How To Register for an ISO WG Meeting on the ISO site

Guidance for U.S. experts



ANSI's ISO Team isot@ansi.org

Background

Starting in October of 2017, registration through the ISO Meetings platform is mandatory for all ISO Working Group and Committee meetings, whether attending in-person or remotely.

Registration through the ISO Meetings platform helps to ensure that only authorized experts appointed by National Member Bodies are attending ISO meetings, and the registration deadline allows meeting hosts and committee leadership to ensure that there is adequate space and resources to support a successful meeting.

This brief presentation will show you how to register for an ISO Working Group meeting on the ISO Meetings platform.



What is needed - Membership

First, you must be officially registered as a member of the ISO Working Group by ANSI.

- If you receive document notifications from an ISO Working Group, you are officially registered as a member. You can register for ISO Working Group meetings.
- If you are not a member, contact your U.S. TAG Leadership. They would be able to advise you on how to be approved as a member, and they would make the official notification to ANSI to add you as a member of the Working Group. (Note that a Working Group Convenor or Secretary are not able to add you to their membership.)



What is needed - Information

Second, you should have the following information ready before registering for a Working Group meeting:

- Your arrival date
- Dietary information (if any)

Your departure date

If you require an invitation letter to attend the meeting:

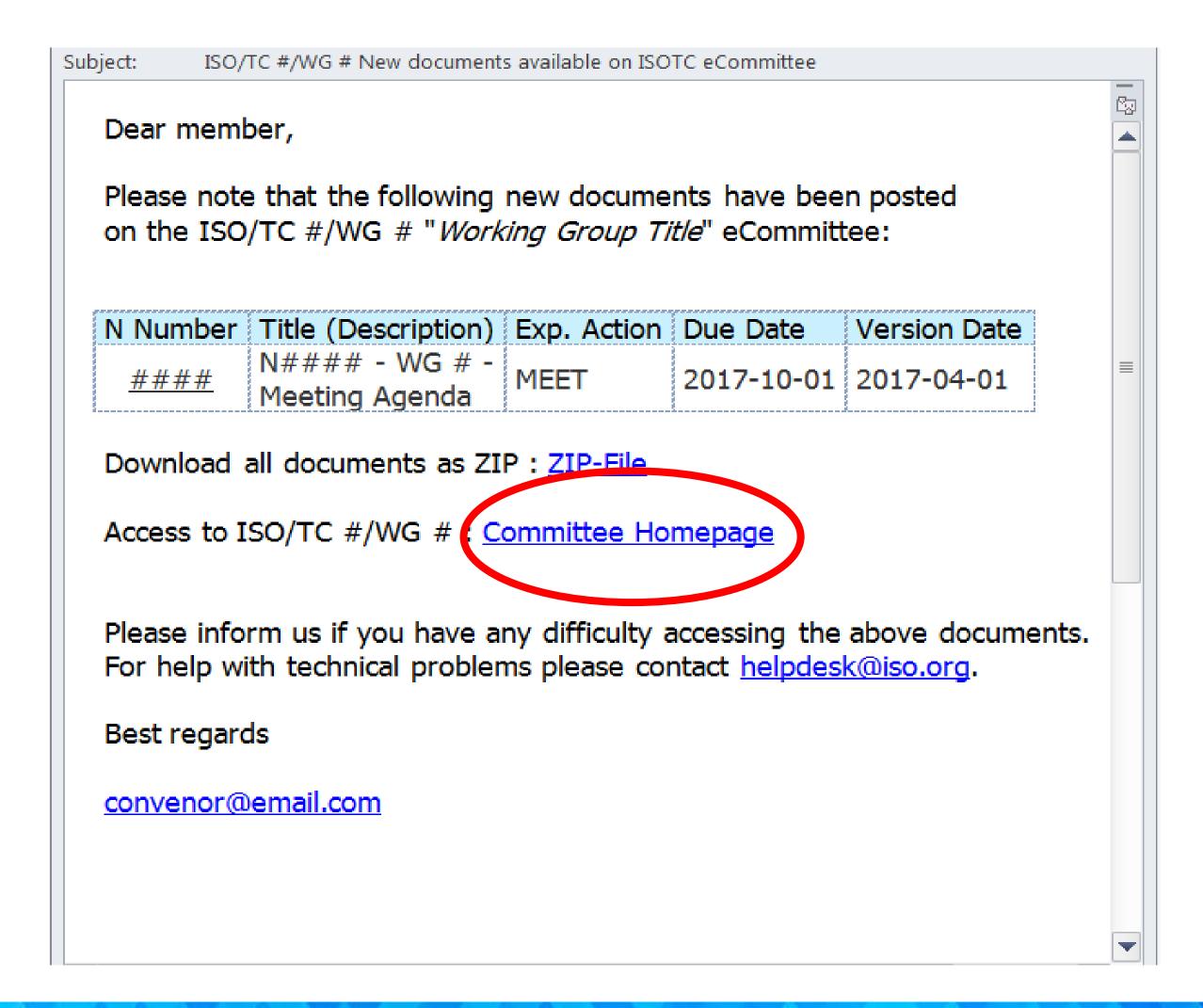
- Gender
- Home Address
- Passport Number
- Passport Issue Date

