

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.

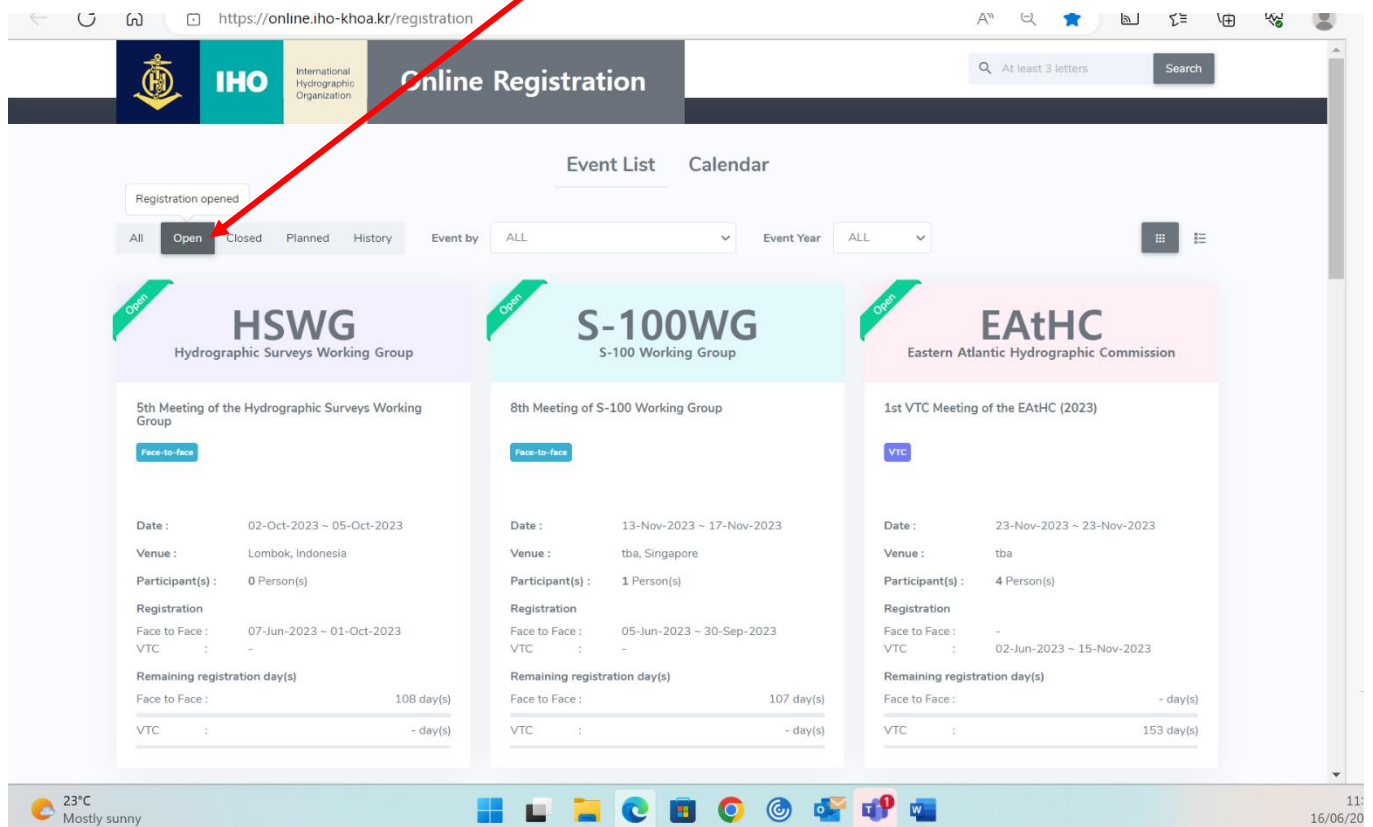
The system provides a simple and easy way to access information about upcoming events and allows registered users and IHO Secretariat to keep informed of the most current status of event registrations and also enables the IHO Secretariat to gather statistical information about event participation.

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

Step 1) Access to IHO Online Registration

Click the following link to access the IHO registration website: [IHO Online Registration \(iho-khoa.kr\)](https://online.iho-khoa.kr)

Ensure that 'Open' is selected here. This will show you all event registrations that are now live/open.



The screenshot displays the IHO Online Registration website interface. The browser address bar shows the URL <https://online.iho-khoa.kr/registration>. The website header includes the IHO logo and the text 'Online Registration'. Below the header, there are tabs for 'Event List' and 'Calendar'. A filter menu is visible, with 'Open' selected under 'Registration opened'. The main content area shows three event cards, each with a green 'Open' tag in the top left corner. The events are:

- HSWG** (Hydrographic Surveys Working Group): 5th Meeting of the Hydrographic Surveys Working Group. Date: 02-Oct-2023 ~ 05-Oct-2023. Venue: Lombok, Indonesia. Participant(s): 0 Person(s). Registration: Face to Face: 07-Jun-2023 ~ 01-Oct-2023. VTC: -. Remaining registration day(s): Face to Face: 108 day(s). VTC: - day(s).
- S-100WG** (S-100 Working Group): 8th Meeting of S-100 Working Group. Date: 13-Nov-2023 ~ 17-Nov-2023. Venue: tba, Singapore. Participant(s): 1 Person(s). Registration: Face to Face: 05-Jun-2023 ~ 30-Sep-2023. VTC: -. Remaining registration day(s): Face to Face: 107 day(s). VTC: - day(s).
- EAthC** (Eastern Atlantic Hydrographic Commission): 1st VTC Meeting of the EAthC (2023). Date: 23-Nov-2023 ~ 23-Nov-2023. Venue: tba. Participant(s): 4 Person(s). Registration: Face to Face: -. VTC: 02-Jun-2023 ~ 15-Nov-2023. Remaining registration day(s): Face to Face: - day(s). VTC: 153 day(s).

The bottom of the screenshot shows a Windows taskbar with the date 16/06/20 and time 11:11.

Step 2) Register for an Event

Select the event for which you wish to register, and then click on the "Register" red button at the bottom of the event screen.

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).

After completing this step, your registration information will appear in the "List" tab for that particular event.