

Registration Checklist

Last updated: April 2020

This document is intended to provide an overview of key 'to do's' and key information for those responsible for delivering the registration requirements for the annual meeting. This document may act as a checklist against itemized deliverables onsite.

No.	Subject	Recommendations
1	Online Registrations	All delegates are encouraged to register online. No (or limited) labelled self-check-in counters available onsite.
2	HC Invitations	<ul style="list-style-type: none"> ● It's the responsibility of the HC to invite the embassies and local organizations. ● Group code to be generated by ADB and passed on by HC. ● It is advisable to take great care as to whom these invitations are sent to. Recommendation is that the HC appoints one staff member to manage this code and HC invitations. Recipients to be told not to pass it on.
3	Registration Walk-Ins	One focal person from HC to handle/approve walk-ins.
4	Accreditation	ADB to manage accreditation with HC to assist.
5	Name Badge/ Lanyard	<ul style="list-style-type: none"> ● All last-minute printing managed by Host Country. ● HC to provide ADB registration team 3 local quotes for last minute printing of badges. ● Suggestion for HC to produce a small surplus for each badge backdrop based on ADB suggested breakdown.
6	Temporary Badges	To discuss the best process with the registration team in an event of a Power Failure.
7	Photo ID	<ul style="list-style-type: none"> ● PCO/HC to order desktop webcams for onsite registration. ● ID cards provided by ADB and printed when delegates pick up their badge. ● HC/PCO advises ADB what identification venue staff and suppliers will require. ● Technical staff, HC organizing staff and conference personnel (Volunteers) to use printed badges via ADB registration system. ● Advise ADB early on how many extra badges is required for this.
8	Networking Events	<ul style="list-style-type: none"> ● HC/PCO to discuss with ADB the best registration system for Networking Events especially HC Welcome reception. ● Guest to bring their invitation letter to HC Events.
9	Badges and Access	<ul style="list-style-type: none"> ● HOD badges will include a hologram to identify security they have access to all areas ● Pins for Head of Delegation and Deputy ● No main badges for Head of Delegation required ● LO's to pick-up badges and gifts on behalf of delegations ● Badge recycle bins provided by HC for badges once used

10	Equipment	<ol style="list-style-type: none"> 1. Provided by ADB: <ul style="list-style-type: none"> - ID Printers - Laptops - Colored Printer - Multifunction printer - Heavy Duty Photocopier - Onsite printer troubleshooting support 2. Provided by HC: <ul style="list-style-type: none"> - Technical Support and installation of software - 42" Plasma screen - 2-way radios - Bollards
11	Registration Counter	Ensure it has ample storage behind for giveaway bags
12	Branding	<p>Branding Registration Counter suggested branding</p> <p>Removable Signs:</p> <ul style="list-style-type: none"> - Counter 1: Media - Counter 2: CSO's - Counter 3: Walk-in Registration - Counter 4 - 10 - Delegate Registration
13	Registration personnel	<ul style="list-style-type: none"> ● Ensure Personnel are available for the training days in the leadup to registration opening. ADB to train personnel on registration system ● All registration Personnel must be fluent in English and above average computer skills ● Suggestion to schedule registration staff earlier to help pack the delegate bags
14	Registration Center	Registration center to be ready three days prior to annual meeting open.