

BIS Registration User Guide for Meetings or Virtual Meetings

This guide describes how to register online for a BIS meeting or event. Please contact your Meeting Organiser for any further questions. The Meeting Organiser will e-mail you the **registration link** for the specific meeting.

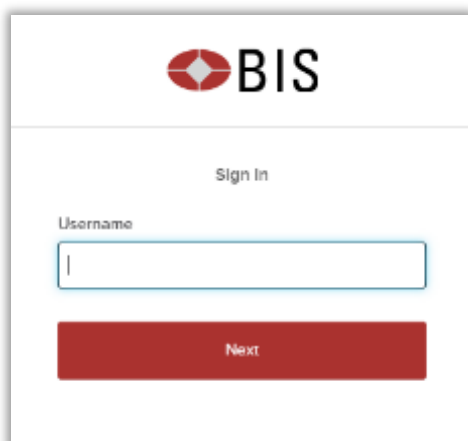
Please keep this **registration link** in case you need to modify your registration later.

Important to know: In case of a pre-registration to attend a meeting virtually: login details to connect to the actual virtual meeting platform (eg WebEx) have been sent or will follow separately, via email or eBIS.

1. LOG IN

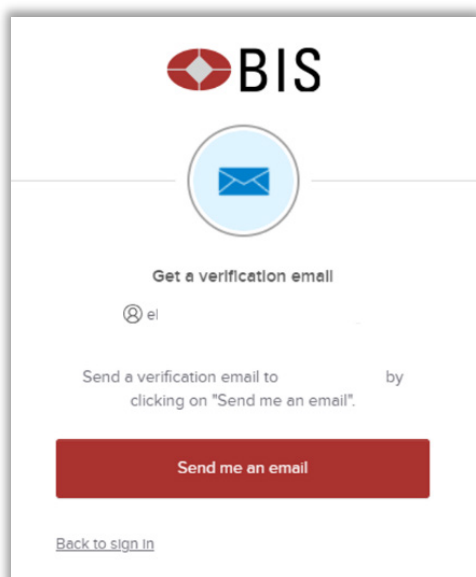
Already have a BIS registration account?

Login using your **e-mail address**



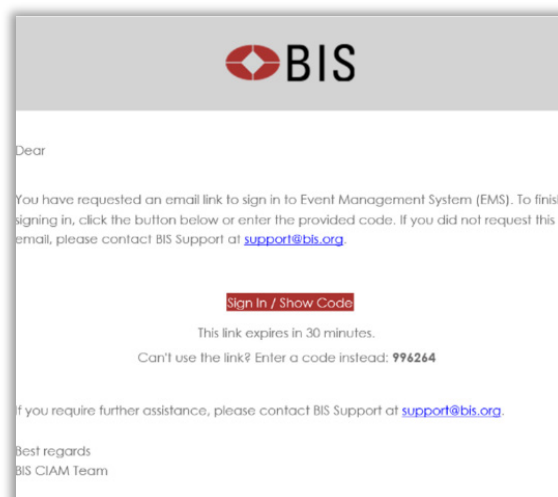
The image shows the BIS Sign in page. At the top is the BIS logo. Below it is the text "Sign in". There is a "Username" label above a text input field. Below the input field is a red button labeled "Next".

Click **Send me an email** to continue



The image shows the BIS "Get a verification email" page. At the top is the BIS logo. Below it is a circular icon with an envelope. The text "Get a verification email" is centered. Below that is a small icon of a person and the text "Send a verification email to by clicking on 'Send me an email'". At the bottom is a red button labeled "Send me an email". There is a link "Back to sign in" at the bottom left.

