



***Online Registration **User Guide** for  
SBSTTA 24 and SBI 3***

## Table of Contents

<b>1. Introduction .....</b>	<b>3</b>
<b>2. Registration for SBSTTA 24 and SBI 3: Important points .....</b>	<b>3</b>
2.1 ONLINE REGISTRATION .....	3
2.2 NUMBER OF DELEGATES .....	3
2.3 ASSIGNING ROLES .....	4
2.4 IMPORTANCE OF E-MAIL AND MOBILE NUMBER .....	5
<b>3. How to register your delegation online .....</b>	<b>5</b>
3.1 HOW TO REGISTER A PARTICIPANT? .....	5
3.2 WHAT DO VARIOUS ROLES MEAN? .....	14
3.3 HOW TO EDIT PARTICIPANT’S CONTACT INFORMATION?.....	14

## 1. Introduction

Kronos is a registration database that was developed in-house by the Secretariat of the CBD to be used for pre-registering and accrediting participants for CBD meetings and workshops. It is also used for completing the registration process onsite and issuing relevant badges. This system also allows focal points of Parties, other Governments and observers to pre-register their delegations online.

This *User Guide* is intended primarily for focal points of Parties, other Governments and observers and provides information on the registration process for the upcoming formal meetings of the **Twenty-fourth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice (SBSTTA 24)** and the **Third meeting of the Subsidiary Body on Implementation (SBI 3)** to be held virtually from 3 May to 13 June 2021 through the *Interactio* platform.

## 2. Registration for SBSTTA 24 and SBI 3: Important points

The notification inviting Parties and partner organizations to make nominations and also describing the nomination procedure is available here: <http://www.cbd.int/doc/notifications/2021/ntf-2021-026-sbstta-sbi-en.pdf>. More information, including links to the formal sessions, is available at the following address: <https://www.cbd.int/conferences/sbstta24-sbi3>.

### 2.1 ONLINE REGISTRATION

As a focal point of your government or organization, you will receive an e-mail containing an exclusive (unique to your government or organization only) link, through which you can register your delegation to either SBSTTA 24, SBI 3, or to both meetings. You must use this link to pre-register the delegation in the online system.

You must assign the role for each delegate, as appropriate and as outlined in the notification. The assigning of roles will be at the sole discretion of each delegation. Please conclude any internal coordination and consultation prior to assigning the roles online.

To complete the online registration, please make sure to send the official letter of nomination, addressed to the Executive Secretary, either by fax to +1 514 288 6588, or by e-mail as a scanned attachment to: [secretariat@cbd.int](mailto:secretariat@cbd.int).

Once the official letter is received by the Secretariat, the pre-registered participant(s) will be validated. Designated speakers and viewers will receive their respective login credentials a few days before the start of the meeting.

### 2.2 NUMBER OF DELEGATES

In order to ensure the security of the meetings and proper identification of those speaking on behalf of delegations, speaker(s) need to be designated well in advance of the start of the meetings. Taking into account the technical limitations, the number of participants, designated as speakers and additional

delegates with access to the *Interactio* platform, will be limited for each of the meetings of SBSTTA and SBI as follows:

**Parties and other Governments:** 15 delegates. This includes 4 speakers for plenary sessions, an additional 5 speakers for contact groups and additional 6 viewers.

**UN organizations and IGOs:** 6 delegates. This includes 2 speakers for plenary sessions, an additional 2 speakers for contact groups and additional 2 viewers.

**All other organizations:** 4 delegates. This includes 1 speaker for plenary sessions, an additional 1 speaker for contact groups and additional 2 viewers.

Governments and organizations may nominate additional members of their delegation, but these delegates will not have access to the *Interactio* platform. Additional delegates, however, will be included in the final list of participants.

2.3 ASSIGNING ROLES

To ensure uninterrupted streaming, taking into consideration load-capacity, internet connections, delegates’ devices and platform capacity, your cooperation is requested to keep the number of speaker to 2-3 during any session. *Note that a speaker can log in as a viewer using the same credentials at any time (instruction will be provided).*

When registering your delegation online, you must assign the role for each delegate, as appropriate. The assigning of roles will be at the sole discretion of each delegation. Please conclude any internal coordination and consultation prior to assigning the roles online.

