



**United Nations**  
Climate Change Secretariat

# **Pre-printed Badge Request Guide**

Parties and UN organizations and specialized Agencies

Release 3.0

October 2025

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## 1 Overview

National Focal Point (NFP) of Parties and Designated Contact Point (DCP) of the UN system organizations / UN specialized agencies may request the pre-printing of badges for their delegations. These pre-printed badges may be collected in advance at the registration counter of the conference venue.

Please note the following:

- Participants must be registered in the Online Registration System (ORS).
- This option is only available to participants who have a photo in the system (see [How to upload a photo](#)). The UNFCCC Registration and Accreditation team will not accept photo uploads through any other means if the photo is not available in the system.
- Pre-printed badges request must be submitted via the “Communication” tab in accordance with the instructions provided below. Requests that do not follow the correct procedure may be rejected.
- Request must be submitted no later than two (2) working days prior to the desired pick-up date. The secretariat will inform the requester via ORS when the badges are ready for collection.

**Note: Participants whose badges have been printed will be listed in the final List of Participants.**

## 2 Instructions

### 2.1 Requesting pre-printed badges

1. Go to “Communication” tab (1) and under “Type” select “Pre-Printed badges” (2).

The screenshot shows the UNFCCC Online Registration System (ORS) interface. At the top, there are navigation tabs: 'All participants', 'My delegation', 'Account settings', and 'Communication' (1). The 'Communication' tab is highlighted. Below the tabs, the section is titled 'Communication with the Secretariat'. There is a red arrow pointing to the 'Type' dropdown menu (2). The dropdown menu is open, showing options: 'Other (Regular)', 'Other (Regular)', 'Visa related queries', 'Funding related queries', and 'Pre-Printed badges'. The 'Pre-Printed badges' option is highlighted with a red box and a red circle with the number 2. Below the dropdown menu, there is a 'Save and continue' button. At the bottom, there is a note: '\* - mandatory field'.

2. A list will be displayed with the names of all confirmed participants.

Select the participants whose badges are to be pre-printed. You can select multiple participants by holding the “Shift” or “Ctrl” key while clicking on their names (3).

UNFCCC Online Registration

All participants My delegation Account settings Communication

### Communication with the Secretariat

Type\* Pre-Printed badges [?]

Add a new message\* [?]

Pre-print badges for the following delegates

- 1. Ms. Margarita Basnet, Minister, D
- 3. Mr. Santhosh Kulage, Minister, As
- 4. H.E. Mr. Kirill Sergevich, Minister
- 5. H.E. Ms. Ramooz Jackson, Minist

**Before you submit**

You can request to have badges pre-printed for your delegation. This option is available only to delegates who have a photo in the system. You can upload photos via the “Delegation” tab: You find the “Photo” button in the “Action” column.

Kindly state here the

- names for whom badges shall be preprinted. Indicate the spelling as registered in ORS.
- name of the person who is authorized to pick up the badges.

The person of trust collecting the badges signs on behalf of the delegates and will be responsible for the distribution of the badges. Please note that a delegate whose badge has been printed will be reflected in the List of Participants. The secretariat will inform you via this channel when the badges are ready for pick-up at the registration counters.

Save and continue

\* - mandatory field

3. Once the names of the participants have been selected, provide the name of the person authorized to collect the badges in the text box (4) and select “Save and continue” (5).

UNFCCC Online Registration

All participants My delegation Account settings Communication

### Communication with the Secretariat

Type\* Pre-Printed badges [?]

Add a new message\* [?]

Dear Secretariat,

Mr Daniel Subasi is authorized to collect the requested pre-printed badges.

Thank you.

Pre-print badges for the following delegates

- 1. Ms. Margarita Basnet, Minister, D
- 3. Mr. Santhosh Kulage, Minister, As
- 4. H.E. Mr. Kirill Sergevich, Minister
- 5. H.E. Ms. Ramooz Jackson, Minist

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The person of trust collecting the badges signs on behalf of the delegates and will be responsible for the distribution of the badges. Please note that a delegate whose badge has been printed will be reflected in the List of Participants. The secretariat will inform you via this channel when the badges are ready for pick-up at the registration counters.

Save and continue

\* - mandatory field

## 2.2 Collection of pre-printed badges

Please note that the NFP/UN-DCP will be notified via the ORS once the pre-printed badges are ready for collection.

- When the NFP/UN-DCP is notified that the pre-printed badges are ready for collection, the authorized person may approach any registration desk to pick up the badges.
- The authorized person must review and sign a pickup credential form on behalf of the participants and **is responsible for the distribution of the badges.**



UNFCCC  
Online Registration

All participantsMy delegationAccount settingsCommunication  
1 new

### Communication with the Secretariat

Type\*

Other (Regular)

?

Add a new message\*

?