You will receive an email with a one-time verification code. Click on **Sign In** to login to the registration page:



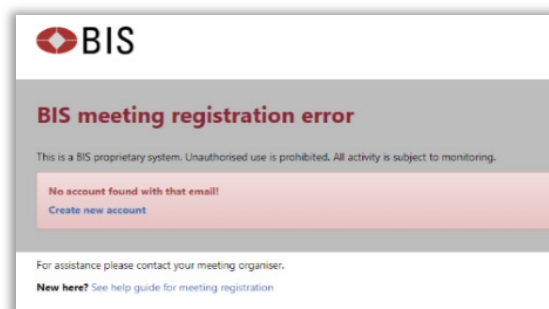
The image shows an email verification page from BIS. At the top is the BIS logo. The text "Dear" is followed by a line break. Below that is a paragraph: "You have requested an email link to sign in to Event Management System (EMS). To finish signing in, click the button below or enter the provided code. If you did not request this email, please contact BIS Support at support@bis.org." Below this is a red button labeled "Sign in / Show Code". Below the button is the text "This link expires in 30 minutes." and "Can't use the link? Enter a code instead: 996264". At the bottom is a paragraph: "If you require further assistance, please contact BIS Support at support@bis.org." and "Best regards BIS CIAM Team".

Please make sure that the **Sign In** opens in the **same browser** which you used to open the registration link.

No BIS registration account yet?

Should you have no account registered with BIS, you will see the "BIS meeting registration error" page.

Click **Create new account** to create your registration profile:



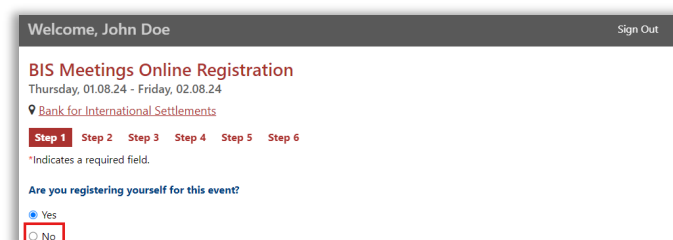
The image shows the "BIS meeting registration error" page. At the top is the BIS logo. Below it is the heading "BIS meeting registration error". Below the heading is a paragraph: "This is a BIS proprietary system. Unauthorised use is prohibited. All activity is subject to monitoring." Below that is a red box with the text "No account found with that email!" and a link "Create new account". At the bottom is a paragraph: "For assistance please contact your meeting organiser. New here? See help guide for meeting registration".

- **Institution/Contact Details:** Fill in the required institution & contact information. Please note that certain fields – marked with an asterisk (*) – are mandatory.
- **Event:** Please provide the details of the event you would like to register for.
- **Event Contact Person:** Please enter the name of the Event Contact Person (Meeting Organiser) who sent you the invitation to register for the event. The Event Contact Person will be notified when your profile has been finished.
- **Additional Information:** Please select the Business Unit from the list, who organises the BIS meeting or event.

2. REGISTER ON-BEHALF SOMEONE ELSE

Log in with your own e-mail address.

Under **Are you registering yourself for this event?** select the option **No**:



Welcome, John Doe Sign Out

BIS Meetings Online Registration
Thursday, 01.08.24 - Friday, 02.08.24
[Bank for International Settlements](#)

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

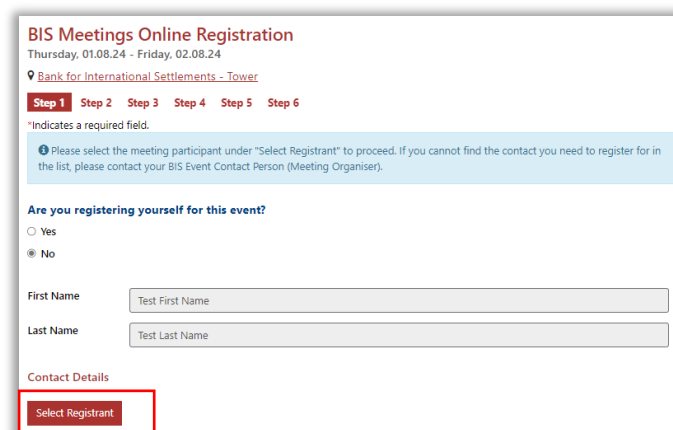
*Indicates a required field.

Are you registering yourself for this event?

☒ Yes

☐ No

Click **Select Registrant**



BIS Meetings Online Registration
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[Bank for International Settlements - Tower](#)

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

*Indicates a required field.