**The *Interactio* roles that can be assigned through online registration system are:**

Role	Meaning
Speaker for Plenary, Contact group and Viewer	Can speak at plenary sessions and contact groups. Can also use the same login to connect as ‘Viewer’ in webcasting mode and select their language of preference.
Speaker for Contact group and Viewer	Can speak at contact groups but not at plenary sessions. Can also use the same login to connect as ‘Viewer’ in webcasting mode and select their language of preference.
Viewer for Plenary and Contact group	Can log in as ‘Viewer’ in webcasting mode to plenary sessions and contact groups and select their language of preference. Cannot speak at plenary sessions or contact groups.
Additional delegates to appear on the participant list	No speaking or viewing rights. Will be included in final list of participants. May view plenary sessions on You Tube (stream can be delayed by 3-5 min).

## 2.4 IMPORTANCE OF E-MAIL AND MOBILE NUMBER

Before proceeding to the nomination page, you will be requested to verify the existing e-mail address and mobile number for each delegate. Designated speakers and viewers will receive their respective login credentials a few days before the start of the meeting. It is therefore very important to provide a unique e-mail address for each designated speaker and viewer in order for him/her to receive the unique login credentials. Mobile numbers are important so that the Secretariat’s technical support unit can reach participants in case of connectivity issues, as necessary.

## 3. How to register your delegation online

*Please follow the steps described below to register your delegation online using the Kronos registration system:*

### 3.1 HOW TO REGISTER A PARTICIPANT?

**Step 1:** Click on the unique online link that you received. You will see your personal Kronos online registration web page. The country name of your government or the title of your organization will be clearly indicated.

**Step 2:** Click on **Add new nomination** (button or link).

“Add new nomination” pop-up box opens.

**Step 3:** In the “Add new nomination” pop-up box, type the first or last name of the delegate in the two boxes provided.

All the names corresponding to the letters you type will automatically appear in the list below. You can keep on typing the letters to narrow your search – the list will change as new entries are found corresponding to what you type.

**If the delegate is found,** click on **Select** next to his/her name and continue with the steps below until **Step 6** (inclusive). **If the delegate is not found,** go to **Step 7**.

Add new nomination
×

Please type first and last name then click Next

---

Select the participant you want to nominate from the 12 participants found

Name	Email	Job Title	Department	Action
John Mauremootoo	john@inspiralpathways.com	Consultant	SAM Invasive Alien Species	<input type="button" value="Select"/>
John Fry	john.fry@cbd.int	Editor/Report Writer		<input type="button" value="Select"/>
John Scott	john.scott@cbd.int	Programme Officer, Traditional Knowledge		<input type="button" value="Select"/>
John Smith	john.smith@gmail.com	Programme Officer		<input type="button" value="Select"/>
Lars Bendik Johnsen	lars.johnsen@cbd.int			<input type="button" value="Select"/>
Catherine Johnston	catherine.johnston@cbd.int	Programme Assistant		<input type="button" value="Select"/>
Joon Yoon				<input type="button" value="Select"/>
Mi-Jin Lee				<input type="button" value="Select"/>
Jin Ah		Intern		<input type="button" value="Select"/>
Jihyun Lee	jihyun.lee@cbd.int	Environmental Affairs Officer	Science, Assessment and Monitoring	<input type="button" value="Select"/>
Jiyoun Kim				<input type="button" value="Select"/>
Rajat Jain				<input type="button" value="Select"/>

No match found for "john".

**Step 4:** The “Verify essential contact information” pop-up box opens asking you to verify Email and Mobile Number of the participant. This step is very important. Entering Email is mandatory.

The self-explanatory options for *Email* are: ‘Valid Email’, ‘Change Email’. The self-explanatory options for *Mobile Number* are: ‘Valid Mobile’, ‘Change Mobile’, ‘No Mobile phone’.

Make your selections for each and click **Next**.

The screenshot shows a pop-up window titled "Verify essential contact information" for a user named John Smith. It contains two input fields: "Email" with the value "john.smith@gmail.com" and "Mobile Number" with a country code dropdown set to Canada (+1) and the number "15145551234". Both fields have a green "Valid" dropdown menu to their right. Red arrows point to these "Valid" buttons and a "Next" button at the bottom right. A "Back" button is at the bottom left.