- Passport First and Last Name
- Birth Date
- Passport Country
- Passport Expiry Date



Navigate to the registration site

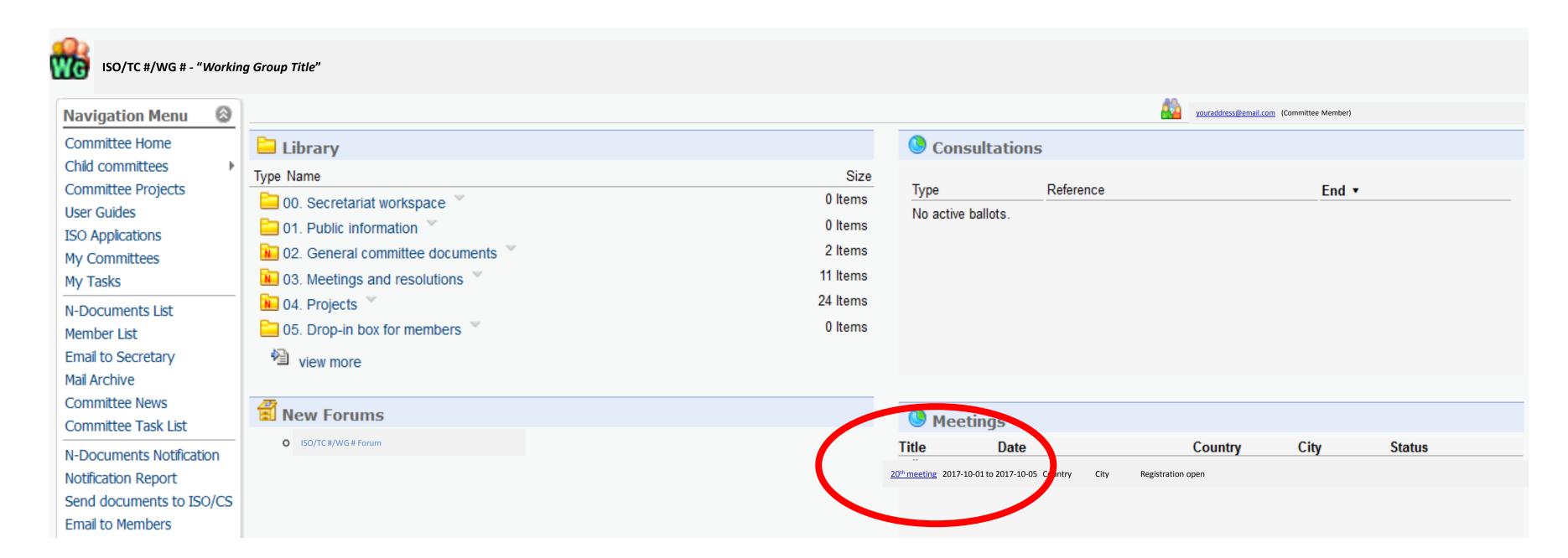
From any document notification, click on the highlighted link to go to the Committee Homepage.





