Registration and Accreditation System for the International Ministerial Meeting of the Coordination Bureau of the Non-Aligned Movement

Caracas, Bolivarian Republic of Venezuela
July 18 to 21, 2019
First, choose the country or organization you come from. Then, click on «Validate» to continue to the next window.
Once in the Validation section, type the token or code supplied in the invitation and click on «Validate».
After validating, please complete registration of the country or organization. Fill out the form below.

- Name and surname of the person responsible for managing the account
- Mail
- Telephone number
- Password

**Important**

It is important to have access to the e-mail account used in the Registration, since the verification e-mail will be sent to such e-mail account

**Security Criteria**

Password must have:
- One upper letter and one lower case
- One number
- One special character
- Max. 8 characters
After the aforementioned process, verify your mail. Check the inbox of the mail to be confirmed. If you don’t receive the message, click on “click here to request another”

If you want to change the language, click on this flag.
After receiving the verification e-mail, go to the option “Confirm e-mail”. You will return to the main page to enter data supplied in the registration process: e-mail, user and password. Token will not be requested again if you fill out correctly all the data.
After verifying the e-mail, the following sections will be enabled:

- Participants
- Private flights
- Public Press
Click on «Add» to enter participants and upload a profile for each person attending the meeting. Once profiles are created, they will be added. This section allows to manage all participants attending the meeting.
Participant Profile Creation

Diplomatic Mission
Consular mission
International Organisation
Foreign Affairs Ministry

Passport type photo, white background. (Visa type)

Head of Government
Foreign Affairs Minister
Ambassador
Consul
Secretary
Choose...

In case of allergy or unfavorable reaction because of the intake of any protein or carbohydrate, mention it in this section

Minister
High Official
Delegate
Security officer
Protocol staff
Press staff
Participant Profile

After creating Participants’ Profiles, a section will be enabled to:

- Edit Profiles
- Add Flight schedule (If applicable)
- Add Weapons (If applicable)
Travel Itinerary

Travel itinerary for guests traveling on commercial flights. All data about arrivals and departures must be uploaded for each participant.
Travel itinerary data entering (National Conections)

If your entry or exit flight from Venezuela has a national connection, click on «+» to add flight data.
Participant Profile

This section is for security officers requiring to use weapons in the Venezuelan territory.
Overflight Request (Private flights)

This section is intended for entering data according to ICAO standards (International Civil Aviation Organisation). This is optional and it must be used only if the attending delegation will travel on private flight.

<table>
<thead>
<tr>
<th>Flight of Date</th>
<th>Annex to the Official Letter No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of Flight</td>
<td></td>
</tr>
<tr>
<td>Provenance</td>
<td>Destination</td>
</tr>
<tr>
<td>Description of Load</td>
<td>Observations</td>
</tr>
</tbody>
</table>

Save
Aircraft Information

Aircraft identification and data section.

Overflight Request

Data of the Main Aircraft

Type of Aircraft

Registration Number

Call Sign

Save
Overflight Request

Enter data on entry and exit from Venezuelan territory
Overflight request

Enter data on airfield and flight route.

Overflight Request

Itinerary (Aerodromes of entrance and exit in all the route)

Country

City

Takeoff  Arrival

Designated

Save
Overflight Request

Add Aircrew Profiles
Overflight Request

Add flight passengers
After the loading process, you can observe the complete flight plan, and be able to add information in the necessary segment.

### Overflight Request

**Annex to the Official Letter No. #12345**

- **Flight Date:** 2019-06-26
- **Purpose of Flight:** Mhoal
- **Provenance (ID OACI):** Barbados
- **Destination (Designator OACI):** Venezuela
- **Description of Load:** bag, food
- **Observations:** N/A

<table>
<thead>
<tr>
<th>Type of Aircraft</th>
<th>Registration Number</th>
<th>Call Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
<td>Boeing 747.</td>
<td>12345</td>
</tr>
<tr>
<td></td>
<td></td>
<td>123</td>
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<tr>
<td></td>
<td>Aircrafts: 1</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>County</th>
<th>City</th>
<th>Takeoff</th>
<th>Arrival</th>
<th>Designated OACI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbados</td>
<td>Caracas</td>
<td>2019-06-26 19:52:00</td>
<td>2019-06-28 19:52:00</td>
<td>1234</td>
</tr>
</tbody>
</table>

**Itinerary (Aerodromes of entrance and exit in all the route):** 1

<table>
<thead>
<tr>
<th>Position</th>
<th>First Name</th>
<th>Last Name</th>
<th>Passport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main</td>
<td>Pilotos</td>
<td>Rafael</td>
<td>Prueba</td>
</tr>
<tr>
<td>Aircrow</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>First Name</td>
<td>Last Name</td>
<td>Passport</td>
</tr>
<tr>
<td></td>
<td>Rafael</td>
<td>Prueba</td>
<td>123455</td>
</tr>
</tbody>
</table>

**Entry By**
- Caracas (2019-06-26 19:50:00)

**Output By**
- Valencia (2019-06-28 16:27:00)

**Entry / Exit / Route in Venezuela:** 1
Accredited Public Press

To add invited journalists, click on “Add” and complete the form below.

<table>
<thead>
<tr>
<th>#</th>
<th>First Name</th>
<th>Last Name</th>
<th>Position</th>
<th>Country</th>
<th>Actions</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No record found.
Accredited Public or Private Press

Required data for official or private press staff

- Reporter
- Cameraman
- Photographer
- Journalist
Once the press staff is loaded, you can view the loaded participants, add and edit a profile if necessary.

### Accredited Public Press

<table>
<thead>
<tr>
<th>#</th>
<th>First Name</th>
<th>Last Name</th>
<th>Position</th>
<th>Country</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Luis</td>
<td>Prueba</td>
<td>Reportero</td>
<td>Venezuela</td>
<td>✅</td>
</tr>
</tbody>
</table>
Contacts:
protocol@mnoal.org (protocol)
it@mnoal.org (technology)

Caracas, Bolivarian Republic of Venezuela
July 18 to 21, 2019