

## 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.

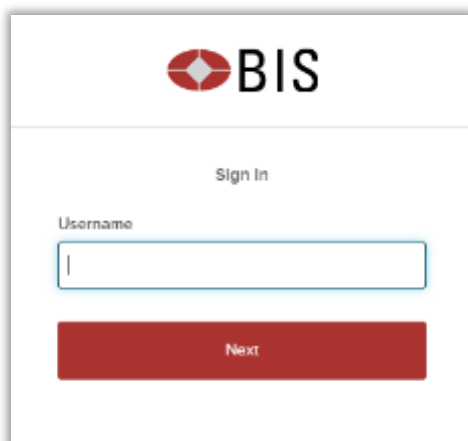
Please keep this **registration link** in case you need to modify your registration later.

**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

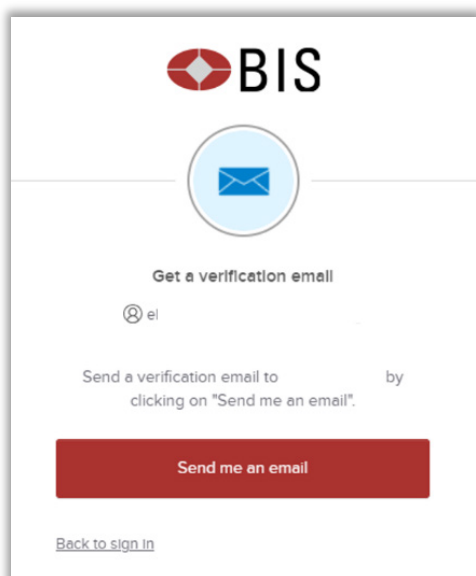
#### Already have a BIS registration account?

Login using your **e-mail address**



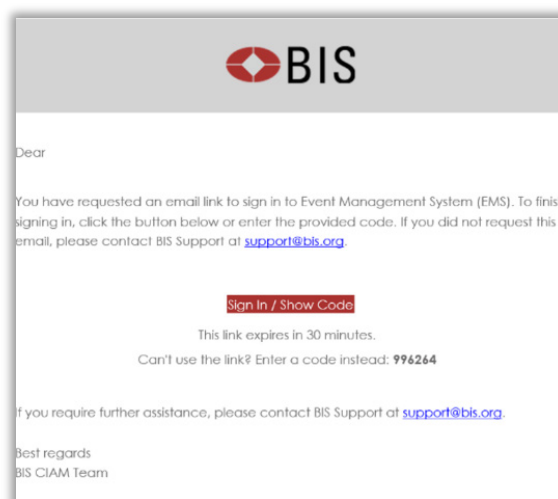
The login page features the BIS logo at the top. Below it, the text "Sign in" is centered. There is a "Username" label above a text input field. A red "Next" button is positioned below the input field.

Click **Send me an email** to continue



This page shows the BIS logo and a blue envelope icon in a circle. The text "Get a verification email" is followed by a small "or" icon and the text "Send a verification email to by clicking on 'Send me an email'". A red "Send me an email" button is at the bottom. A link "Back to sign in" is 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:



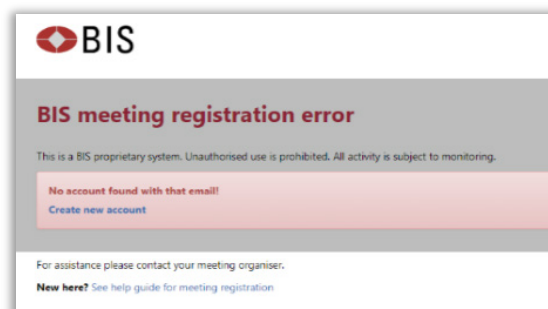
The email page shows the BIS logo. It starts with "Dear" followed by a line break. The main text says: "You have requested an email link to sign in to Event Management System (EMS). To finish signing in, click the button below or enter the provided code. If you did not request this email, please contact BIS Support at [support@bis.org](mailto:support@bis.org)." Below this is a red "Sign In / Show Code" button. The text continues: "This link expires in 30 minutes." and "Can't use the link? Enter a code instead: 996264". At the bottom, it says: "If you require further assistance, please contact BIS Support at [support@bis.org](mailto: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?