**Tips for entering phone numbers:**

There are two ways:

- Select your country from the drop-down list and then type your local number. **OR**
- Type the full number (without selecting the country): include the international code and make sure to precede it by the ‘+’ sign. For example: +1 514 555 1234.

This screenshot is similar to the previous one but shows the "Valid" dropdown menus as "Please make a selection". A red rectangular box highlights the "Mobile Number" input field, which contains the country code dropdown (Canada +1) and the number "15145551234". The "Next" button is now blue and active.

**Step 5:** The “Nominate participant” pop-up box opens where you can select the meeting(s) and assign role(s).

Perform the following:

1. Select the meeting by clicking on the white circle corresponding to each meeting. The button becomes **GREEN**.
2. From the 'Delegate' drop-down list, select one of the following options: *Delegate*, *Head of delegation*, *Alternate head of delegation*.
3. Select the role by clicking on the corresponding white circle. The button becomes **GREEN**. For description of roles, see [Section 3.2](#).
4. Click **Confirm Nomination**.

**Nominate participant** ×

1. Please check the participant coordinates below. If needed, press on 'Edit' to modify the information

**Mr. John Smith** Edit

**Programme Officer**

413, Saint-Jacques Street W. john.smith@gmail.com  
 Suite 800  
 Montreal, Quebec  
 H2Y 1N9 , Canada

2. Please select the meeting for which you want to nominate the participant and his/her respective role.

**SBI-03 - 3 May - 13 June 2021**

Third meeting of the Subsidiary Body on Implementation

Role of the of the participant to the meeting Head of delegation ▾

Speaker for Plenary, Contact group and Viewer  (2/4)

Speaker for Contact group and Viewer  (1/5)

Viewer for Plenary and Contact group  (1/6)

Additional delegate to appear on the participant list

**SBSTTA-24 - 3 May - 13 June 2021**

Twenty-fourth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice

**Confirm Nomination**

Close

**Note:** Once you reach the maximum limit for each role, the system will automatically notify you by showing “Limit Reached”.

**SBSTTA-24** - 3 May - 13 June 2021

Twenty-fourth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice

---

Role of the of the participant to the meeting Delegate

Speaker for Plenary, Contact group and Viewer Limit Reached (4/4)

Speaker for Contact group and Viewer (0/5)

Viewer for Plenary and Contact group (0/6)

Additional delegate to appear on the participant list

**Step 6:** Once you click **Confirm Nomination**, a pop-up box opens reminding you to send the official letter of nomination to the Secretariat. Simply click **Close** to close the pop-up box.

**RESULT:**

The name of the registered delegate appears on the list on the main online registration web page. The delegate will have “Pending Accreditation” status. His/her role will also be indicated.



## Meeting Registration

SCBD

**Secretariat of the Convention on Biological Diversity (SCBD)**

#	Full Name	Job Title/ Department/ Organization	SBI-03 1 Plenary	SBSTTA-24
1	John Smith	Programme Officer Secretariat of the Convention on Biological Diversity	Pending Accreditation <span style="background-color: #4a7ebb; color: white; padding: 2px;">Plenary</span>	<input type="checkbox"/>



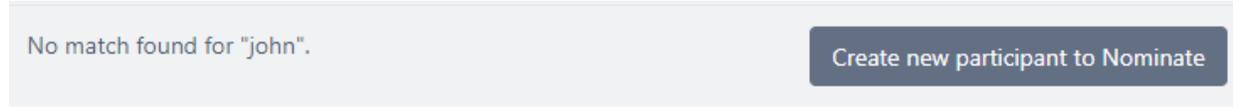
Convention on Biological Diversity

SCBD © 2021

Once validated by the Secretariat, the status will change to “Accredited”.