Navigate to the registration site

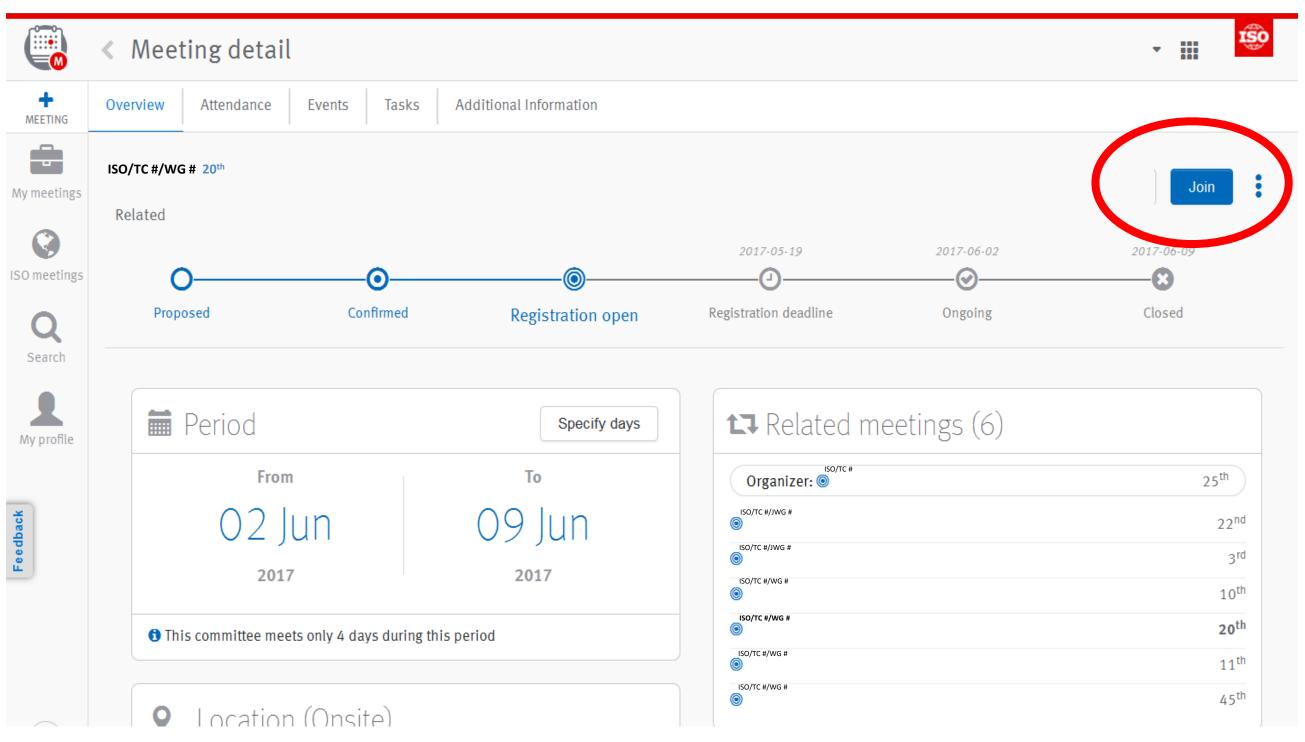
From the Committee Homepage, click the highlighted link to go to the ISO Meetings portal.





Register for the ISO WG Meeting

On the ISO Meetings portal, click on "Join" and enter the required information to register for the meeting.

