

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

Guidance for U.S. experts



ANSI's ISO Team

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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
- ◆ Your departure date
- ◆ Dietary information (if any)

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.

Subject: ISO/TC #/WG # New documents available on ISOTC eCommittee

Dear member,

Please note that the following new documents have been posted on the ISO/TC #/WG # "*Working Group Title*" eCommittee:

N Number	Title (Description)	Exp. Action	Due Date	Version Date
####	N#### - WG # - Meeting Agenda	MEET	2017-10-01	2017-04-01

Download all documents as ZIP : [ZIP-File](#)

Access to ISO/TC #/WG # : [Committee Homepage](#)

Please inform us if you have any difficulty accessing the above documents. For help with technical problems please contact helpdesk@iso.org.

Best regards

convenor@email.com



Navigate to the registration site

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

The screenshot shows the ISO Committee Homepage. At the top left, there is a logo with 'WG' and the text 'ISO/TC #/WG # - "Working Group Title"'. On the right, there is a user profile 'youraddress@email.com (Committee Member)'. A 'Navigation Menu' is on the left, listing various options like 'Committee Home', 'Child committees', 'Committee Projects', 'User Guides', 'ISO Applications', 'My Committees', 'My Tasks', 'N-Documents List', 'Member List', 'Email to Secretary', 'Mail Archive', 'Committee News', 'Committee Task List', 'N-Documents Notification', 'Notification Report', 'Send documents to ISO/CS', and 'Email to Members'. The main content area is divided into sections: 'Library' with a table of folders, 'New Forums' with a forum link, and 'Meetings' with a table of meeting events. The 'Meetings' table has columns for Title, Date, Country, City, and Status. A red circle highlights the '20th meeting' entry in the 'Meetings' table.

Type	Reference	End
No active ballots.		

Title	Date	Country	City	Status
20th meeting	2017-10-01 to 2017-10-05	Country	City	Registration open



Register for the ISO WG Meeting

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

The screenshot displays the 'Meeting detail' page on the ISO Meetings portal. The page is divided into several sections:

- Header:** Includes a navigation bar with 'Meeting detail' and an ISO logo.
- Navigation:** A horizontal menu with tabs for 'Overview', 'Attendance', 'Events', 'Tasks', and 'Additional Information'. The 'Overview' tab is selected.
- Meeting Information:** Shows 'ISO/TC #/WG # 20th' and a 'Join' button, which is circled in red.
- Timeline:** A horizontal timeline with stages: Proposed, Confirmed, Registration open, Registration deadline (2017-05-19), Ongoing (2017-06-02), and Closed (2017-06-09).
- Period:** A section for selecting dates, showing 'From 02 Jun 2017' and 'To 09 Jun 2017'. A note states: 'This committee meets only 4 days during this period'.
- Related meetings (6):** A list of related meetings with their ISO/TC #/WG # and dates: 25th, 22nd, 3rd, 10th, 20th, 11th, and 45th.

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.

The screenshot displays the 'Meeting detail' page for an ISO meeting. The timeline indicates the following stages and dates:

- Proposed
- Confirmed
- Registration open
- Registration deadline: 2017-05-19 (highlighted with a red circle)
- Ongoing: 2017-06-02
- Closed: 2017-06-09

The 'Period' section shows the meeting dates from 02 Jun 2017 to 09 Jun 2017. A note states: 'This committee meets only 4 days during this period'. The 'Related meetings (6)' section lists other meetings with dates: 25th, 22nd, 3rd, 10th, 20th, 11th, and 45th.

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.