Save and continue

\* - mandatory field

Unread messages are displayed in **bold text**.

Nominator: Party-A

Dear Sir/Madam,

Kindly be informed that badges have been printed for your delegation as requested.

The authorized collector can collect the badges during registration desk opening hours.

Kind regards,

Ms. I , Thursday, 09 Oct 2025, 12:41

## 2.3 How to upload a photo

1. In the “My delegation” tab (1), go to the “Action” column and select the “Photo” button (2).

UNFCCC Online Registration

All participants **1** My delegation Account settings Communication

**Onsite**

Nominate and confirm by  
**15 Nov 2025**  
39 day(s), 4 hour(s) left

By adding names to the list on "My delegation" page you are nominating individuals to participate in this meeting. Ensure you confirm your participants before the Confirmation Deadline.

**Virtual only** Registration for the meeting is closed or not yet open.

**My delegation for COP, 10-26 Nov 2025**

Onsite Virtual only

Filter participants:

Delegation can be sorted by clicking the red title of each column.  
Head of delegation is Nr. 1 in the List Of Participants, Deputy head is Nr. 2.

Please choose at least one head of delegation

<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	1	Ms. Margarita Basnet	Party delegate	Registered	10-26 Nov 2025		Edit Remove Confirm Photo	Nomination Acknowledgement
<input type="checkbox"/>	2	Mr. Bryan Herrera	Party delegate	Registered	10-26 Nov 2025	Photo required	Edit Remove Confirm <b>Photo 2</b>	Nomination Acknowledgement

2. On the next screen, click “Browse” (3) to upload the participant’s photo from your device. **The maximum file size of photo should not exceed 4MB.**

UNFCCC Online Registration

All participants My delegation Account settings Communication

**Upload photo**

The picture upload option has been installed for your VIP delegates or in case a badge needs to be pre-printed for an urgent reason. The secretariat reminds you that for security reasons it is strongly recommended that every delegate approaches in person the registration counters to have a real time picture taken, to be issued a badge and to sign the conference rules and regulations of the UNFCCC.

It is the NFP's responsibility to ensure that pictures are uploaded in the accurate order and appropriate to the conference needs.

Please upload portrait photo as for passport. Please make sure the uploaded picture matches the correct person.

Image

Photo requirements:



- Taken within the last 6 months
- Portrait photo (biometric standards):
  - With no shadows
  - With a plain background
  - Person must face the camera in the photo
  - Have a neutral expression
  - Have both eyes open
  - Not wear eyeglasses except for medical reasons
- Image type: jpeg
- Image size: square, min 300 x 300 pixels
- Maximum size of the photo should not exceed 4MB

Participant name Bryan Herrera

**3** Photo\* Browse... No file selected. [?]

Save changes and continue Go back without saving

3. After selecting the file, the photo will appear in the image box. To save the photo, select “Save changes and continue” (4).

 UNFCCC  
Online Registration

All participantsMy delegationAccount settingsCommunication

### Upload photo

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Please upload portrait photo as for passport. Please make sure the uploaded picture matches the correct person.

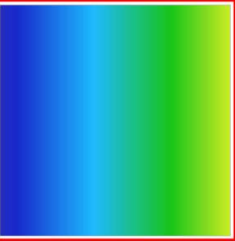
Image

Photo requirements:

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  - Not wear eyeglasses except for medical reasons
- Image type: jpeg
- Image size: square, min 300 x 300 pixels
- Maximum size of the photo should not exceed 4MB

Participant name



4

Photo\*  No file selected. [\[?\]](#)


4. The “My delegation” tab will reappear, and the message bar will notify you that the photo has been successfully uploaded.

Logged in as Ms. National Focal Point [\[log out\]](#)

[Try new UI] Meeting: COP Delegation: Party-A

 UNFCCC  
Online Registration

All participantsMy delegationAccount settingsCommunication

 Photo has been uploaded 09 Oct 2025 13:01 CET

Onsite

Nominate and confirm by  
**15 Nov 2025**  
37 day(s), 10 hour(s) left

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Virtual only **Registration for the meeting is closed or not yet open.**

My delegation for COP, 10-26 Nov 2025


Onsite

Virtual only

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<input type="checkbox"/>	Order in LOP [?]	Salutation First / Last name	Badge type	Status	Attendance	Data still required?	Action [?]	Documents [?]
<input type="checkbox"/>	1	Ms. Margarita Basnet	Party delegate	Registered	10-26 Nov 2025		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	 Nomination Acknowledgement
<input type="checkbox"/>	2	Mr. Bryan Herrera	Party delegate	Draft	10-26 Nov 2025		<input type="button" value="Edit"/> <input type="button" value="Remove"/> <input type="button" value="Confirm"/> <input type="button" value="Photo"/>	