

**Seventy-sixth Session of the WHO Regional Committee for South-East Asia  
New Delhi, India, 30 October 2023 to 2 November 2023, Hotel Le Meridien**

**Important Notes: RC76 eRegistration System**

**Log-in to register:**

1. Click on link to register <https://indico.un.org/e/SEAR/RC76>. Follow the 'Register now' button to 'Log in'.

Important: The site will not be accessible on Wednesdays during 12:00-12:30 pm CEST in view of weekly scheduled maintenance work.

2. **'Log in'** using your existing profile in Indico. New users to click on 'create new here' to create new profile.

**Note:** System allows only one registration against each email ID. Hence, a participant may not be able to register on behalf of multiple participants.

**Registration form**

1. **Registration Type** – Select drop-down option in line with your invitation letter. E.g. government representatives from SEAR Member States to select 'Member States'.
2. **Credentials/Other Documents (Attachment(s))** –
  - a. Mandatorily attach your letter of invitation/credentials.
  - b. International travelers may attach a copy of their passport.
3. **Accompanied by (Spouse/Friend/Others)** - Mention number of non-participating person(s) accompanying the registering participant, if applicable, for security reasons.
4. **Travel Itinerary**
  - a. **Participants from outside Delhi-NCR** to mention their arrival and departure date, time & flight number(s).
  - b. **Participants from within Delhi-NCR to mention their meeting attendance dates**
    - Attendance start date & time in lieu of arrival date/time; and
    - Attendance end date & time in lieu of departure date/time.
5. **Accommodation:** Participants planning to stay at Hotel Le Meridien are requested to (i) record check-in and check-out dates; and (ii) liaise directly with the hotel for bookings.
6. Click on **'Apply'** to submit your registration details.
7. Fields marked with an asterisk (\*) are mandatory.

**Follow up after submission:**

1. You will receive a system-generated email as you 'apply'/submit your registration form. The registration will, further, be reviewed by the WHO Secretariat.
2. When the Secretariat approves (or rejects) your registration, you will receive another email confirming approval (or rejection) of your registration.
3. You may edit your profile/registration details, until it is approved (or rejected).
4. If any edits may be required after approval, please write to 'sercm@who.int'

**Hotel accommodation at Hotel Le Meridien:**

1. Participants are required to coordinate their hotel bookings directly with the hotel.
2. Follow the hotel booking links:

Open the hyperlink: [Book your group rate for WHO RC 76 Meeting](#)  
Or click the link: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1693825576507&key=GRP&app=resvlink>
3. For more information, please also refer to the "Information Note on Accommodation Arrangements at Hotel Le Meridien" available at eRegistration Home Page.