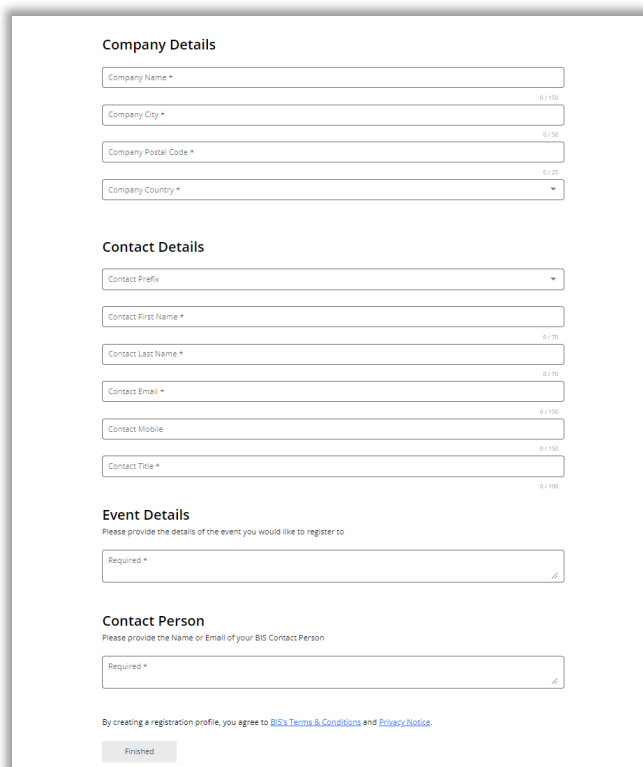
Should you have no account registered with BIS, you will see the "BIS meeting registration error" page.

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



The error page shows the BIS logo. The title is "BIS meeting registration error". Below it, a small disclaimer reads: "This is a BIS proprietary system. Unauthorised use is prohibited. All activity is subject to monitoring." A red box contains the message: "No account found with that email!" and a link "Create new account". At the bottom, it says: "For assistance please contact your meeting organiser. New here? See help guide for meeting registration".

- **Company/Contact Details:** Fill in the required company & contact information. Please note that certain fields – marked with an asterisk (\*) – are mandatory.
- **Event Details:** Please enter here the name of the meeting which you want register.
- **Contact Person:** Please enter the name of the BIS Meeting Organiser which send you the invitation of the registration. The meeting organiser will be notified when your profile has been finished.



**Company Details**

Company Name \*  0 / 100

Company City \*  0 / 50

Company Postal Code \*  0 / 25

Company Country \*

**Contact Details**

Contact Prefix

Contact First Name \*  0 / 50

Contact Last Name \*  0 / 50

Contact Email \*  0 / 100

Contact Mobile  0 / 100

Contact Title \*  0 / 100

**Event Details**

Please provide the details of the event you would like to register to

Required \*

**Contact Person**

Please provide the Name or Email of your BIS Contact Person

Required \*

By creating a registration profile, you agree to [BIS's Terms & Conditions](#) and [Privacy Notice](#).

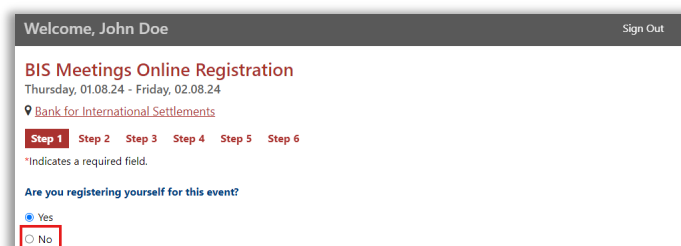
Click **Finished**

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.

## 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

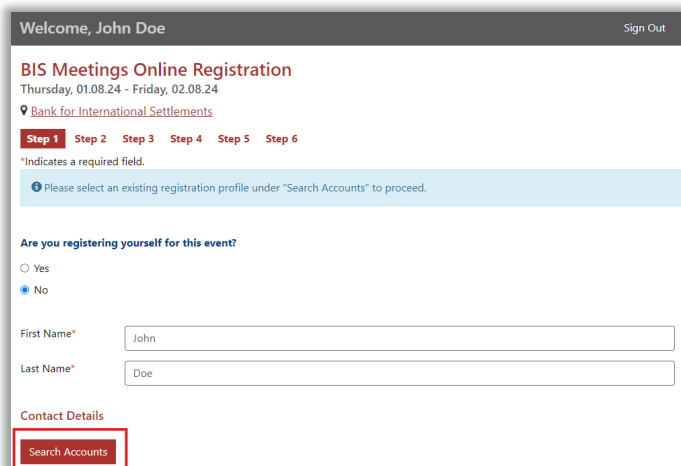
\*Indicates a required field.

Are you registering yourself for this event?

☒ Yes

☐ No

Click **Search Accounts** to search for the meeting participant you want to register for on behalf:



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.

Please select an existing registration profile under "Search Accounts" to proceed.

Are you registering yourself for this event?

