Allen Yang of FCC)

[https://www.itu.int/en/ITU-R/information/events/Pages/online-info.aspx](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.proofpoint.com%2Fv2%2Furl%3Fu%3Dhttps-3A__www.itu.int_en_ITU-2DR_information_events_Pages_online-2Dinfo.aspx%26d%3DDwMFAg%26c%3Dy0h0omCe0jAUGr4gAQ02Fw%26r%3DLJNwkvCm1KyvhFk5I6uaff96AgEJq5nMLPl_12Vv23I%26m%3DFRcb3ailubyrraPc_EaC_fjSj2qDIrEAyle5dYbs6mg%26s%3DkPgBYTiVAFfZ1tPqMj8UU9-r3IRX5YDOuRal6fOzauE%26e%3D&data=02%7C01%7Cshaskins%40ntia.gov%7Cb3d0a15024af41afc4d508d854c7af5f%7Cd6cff1bd67dd4ce8945dd07dc775672f%7C0%7C0%7C637352563926211685&sdata=qJMPu4u1vCi1LCSkwINpqoBl6tL%2FZb5X4kqsjvidzH8%3D&reserved=0)

There is now a two-step registration process that YOU must initiate and for which you must have a TIES account.

**Step 1**: Prospective participants initiate self-registration: [https://www.itu.int/net4/ITU-R/events](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.proofpoint.com%2Fv2%2Furl%3Fu%3Dhttps-3A__www.itu.int_net4_ITU-2DR_events%26d%3DDwMFAg%26c%3Dy0h0omCe0jAUGr4gAQ02Fw%26r%3DLJNwkvCm1KyvhFk5I6uaff96AgEJq5nMLPl_12Vv23I%26m%3DFRcb3ailubyrraPc_EaC_fjSj2qDIrEAyle5dYbs6mg%26s%3D4mtwfwtOO-JhJdxU-Gctwb0Dd9TxYAcpsVCRdVhx8FM%26e%3D&data=02%7C01%7Cshaskins%40ntia.gov%7Cb3d0a15024af41afc4d508d854c7af5f%7Cd6cff1bd67dd4ce8945dd07dc775672f%7C0%7C0%7C637352563926216664&sdata=THWtcg9pZ1XDLnuFiQbInUhIrqyZWKS%2BqnZUcmaMEt4%3D&reserved=0)

Special Guidance from State: Note that when registration for the meeting is open, you get “1 Shot” to the registration process for all the working parties and the Study Group. You will not be able to amend or revise your registration later on. For example: If you initially register for WP1A, and later decide to add 1B and the Study Group, you will NOT be able to do so. Your original request would have to be “rejected” by the Designated Focal Point (DFP) and then you would have to re-submit a new request. So, please take your time and be careful to include the Working Parties/Study Group that you plan to attend – you get “1 shot” for the block.

More guidance: If you are a Sector Member and wish to be on the US Delegation, please make sure you are registering under the US Administration and not as a Sector Member. The US does not allow for dual-registration. If you inadvertently registered as a Sector Member but want to serve on the US Delegation, please contact your company’s DFP to cancel (“reject”) your Sector Member registration, and re-register under the US Administration to become a member of the US Delegation.

You will receive an email from the ITU confirming that they have received your registration request. This does not mean you are registered.

**Step 2**: Your Designated Focal Point (DFP) has to approve your participation. For the US delegation, the DFP is the Department of State. For Sector Members, there is a DFP within your company.

Within 3 days after the deadline for registrations established by the Head of Delegation (HoD), the DFP will send the HoD the list of those who requested registration as US delegates. The HoD will reply with a list of approved delegates – based on regular attendance in US preparations. The DFP will then confirm the registrations with the ITU, based on the HoD's list.

Once this process is completed, you should receive a confirmation email from the ITU, and your name should appear under “List of Registered Participants” on the ITU-R webpage.