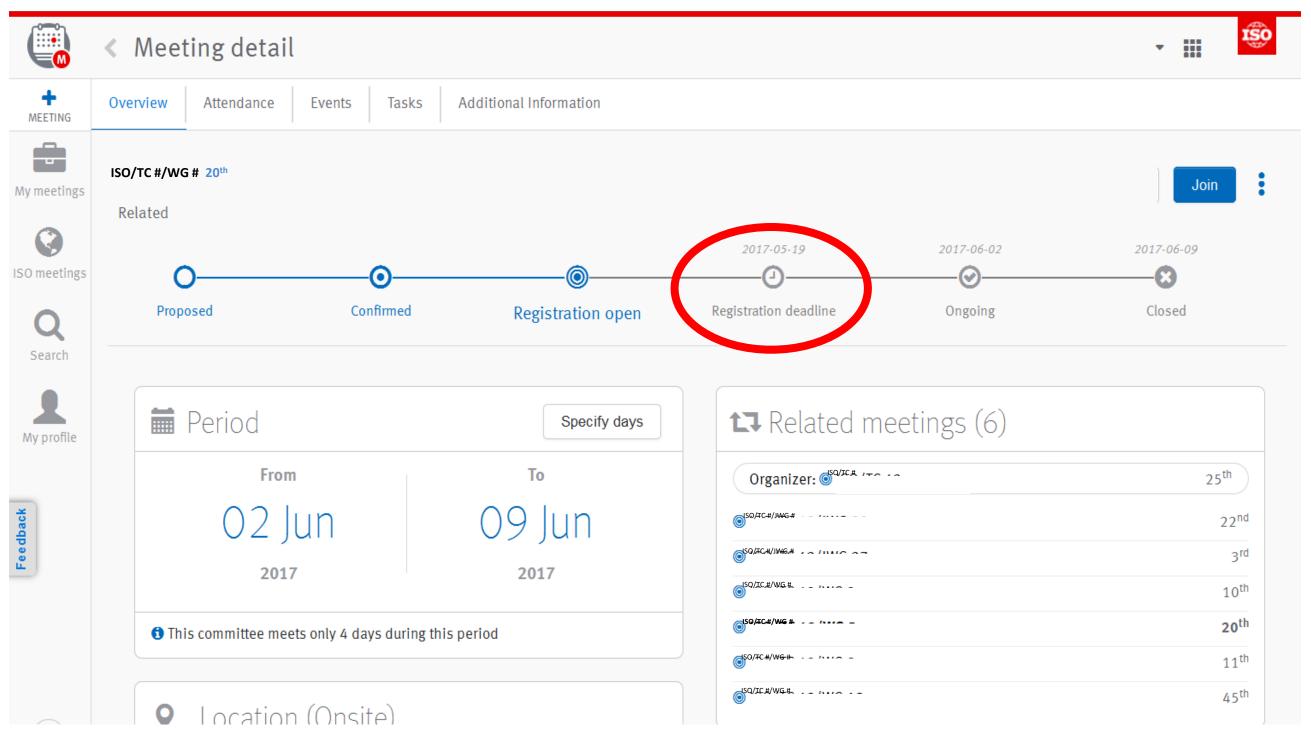


If your plans change, you should come back to this page and click "Cancel my registration", which will replace the "Join" button.



Register for the ISO WG Meeting

Please note the registration deadline listed for each meeting. The ISO Meetings portal will no longer allow you to register after that date.



To see if late
registrations are
possible, ask your
TAG Leadership to
reach out to
isot@ansi.org. ISOT
can work with the
Working Group
leadership to see if
space and resources
are available.



Register for a Plenary Meeting

Note that while you are required to register for ISO Working Group meetings through the ISO Meetings portal, you will not be able to register for a Plenary Meeting directly through the ISO Meetings portal.

To register for a Plenary Meeting, please contact your U.S. TAG Leadership. They would be able to advise you on how to be approved as a member of the U.S. delegation, and they would make the official notification to ANSI to accredit the entire U.S. delegation.