☐ Yes

☒ No

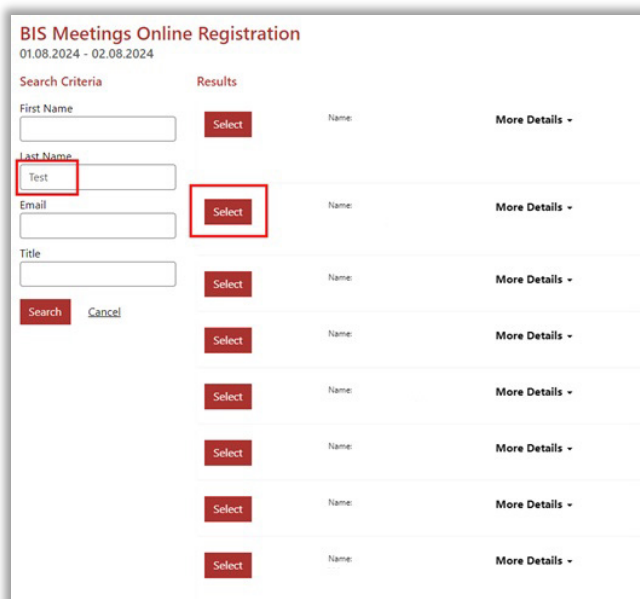
First Name\*

Last Name\*

Contact Details

**Search Accounts**

Type in details into the search criteria fields, click **Search** to see results and then click on **Select** next to the contact which you want to register:



**BIS Meetings Online Registration**

01.08.2024 - 02.08.2024

Search Criteria	Results
First Name <input type="text"/>	<input type="button" value="Select"/> Name: <a href="#">More Details</a>
Last Name <input type="text" value="Test"/>	<input type="button" value="Select"/> Name: <a href="#">More Details</a>
Email <input type="text"/>	<input type="button" value="Select"/> Name: <a href="#">More Details</a>
Title <input type="text"/>	<input type="button" value="Select"/> Name: <a href="#">More Details</a>
<input type="button" value="Search"/> <input type="button" value="Cancel"/>	<input type="button" value="Select"/> Name: <a href="#">More Details</a>
	<input type="button" value="Select"/> Name: <a href="#">More Details</a>
	<input type="button" value="Select"/> Name: <a href="#">More Details</a>
	<input type="button" value="Select"/> Name: <a href="#">More Details</a>
	<input type="button" value="Select"/> Name: <a href="#">More Details</a>
	<input type="button" value="Select"/> Name: <a href="#">More Details</a>
	<input type="button" value="Select"/> Name: <a href="#">More Details</a>

Click **Next** to continue:

Are you registering yourself for this event?

☐ Yes

☒ No

First Name\*

Last Name\*

**Contact Details**

**Search Accounts**

First Name\*

Last Name\*

Image **Browse...** No file selected

Institution

Title

Department

Section/Unit

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

**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.

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

### 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.

### 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

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
<b>Meeting 1</b> - Thursday, 01.08.24 08:00 - 10:00
<b>Dinner</b> , Teufelhof - Thursday, 01.08.24 19:00 - 21:00
<b>Dietary Information</b>

Enter "Check-In" and "Check-Out" dates in order to find available hotel rooms. Click **Search** to see available hotels:

**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

☒ **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:

Registrant: Doe, John Show/Hide Details

[Edit](#) [Edit Housing](#) [Remove Housing](#)

Item	Price	Quantity	Charge
Meeting 1 - Thursday, 01.08.24 08:00 - 10:00		1	
Dinner, Teufelhof - Thursday, 01.08.24 19:00 - 21:00		1	
Dietary Information		1	
Arrival Information		1	
Basel Airport Pickup		1	
Meeting 2 - Friday, 02.08.24 08:00 - 18:00		1	
Visa Requirements		1	
Departure Information		1	
Basel Airport Drop Off		1	
<b>Additional Registrant Information</b>			
- Dietary requirements: None			
- Additional dietary details: Gluten-Free			
- Is a visa support letter required?: Yes			
- Arrival Date: 31.07.2024			
- Arrival Pickup Time: 10:00			
- Arrival Ref - flight#: LH 1000			
- Arrival To Location: BIS Tower			
- Departure Date: 02.08.2024			
- Departure Time: 10:00			
- Departure Ref - flight#: LH 2000			
- Departure Pickup Location: BIS Tower			
<b>Housing</b>			
Euler - Single Economy Room - excl. city tax	*CHF 150.00	1	CHF 150.00
01.08.2024 - 02.08.2024 (1 night)			
Hotel Euler *****			
Centralbahnplatz 14			
Basel 4002			

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

[Add Order](#)

**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**  
Thursday, 01.08.24 - Friday, 02.08.24

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](mailto:meeting.services@bis.org)).