

# How To Register for an ISO WG Meeting on the ISO site

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Guidance for U.S. experts



ANSI's ISO Team

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# Background

Starting in October of 2017, registration through the ISO Meetings platform is mandatory for all ISO Working Group and Committee meetings, whether attending in-person or remotely.

Registration through the ISO Meetings platform helps to ensure that only authorized experts appointed by National Member Bodies are attending ISO meetings, and the registration deadline allows meeting hosts and committee leadership to ensure that there is adequate space and resources to support a successful meeting.

This brief presentation will show you how to register for an ISO Working Group meeting on the ISO Meetings platform.



# What is needed - Membership

First, you must be officially registered as a member of the ISO Working Group by ANSI.

- ◆ If you receive document notifications from an ISO Working Group, you are officially registered as a member. You can register for ISO Working Group meetings.
- ◆ If you are not a member, contact your U.S. TAG Leadership. They would be able to advise you on how to be approved as a member, and they would make the official notification to ANSI to add you as a member of the Working Group. (Note that a Working Group Convenor or Secretary are not able to add you to their membership.)



# What is needed - Information

Second, you should have the following information ready before registering for a Working Group meeting:

- ◆ Your arrival date
- ◆ Your departure date
- ◆ Dietary information (if any)

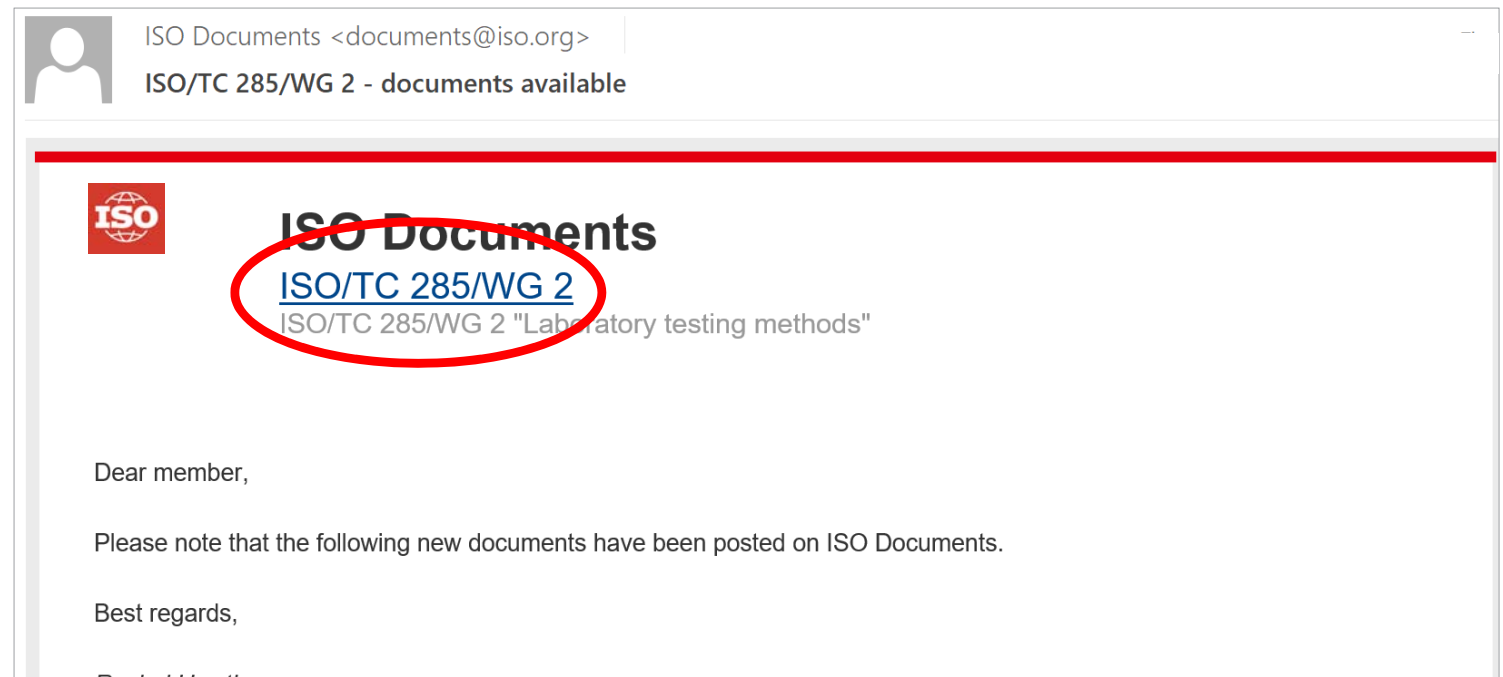
If you require an invitation letter to attend the meeting:

