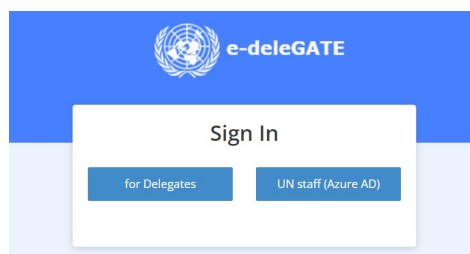


UN Staff Servicing the LLDC3 Conference and UN Staff Participating in the Conference (UN Secretariat and entities)

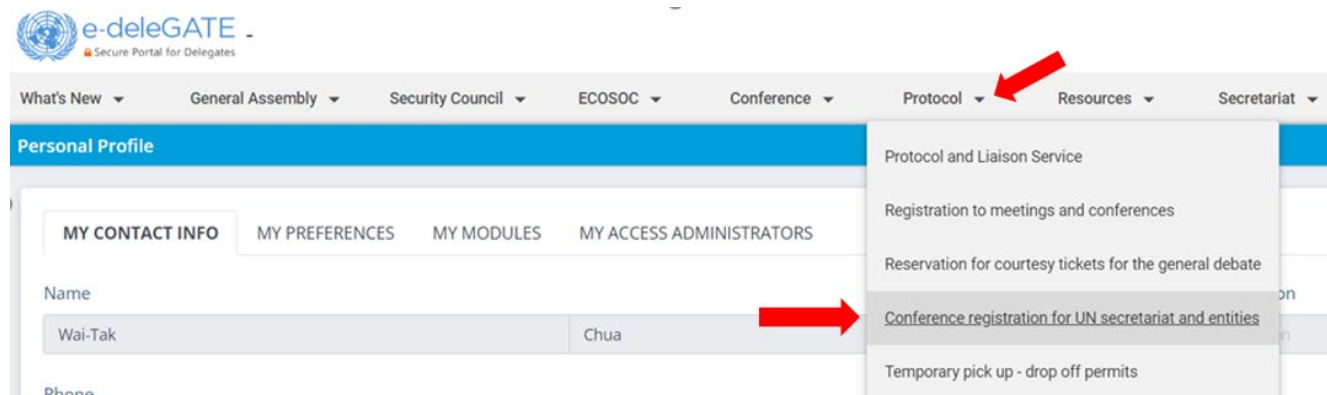
All registrations are processed via the eDeleGATE portal. Please log on to the portal directly at <https://edelegate.un.int>.



- (i) UN staff with emails ending in **@un.org**, please select **“UN Staff (Azure AD)”** [see A below].
- (ii) UN staff with emails ending in **@various UN domains** (e.g. @undp.org), please select **“For delegates”** [see B below].

A. UN staff with @un.org accounts may access the portal with their UniteID password. Please follow (i) and then follow the steps below to access the registration form:

- (1) Select “Conference registration for UN secretariat and entities” under the “Protocol” tab



- (2) Select “New Request”, the LLDC3 registration form will automatically appear, click on New request.

- (3) Choose “I am a UN staff servicing the conference” or “I am a UN staff participating in the conference” depending on your role and fill in your details.

- (4) Upload the required documentation*

* Authorization letter / letter of nomination issued by their respective department (director, head of the office, etc.) OR * Memo listing servicing staff to the conference

AND

* Photo

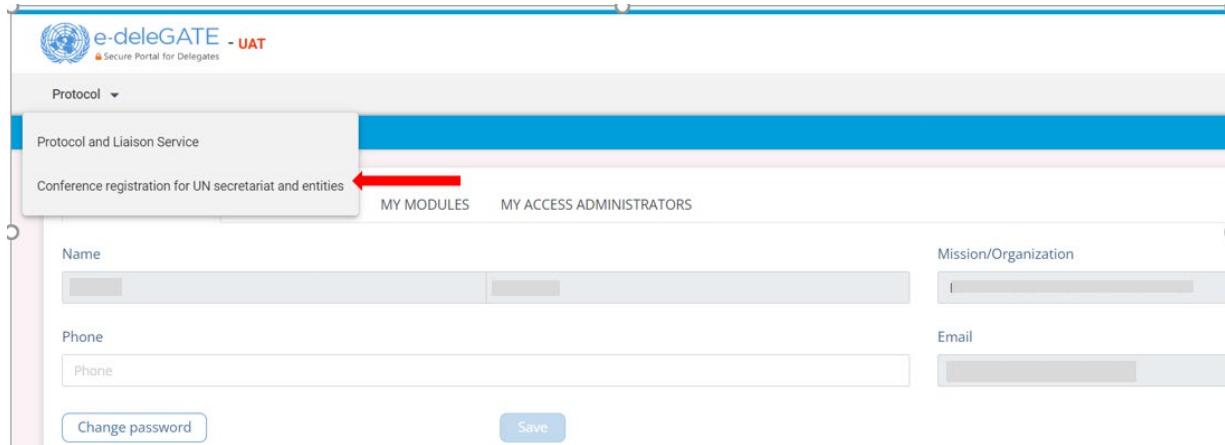
- (5) Click submit.

(6) Your registration will be reviewed, and you will receive an approval or rejection email shortly.

- B. **UN staff with emails ending in @various UN domains (e.g. @undp.org, etc.), who DO NOT have access to the edeleGATE portal, must create an account first. To do so, go to <https://edelegate.un.int/uns/create> to create an account and after you have received a temporary password, log on to the portal at <https://edelegate.un.int> and follow (ii). Then follow the steps below to access the registration form:**

- (1) Click on “Protocol”

(2) Select “Conference registration for UN secretariat and entities” under ‘Protocol’



The screenshot shows the e-deleGATE - UAT interface. At the top left is the logo and text "e-deleGATE - UAT" with "Secure Portal for Delegates" below it. A "Protocol" dropdown menu is open, showing "Protocol and Liaison Service" and "Conference registration for UN secretariat and entities" (indicated by a red arrow). Below the menu are links for "MY MODULES" and "MY ACCESS ADMINISTRATORS". The main form area contains fields for "Name", "Mission/Organization", "Phone", and "Email", along with "Change password" and "Save" buttons.

(3) From here, continue by following the same steps from **A - (2) to (6) above.**