

How To Register for a JTC 1 WG Meeting on the ISO site

as of April 1, 2017

What is needed – Membership

First, you must be officially registered to the ISO WG by your National Member Body.

- If you receive document notifications from an ISO WG, you are officially registered.
- If you are not officially registered, reach out to your National Member Body contact, as they are the only ones who can register you to an ISO WG.
(The Convenor and Secretary cannot.)

What is needed – Information

Second, you should have the following information ready before registering:

- Your arrival date
- Your departure date
- Dietary Information (if any)

If you require an invitation letter to attend the meeting:

- Passport First Name
- Passport 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 the highlighted link to go to the Committee Homepage.

Subject: ISO/TC #/WG # New documents available on ISOTC eCommittee

Dear member,

Please note that the following new documents have been posted on the ISO/TC #/WG # "*Working Group Title*" eCommittee:

N Number	Title (Description)	Exp. Action	Due Date	Version Date
####	N#### - WG # - Meeting Agenda	MEET	2017-10-01	2017-04-01

Download all documents as ZIP : [ZIP-File](#)

Access to ISO/TC #/WG # : [Committee Homepage](#)

Please inform us if you have any difficulty accessing the above documents. For help with technical problems please contact helpdesk@iso.org.

Best regards

convenor@email.com

Navigate to the registration site

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

ISO/TC #/WG # - "Working Group Title"

youraddress@email.com (Committee Member)

Navigation Menu

- Committee Home
- Child committees
- Committee Projects
- User Guides
- ISO Applications
- My Committees
- My Tasks
- N-Documents List
- Member List
- Email to Secretary
- Mail Archive
- Committee News
- Committee Task List
- N-Documents Notification
- Notification Report
- Send documents to ISO/CS
- Email to Members

Library

Type	Name	Size
	00. Secretariat workspace	0 Items
	01. Public information	0 Items
	02. General committee documents	2 Items
	03. Meetings and resolutions	11 Items
	04. Projects	24 Items
	05. Drop-in box for members	0 Items
	view more	

New Forums

- [ISO/TC #/WG # Forum](#)

Consultations

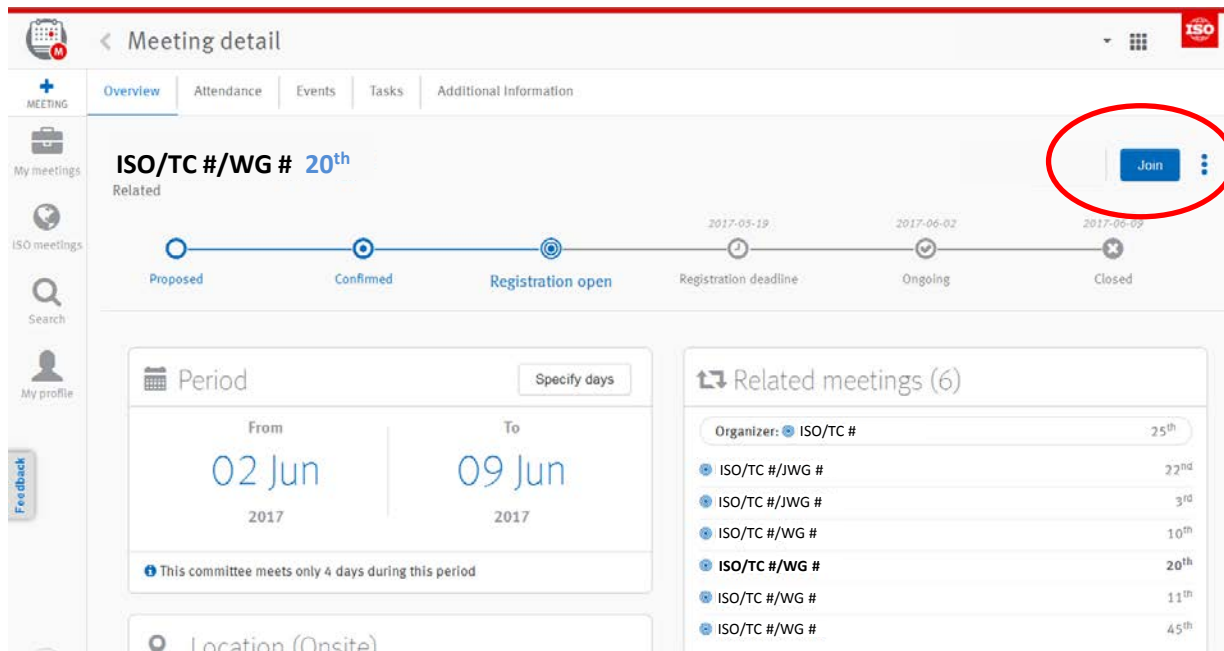
Type	Reference	End
No active ballots.		

Meetings

Title	Date	Country	City	Status
20th meeting	2017-10-01 to 2017-10-05	Country	City	Registration open

Register for the ISO WG Meeting

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



The screenshot displays the 'Meeting detail' page for an ISO/TC #/WG # 20th meeting. The page includes a navigation bar with tabs for Overview, Attendance, Events, Tasks, and Additional Information. A timeline shows the meeting status: Proposed, Confirmed, Registration open (current), Registration deadline (2017-03-19), Ongoing (2017-06-02), and Closed (2017-06-09). A 'Join' button is circled in red. Below the timeline, there is a 'Period' section showing dates from 02 Jun 2017 to 09 Jun 2017, and a 'Related meetings (6)' section listing other ISO/TC #/WG # meetings.

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

Register for a Plenary Meeting

Please note that while you can (and should) register for ISO WG meetings through the ISO Meetings Portal, you might not be able to register for a Plenary Meeting directly through the ISO Meetings Portal.

If that is the case (if you cannot see a “Join” button), please work with your national mirror committee and/or National Member Body contact to ensure you are registered as a part of your country’s delegation.