- ◆ Gender
- ◆ Passport First and Last Name
- ◆ Home Address
- ◆ Birth Date
- ◆ Passport Number
- ◆ Passport Country
- ◆ Passport Issue Date
- ◆ Passport Expiry Date



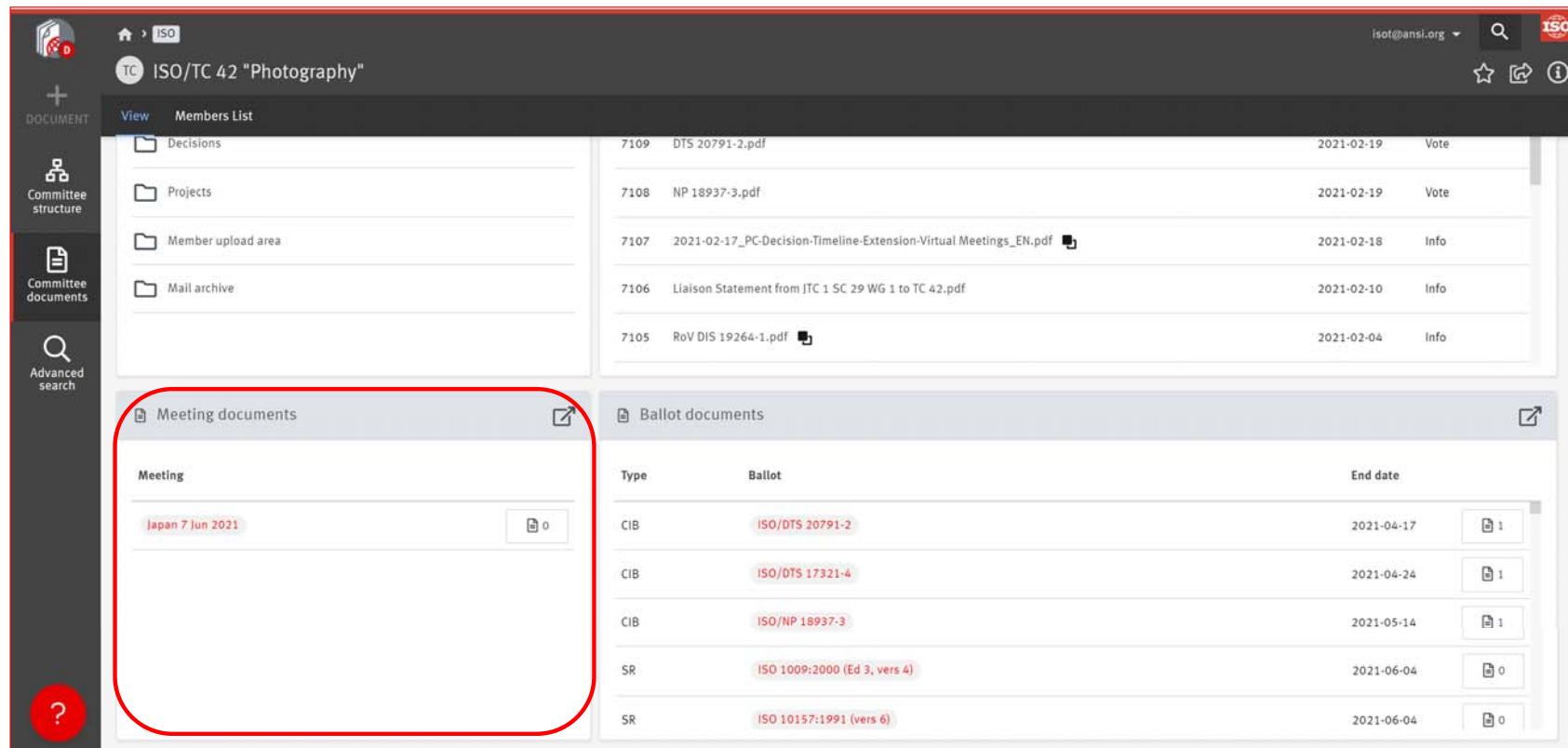
# Navigate to the registration site

From any document notification, click on the highlighted link to go to the Committee Homepage.