Follow the steps below if the delegate is not found in Kronos (it is a new nomination):

**Step 7:** Click the **Create new participant to Nominate** button.

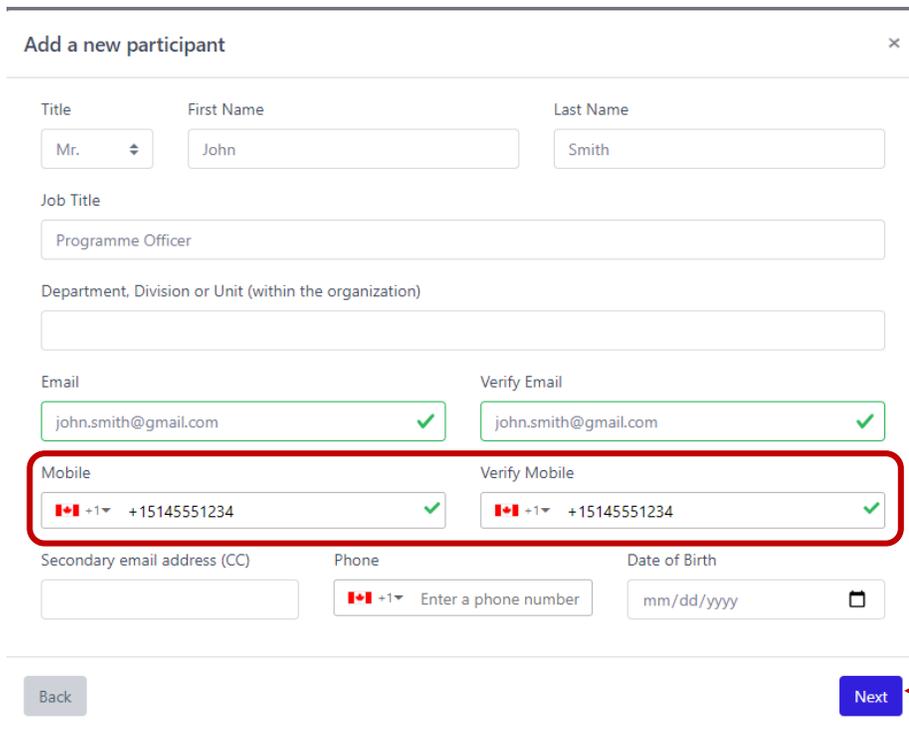


**Step 8:** “Add a new participant” pop-up box opens. Enter the name and contact information. Then click **Next**.

**Tips for entering phone numbers:**

There are two ways:

- Select your country from the drop-down list and then type your local number. **OR**
- Type the full number (without selecting the country): include the international code and make sure to precede it by the ‘+’ sign. For example: +1 514 555 1234.

A screenshot of a web form titled "Add a new participant" with a close button (x) in the top right corner. The form contains several input fields: Title (Mr.), First Name (John), Last Name (Smith), Job Title (Programme Officer), Department, Division or Unit (within the organization) (empty), Email (john.smith@gmail.com), Verify Email (john.smith@gmail.com), Mobile (+1 15145551234), and Verify Mobile (+1 15145551234). The Mobile and Verify Mobile fields are highlighted with a red rectangular box. Below these are fields for Secondary email address (CC), Phone (+1 Enter a phone number), and Date of Birth (mm/dd/yyyy). At the bottom left is a "Back" button and at the bottom right is a "Next" button. A red arrow points to the "Next" button.



➤ Another “Add a new participant” pop-up box opens asking you to enter further information. Once done, click **Next**.

**Tip:** If the participant’s address is different from the one of the organization, select “No” in “Do you want to use the address of the organization?”, and enter the new address. If not, select “Yes”.

The screenshot shows a pop-up window titled "Add a new participant" with a close button (X) in the top right corner. The form includes the following fields:

- Organization:** A text input field containing "Secretariat of the Convention on Biological Diversity".
- Postal Address:** A text area containing "413, Saint-Jacques Street W. Suite 800".
- City:** A text input field containing "Montreal".
- Province / State:** A text input field containing "Quebec".
- Country:** A dropdown menu showing "Canada".
- Postal Code:** A text input field containing "H2Y 1N9".

A red rectangular box highlights the question "Do you want to use the address of the organization?" with a dropdown menu showing "Yes". A red arrow points to the "Next" button at the bottom right of the form.

**Step 9:** The “Nominate participant” pop-up box opens where you can select the meeting(s) and assign role(s).

Perform the following:

4. Select the meeting by clicking on the white circle corresponding to each meeting. The button becomes **GREEN**.
5. From the ‘Delegate’ drop-down list, select one of the following options: *Delegate*, *Head of delegation*, *Alternate head of delegation*.
6. Select the role by clicking on the corresponding white circle. The button becomes **GREEN**. For description of roles, see [Section 3.2](#).
4. Click **Confirm Nomination**.