Please select the meeting participant under "Select Registrant" to proceed. If you cannot find the contact you need to register for in the list, please contact your BIS Event Contact Person (Meeting Organiser).

Are you registering yourself for this event?

☐ Yes

☒ No

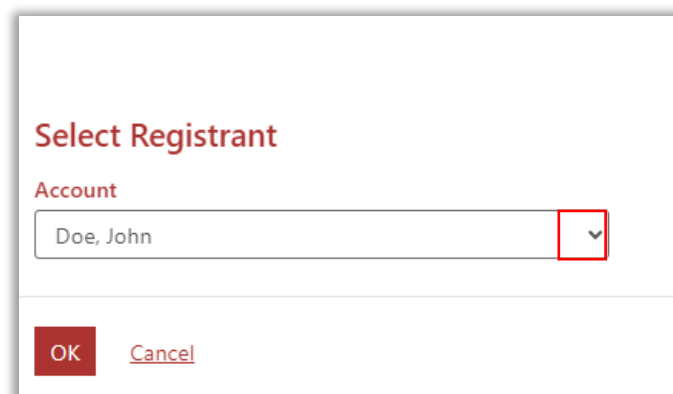
First Name

Last Name

Contact Details

Select Registrant

Select the meeting participant from the list you want to register for on behalf:



Select Registrant

Account

▼

OK **Cancel**

Click **Finished**

After you finished the form, the meeting organiser must **verify** and **activate** it. When your profile is activated – **typically, within a few working days** – you will receive an automatically generated e-mail.

Click **OK**

If you would like to be able to register on-behalf of other individuals not displayed here, please contact your Meeting Organiser.

Summary page of your Contact Details and the person Contact Details you are registering on their behalf.

Click **Next** to continue:

Are you registering yourself for this event?

☐ Yes

☒ No

First Name

Last Name

Contact Details

Select Registrant

First Name*

Last Name*

Institution

Title

Department

Section/Unit

Image* [Preview](#) [Delete](#)

If your Contact Details need to be updated, please contact your Event Organiser.

Photo Upload

If you do not have an existing photo, please upload a passport style photo (eg 5cm by 3cm full face) in JPEG format.

[Next](#)

You will be directed to the Meeting Registration.
After registering, the person creating the registration will receive the email confirmation.

3. UPLOAD BADGE PHOTO

If you see a "Browse..." button under Contact Details then there is no picture attached to your profile.

This picture will be used for the BIS access badge. Click on **Browse...** to upload a passport type photo.

Contact Details

First Name*

Last Name*

Image [Browse...](#) No file selected

If you see a "[Preview](#)" button, then your profile contains a picture already:

Image* [Preview](#) [Delete](#)

4. REGISTER FOR AN EVENT

On the "Meeting Registration" screen, select the specific meetings and social events which you plan to attend.

Click **Next** to continue:

Meeting Registration

Day 1*

At least one option must be selected from this group.

☒ Meeting 1 - Thursday, 01.08.24 08:00 - 10:00

Day 2*

At least one option must be selected from this group.

☐ Meeting 2 - Friday, 02.08.24 08:00 - 18:00

[Next](#) [Back](#)

Click **Next** to continue:

Social Events

Day 1

☒ Dinner, Teufelhof - Thursday, 01.08.24 19:00 - 21:00

[Next](#) [Back](#)

5. ADD VISA AND DIETARY REQUIREMENTS (if applicable)

On the "Registrant Details" screen, select the dietary requirements of the registrant and if a visa support letter is required, if applicable.

Registrant Details

At least one option must be selected from this group.

☒ Dietary Information

Dietary requirements*

Additional dietary details

At least one option must be selected from this group.

☒ Visa Requirements

Is a visa support letter required?*

[Next](#) [Back](#)

6. ADD TRAVEL INFORMATION

Please note that it is possible to edit this information later if your travel information changes.

Enter "Check-In" and "Check-Out" dates in order to find available hotel rooms.