# Navigate to the registration site

From the Committee Homepage, click the highlighted link to go to the ISO Meetings portal.



The screenshot displays the ISO/TC 42 "Photography" committee homepage. The page is organized into several sections:


- Navigation Sidebar (Left):** Includes icons for "DOCUMENT", "Committee structure", "Committee documents", and "Advanced search".
- Header:** Shows the committee name "ISO/TC 42 'Photography'", a search bar, and user information "isot@ansi.org".
- Main Content Area:**
  - Members List:** A table listing documents with columns for ID, title, date, and action. The table includes entries like "DTS 20791-2.pdf", "NP 18937-3.pdf", and "2021-02-17\_PC-Decision-Timeline-Extension-Virtual Meetings\_EN.pdf".
  - Meeting documents:** A section highlighted with a red box, containing a link for "Japan 7 Jun 2021".
  - Ballot documents:** A table listing ballot items with columns for Type, Ballot, and End date. The table includes entries like "ISO/DTS 20791-2", "ISO/DTS 17321-4", "ISO/NP 18937-3", "ISO 1009:2000 (Ed 3, vers 4)", and "ISO 10157:1991 (vers 6)".



# Navigate to the registration site

From the meeting status email, click on the highlighted link to go to the Meeting portal.

ISO Event Notifications <biznotif@iso.org>  
ISO Meetings - Meetings status updates

 **ISO Meetings**  
Meetings status updates

Dear participant,

You are informed of the following event(s) regarding meeting(s) in your committee(s).

Meeting	Status	Meeting dates	Location
<a href="#">ISO/TC 285/WG 2 - 7th</a>	Meeting open for registration	2021 April 8	Zoom Virtual

For any questions, please contact the committee manager/secretary of the relevant structure or [helndesk@iso.org](mailto:helndesk@iso.org)



# Register for the ISO WG Meeting

On the ISO Meetings portal, click on “Register” and enter the required information to register for the meeting.

The screenshot displays the 'Meeting detail' page for ISO/TC 258/WG 12 26th. The page includes a navigation sidebar with 'My meetings', 'ISO meetings', 'Search', and 'My profile'. The main content area shows a progress bar with stages: Proposed, Confirmed, Registration open (highlighted), Registration deadline (2021-08-04), Ongoing (2021-08-18), and Closed. A 'Register' button is circled in red. Below the progress bar, there are sections for 'Period' (18 Aug 2021, 13:00 - 14:30 GMT), 'Location (Virtual)' (Zoom), 'Attendees (4)' (4 participation(s) confirmed), 'Related meetings (0)', 'Additional Information' (Zoom URL: https://iso.zoom.us/j/6313380285?pwd=QjVpOVFPQWxQald1cE4xR0s0L0o1Zz09), and 'Tasks'.

If your plans change, you should come back to this page and click “Cancel my registration”, which will replace the “Register” button.





# Register for the ISO WG Meeting

Please note the registration deadline listed for each meeting. The ISO Meetings portal will no longer allow you to register after that date.

The screenshot displays the 'Meeting detail' page for 'ISO/TC 258/WG 12 26th'. The meeting is currently in the 'Registration open' phase, with a 'Registration deadline' of 2021-08-04 highlighted by a red circle. The meeting details include:

- Period:** 18 Aug 2021, 13:00 - 14:30 GMT
- Location (Virtual):** Zoom
- Attendees (4):** 4 participation(s) confirmed
- Related meetings (0):** No related meetings for this meeting.
- Additional Information:** Wednesday 18 August 2021 13:00 to 14:30 UTC Time. URL: <https://iso.zoom.us/j/6313380285?pwd=QjVpOVFPQWxQald1cE4xR0s0L0o1Zz09>
- Tasks:** No tasks completed yet for this meeting.

To see if late registrations are possible, ask your TAG Leadership to reach out to [isot@ansi.org](mailto:isot@ansi.org). ISOT can work with the Working Group leadership to see if space and resources are available.



# Register for a Plenary Meeting

Note that while you are required to register for ISO Working Group meetings through the ISO Meetings portal, you will not be able to register for a Plenary Meeting directly through the ISO Meetings portal.

To register for a Plenary Meeting, please contact your U.S. TAG Leadership. They would be able to advise you on how to be approved as a member of the U.S. delegation, and they would make the official notification to ANSI to accredit the entire U.S. delegation.