### Nominate participant ✕

1. Please check the participant coordinates below. If needed, press on 'Edit' to modify the information

**Mr. John Smith** Edit

**Programme Officer**

413, Saint-Jacques Street W. john.smith@gmail.com

Suite 800

Montreal, Quebec

H2Y 1N9 , Canada

2. Please select the meeting for which you want to nominate the participant and his/her respective role.

**SBI-03 - 3 May - 13 June 2021**

Third meeting of the Subsidiary Body on Implementation

Role of the of the participant to the meeting Head of delegation

Speaker for Plenary, Contact group and Viewer  (2/4)

Speaker for Contact group and Viewer  (1/5)

Viewer for Plenary and Contact group  (1/6)

Additional delegate to appear on the participant list

**SBSTTA-24 - 3 May - 13 June 2021**

Twenty-fourth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice

Close Confirm Nomination

**Note:** Once you reach the maximum limit for each role, the system will automatically notify you by showing “Limit Reached”.

**SBSTTA-24** - 3 May - 13 June 2021   
 Twenty-fourth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice

---

Role of the of the participant to the meeting Delegate

Speaker for Plenary, Contact group and Viewer Limit Reached (4/4)

Speaker for Contact group and Viewer (0/5)

Viewer for Plenary and Contact group (0/6)

Additional delegate to appear on the participant list

**Step 10:** Once you click **Confirm Nomination**, a pop-box opens reminding you to send the official letter of nomination to the Secretariat. Simply click **Close** to close the pop-up box.

**RESULT:**

The name of the registered delegate will appear on the list on the main online registration web page. The delegate will have “Pending Accreditation” status. His/her role will also be indicated.



## Meeting Registration

SCBD

**Secretariat of the Convention on Biological Diversity (SCBD)**

#	Full Name	Job Title/ Department/ Organization	SBI-03 1 Plenary	SBSTTA-24
1	John Smith	Programme Officer Secretariat of the Convention on Biological Diversity	Pending Accreditation <span style="background-color: #4a7ebb; color: white; padding: 2px;">Plenary</span>	<input type="checkbox"/>



Convention on Biological Diversity

SCBD © 2021

Once validated by the Secretariat, the status will change to “Accredited”.

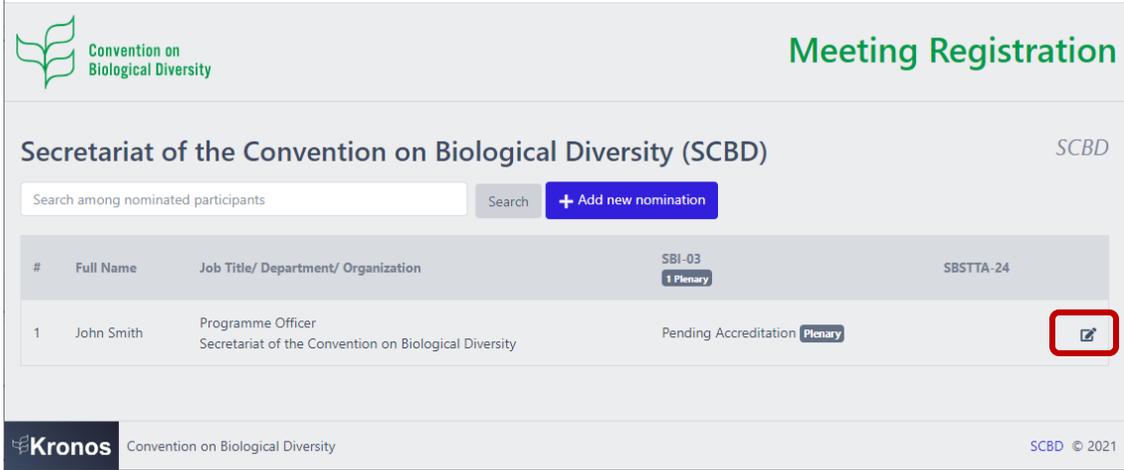
### 3.2 WHAT DO VARIOUS ROLES MEAN?

