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| **Regional Radiocommunication Seminars (RRS)** |  |
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| **INFORMATION for participants TO VIRTUAL EVENTS: REGISTRATION AND ACCESS TO VIRTUAL SESSIONS** |

Welcome to the ITU! This document provides information and guidelines to participants on how to register to a Radiocommunication Regional Seminar (RRS) and subsequently access the RRS virtual sessions.

**REGISTER TO THE EVENT (MANDATORY):**

1. **Do you already have an ITU user account or TIES access credentials?**If yes, go to step 2; if not, click [**here**](https://www.itu.int/en/ties-services/Pages/default.aspx) to create an ITU user account and then return to this page.
2. **Go to the**[**ITU-R event registration page**](https://www.itu.int/net4/ITU-R/events)**, log in using your ITU user account.**
3. **Complete the online registration request form.**After successful submission, you will receive an acknowledgement of successful submission of the registration request.
4. Your registration request is automatically forwarded to your [**Designated Focal Point for ITU-R event registration (DFP)**](https://www.itu.int/online/mm/scripts/s/gensel21?_lang=&_event=C-00006136&_event_type=ZSER) for approval.
5. **Upon the approval of the DFP**, you will receive an **email** **confirmation of registration**, which is required to be granted access to the event venue. Participants will also be notified in case the registration request is rejected by the DFP.

For support, please visit [www.itu.int/en/ITU-R/information/events](http://www.itu.int/en/ITU-R/information/events) or contact itu-r.registrations@itu.int

**ACCESS THE VIRTUAL SESSIONS:**

1. **All sessions will be available via the ITU Restricted Virtual Events Portal at** <https://www.itu.int/en/events/Pages/Virtual-Sessions.aspx>
2. **Log in with the same credentials used to register to the event. If you see the RRS sessions but the sessions are not available to you, you either did not register to the event yet, did not obtain your focal point approval yet, or have logged in using credentials different from the ones used to register.**
3. **Virtual rooms open about 30 minutes before the sessions start time. When not open yet the virtual rooms are shown as *Available Soon*. As appropriate, refresh the web page to display the link to join the Open virtual room.**

**BEFORE THE EVENT:**

* **Download and install** [**Zoom**](https://zoom.us/download)**.** Check that you are **running the latest version of Zoom**. Alternatively, you can also use the online version of Zoom. For Zoom troubleshooting please visit the [Zoom Help Center](https://support.zoom.us/hc/en-us/articles/206175806)**.**
* Join the session at least 15 minutes prior to the start. Test your audio configuration options before the meeting starts.

You are now all set for your participation to the upcoming RRS !