Click **Search** to see available hotels:

Travel Details

☒ **Arrival Information**

Arrival Date*

Arrival Pickup Time*

Arrival Ref - flight#

Arrival To Location*

Arrival Remarks

Location

☒ **Departure Information**

Departure Date*

Departure Time*

Departure Ref - flight#

Departure Pickup Location*

Departure Remarks

Location

[Back](#)

Click **Next** to continue

7. SELECT A HOTEL

Should your registration offer the hotel option you can book your hotel on the summary page. Here the **Add Hotel** button will be displayed.

 Registrant: Doe, John

Item

Meeting 1 - Thursday, 01.08.24 08:00 - 10:00

Dinner, Teufelhof - Thursday, 01.08.24 19:00 - 21:00

Dietary Information

Search For Available Rooms
Hotels Available

* Indicates a required field.

Room Type

Check In *

Check Out *

Occupants

Hotel Euler *****

Centralbahnplatz 14
Basel, 4002

☐ Euler - Single Economy Room - excl. city tax
Capacity: 1 Person(s)

CHF 150.00

Select your hotel by ticking the **radio button** next to the hotel room:

Search For Available Rooms
Hotels Available

* Indicates a required field.

Room Type

Check In *

Check Out *

Occupants

Hotel Euler *****

Centralbahnplatz 14
Basel, 4002

☒ Euler - Single Economy Room - excl. city tax
Capacity: 1 Person(s)

CHF 150.00

Click **Next** to continue.

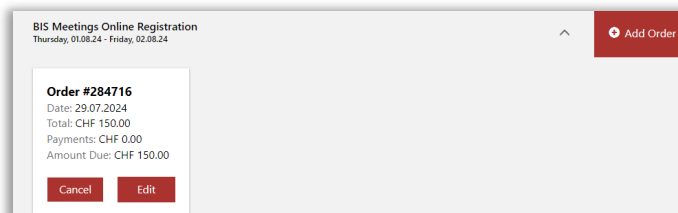
8. REVIEW AND EDIT YOUR REGISTRATION DETAILS

Click **Edit** to change attendance, travel and visa details

Click **Edit Hotel** to change your hotel booking details

Click **Remove Housing** to delete your hotel booking:

Click **Edit** to update your registration or click **Cancel** to cancel your registration order:



BIS Meetings Online Registration
Thursday, 01.08.24 - Friday, 02.08.24

Order #284716
Date: 29.07.2024
Total: CHF 150.00
Payments: CHF 0.00
Amount Due: CHF 150.00

[Cancel](#) [Edit](#)

10. ADD AN ADDITIONAL REGISTRATION (REGISTER ON-BEHALF)

To add an additional registration, click on your registration link and login.

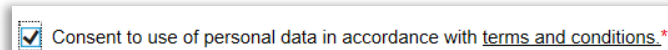


Welcome, John Doe [View My Registrations](#) [Sign Out](#)

BIS Meetings Online Registration
Thursday, 01.08.24 - Friday, 02.08.24

Click **View My Registrations** in the right corner to continue

Please note that you will have to accept our terms and conditions by ticking the related box. A full text version can be read online, by clicking on the link "terms and conditions"



☒ Consent to use of personal data in accordance with [terms and conditions](#).*

An automated registration confirmation will be sent to your e-mail address after a successful registration, including a calendar invitation. No other confirmation message will be sent.

9. CANCEL OR EDIT INFORMATION AFTER REGISTRATION SUBMISSION

To cancel or edit your registration, click on your registration link and login.

Click **View My Registrations** in the right corner to continue:



Welcome, John Doe [View My Registrations](#) [Sign Out](#)

BIS Meetings Online Registration
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Click **Add Order** to add a registration on-behalf of another participant. See section "2. REGISTER ON-BEHALF SOMEONE ELSE" above to proceed a registration on-behalf.

11. REGISTRATION AFTER THE CUT-OFF DATE

Each event will have a cut-off date for online registration. This date can be found in the e-mail received from the Meeting Organiser, which also contains the link to register for the event. After this cut-off date, any new registrations or changes to existing registration must be communicated by e-mail to the Meeting Organiser, while copying Meeting Services (meeting.services@bis.org).