



United Nations
Climate Change Secretariat

UNFCCC Online Registration System

Frequently Asked Questions (FAQs) for Virtual-only Registration

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1. What is the Virtual-only registration in the Online Registration System (ORS)?

Virtual-only registration in the Online Registration System (ORS) provides access to UNFCCC meetings remotely to participants from Parties and Observer organizations. This is possible only for meetings that are open and have the possibility for online participation.

2. What are the benefits of having the Virtual-only registration option?

The Virtual-only registration gives Parties and Observer organizations a greater ability for more inclusive participation in the UNFCCC sessions by adding participants who cannot attend the conference physically to the “Virtual-only” environment.

3. I am already registered to attend in-person, can I still access the online platform?

Yes, participants registered for onsite attendance will also have virtual access.

4. I am registered as a virtual-only participant, can I come physically to the venue?

No, if you have been registered as a virtual-only participant you will not be able to attend in-person at the venue.

5. As a focal point (NFP / DCP), how can I add new participants for Virtual-only registration?

To register a virtual participant please select the “Virtual-only” tab in your My delegation page and click on the “Add a new Participant” button on the bottom left. Note that you must select “Virtual-only” for the “Badge type” field.

6. As a focal point (NFP / DCP), how can I add past participants for Virtual-only participation?

You may add past participants for virtual-only participation via the “All participants” tab. This displays all the participants from previous meetings. When you select "Add to delegation", an option to select badge type will appear. Please select "Virtual-only" from the "Badge type" option. The delegate will now appear in the Virtual-only tab.

7. Do Virtual-only participants appear on the List of Participants (LOP)?

Yes, the names of participants who logged on to the virtual platform at least once during the sessional period, will be listed in the virtual list of participants.

8. Why has the Onsite and Virtual-only quota been separated for admitted IGOs and NGOs?

This has been introduced to help enable broader participation without impacting the allocated onsite quota, thereby enhancing participation in the UNFCCC session.

9. Where can I find further information?

If you require further information, please consult the respective UNFCCC Online Registration System User Manual provided below:

- Parties User Manual:
https://unfccc.int/sites/default/files/resource/UNFCCC_ORIS_User_Manual_for_Parties_and_Observer_States.pdf
- United Nations Organizations and Specialized Agencies User Manual:
https://onlinereg.unfccc.int/public/UNFCCC_ORIS_User_Manual-UN_and_Sp_Agencies.pdf
- Admitted Observer Organizations (IGOs & NGOs) User Manual:
https://onlinereg.unfccc.int/public/UNFCCC_ORIS_User_Manual-Observer_Organisations.pdf