

## Additional Guidelines on the IHO Online Registration system

The IHO has launched the New IHO Online Event Registration System since mid-June 2021 which has been designed to facilitate the registration participant to IHO events such as Committee, Working Group and Project Team meetings.

The system provides a simple and easy way to access information about upcoming events and allows registered users and IHO Secretariat to keep informed of the most current status of event registrations and also enables the IHO Secretariat to gather statistical information about event participation.

This document describes the steps to be carried out in order to register for an event.

### Step 1) Access to IHO Online Registration

Click a link button on IHO website (<https://iho.int> > EVENTS & NEWS > Online Registration) and then the link “Go to the IHO Online Registration” or go directly to the web address <https://online.iho-khoa.kr/registration>

HOME > ONLINE REGISTRATION

## Online Registration

Participants to IHO Meetings and Events are invited to use the IHO Online Registration.

[Go to the IHO Online Registration](#)

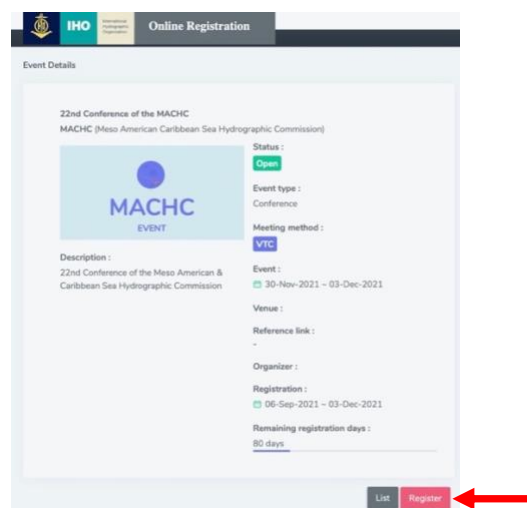
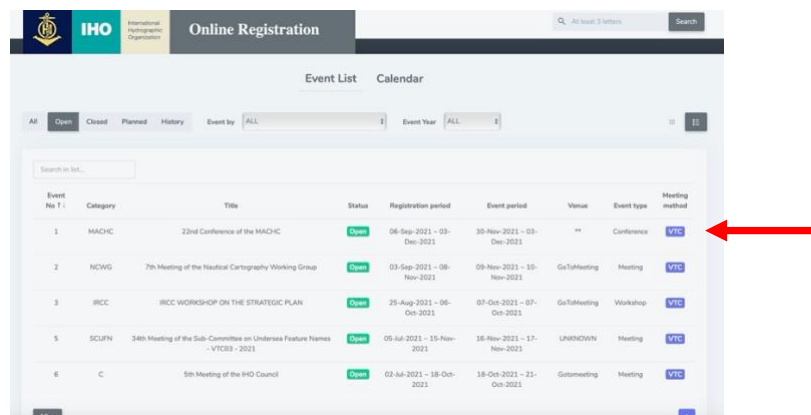
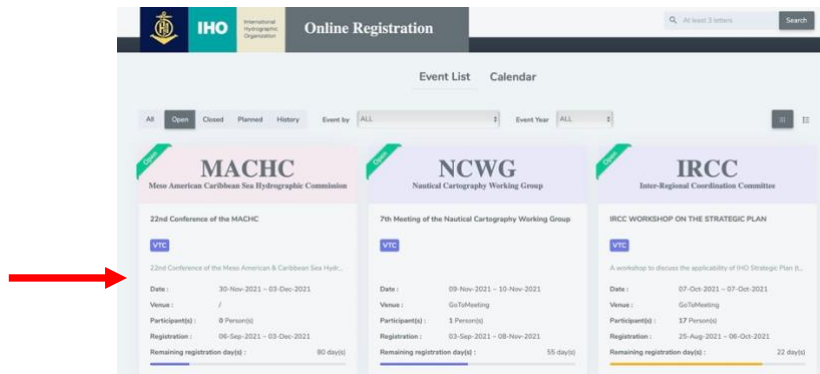


The screenshot shows the IHO Online Registration system interface. At the top, there is a navigation bar with the IHO logo and the text 'Online Registration'. Below the navigation bar, there are three event cards for the Council, NIPWG, and IRCC. Each card displays event details such as date, venue, and registration status.

Event	Date	Venue	Registration
Council 6th Meeting of the IHO Council	18-Oct-2022 – 20-Oct-2022	IHO Secretariat	Face to Face: 02-May-2022 – 18-Jun-2022 VTC: 02-May-2022 – 18-Sep-2022
NIPWG 9th Meeting of the NIPWG	13-Sep-2022 – 16-Sep-2022	Niteroi	Face to Face: 24-Mar-2022 – 13-Jun-2022 VTC: 24-Mar-2022 – 31-Aug-2022
IRCC 14th Meeting of the Inter-Regional Coordination Committee	06-Jun-2022 – 08-Jun-2022	Denpasar – Bali, Indonesia / GoToMeeting	Face to Face: 02-Mar-2022 – 08-May-2022 VTC: 02-Mar-2022 – 08-Jun-2022

## Step 2) Register for an Event

Select an Open event for which you want to register, click on the “Register” red button, then fill in the information of the requested “Registration form” and click on the “Apply” button at the end. (Please note: all fields marked with an asterisk (\*) must be completed). A while after completing this step, your registration information will appear in the “List” tab for that particular event.



The image shows a screenshot of an online registration form for the 22nd Conference of the MACHC. The form is titled "Registration form" and is overlaid on a page showing event details. The event details include the event name, description, dates (30-Nov-2021), and venue. The registration form itself contains several sections:

- \* Category of group**: A dropdown menu with "Select" as the current value.
- \* Status of participation**: A dropdown menu with "Select" as the current value.
- \* Country**: A dropdown menu with "Select" as the current value.
- \* Organization / Company**: A dropdown menu with "Select" as the current value.
- Department**: A text input field with "Department" as the placeholder.
- Job title**: A text input field with "Job title" as the placeholder.
- \* Name**: A dropdown menu with "Select" as the current value, followed by "First name" and "Last name" text input fields.
- \* E-mail**: A text input field with the placeholder "Please enter a correct e-mail address."
- \* Confirm e-mail**: A text input field with the placeholder "Please enter a correct Confirm e-mail address."
- Supplementary Information**: A table with columns for Date, Time, and Flight No. for both arrival and departure.

Date of arrival	Time of arrival	Flight No of arrival
09/14/2021	12:30 PM	Flight No

Date of departure	Time of departure	Flight No of departure
09/14/2021	12:30 PM	Flight No