The *Interactio* roles that can be assigned through online registration system are:

Role	Meaning
Speaker for Plenary, Contact group and Viewer	Can speak at plenary sessions and contact groups. Can also use the same login to connect as 'Viewer' in webcasting mode and select their language of preference.
Speaker for Contact group and Viewer	Can speak at contact groups but not at plenary sessions. Can also use the same login to connect as 'Viewer' in webcasting mode and select their language of preference.
Viewer for Plenary and Contact group	Can log in as 'Viewer' in webcasting mode to plenary sessions and contact groups and select their language of preference. Cannot speak at plenary sessions or contact groups.
Additional delegates to appear on the participant list	No speaking or viewing rights. Will be included in final list of participants. May view plenary sessions on You Tube (stream can be delayed by 3-5 min).

### 3.3 HOW TO EDIT PARTICIPANT'S CONTACT INFORMATION?

**Step 1:** On the main online registration page, click on the  symbol, corresponding to the delegate.



The screenshot shows the 'Meeting Registration' interface for the SCBD. It includes a search bar, a '+ Add new nomination' button, and a table of participants. The table has columns for '#', 'Full Name', 'Job Title/ Department/ Organization', 'SBI-03', and 'SBSTTA-24'. The first row shows John Smith, Programme Officer, with a 'Pending Accreditation' status and a 'Plenary' session type. A red box highlights the edit icon (pencil) in the rightmost column of the first row.

**Step 2:** The “Edit participant” pop-up box opens. Make the changes and click **Next**. A second “Edit participant” pop-up box opens. Make further changes, if needed, and click **Next** again.

Edit participant
✕

Title	First Name	Last Name
<input style="width: 100%;" type="text" value="Mr."/>	<input style="width: 100%;" type="text" value="John"/>	<input style="width: 100%;" type="text" value="Smith"/>
Job Title		
<input style="width: 100%;" type="text" value="Programme Officer"/>		
Department, Division or Unit (within the organization)		
<input style="width: 100%;" type="text"/>		
Email	Verify Email	
<input style="width: 100%;" type="text" value="john.smith@gmail.com"/>	<input style="width: 100%;" type="text" value="john.smith@gmail.com"/>	
Mobile	Verify Mobile	
<input style="width: 100%;" type="text" value="+1 15145551234"/>	<input style="width: 100%;" type="text" value="+1 15145551234"/>	
Secondary email address (CC)	Phone	Date of Birth
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text" value="+1 Enter a phone number"/>	<input style="width: 100%;" type="text" value="mm/dd/yyyy"/>

Close
Next



Edit participant
✕

Organization	Do you want to use the address of the organization?
<input style="width: 100%;" type="text" value="Secretariat of the Convention on Biological Diversity"/>	<input style="width: 100%;" type="text" value="Yes"/>
Postal Address	
<input style="width: 100%;" type="text" value="413, Saint-Jacques Street W. Suite 800"/>	
City	Province / State
<input style="width: 100%;" type="text" value="Montreal"/>	<input style="width: 100%;" type="text" value="Quebec"/>
Country	Postal Code
<input style="width: 100%;" type="text" value="Canada"/>	<input style="width: 100%;" type="text" value="H2Y 1N9"/>

Back
Next

**Tip:** If the participant’s address is different from the one of the organization, select “No” in “Do you want to use the address of the organization?”, and enter the new address. If not, select “Yes”.

**Step 3:** The “Nominate participant” pop-up box opens displaying updated contact details. Click **Confirm Nomination**.

### Nominate participant

1. Please check the participant coordinates below. If needed, press on 'Edit' to modify the information

**Mr. John Smith** Edit  
Programme Officer  
**Secretariat of the Convention on Biological Diversity (SCBD)** (SCBD)  
413, Saint-Jacques Street W. [john.smith@gmail.com](mailto:john.smith@gmail.com)  
Suite 800  
Montreal, Quebec  
H2Y 1N9 , Canada

2. Please select the meeting for which you want to nominate the participant and his/her respective role.

**SBI-03 - 3 May - 13 June 2021** ✓  
Third meeting of the Subsidiary Body on Implementation

Role of the of the participant to the meeting Delegate

Speaker for Plenary, Contact group and Viewer (2/4)

Speaker for Contact group and Viewer (0/5)

Viewer for Plenary and Contact group (0/6)

Additional delegate to appear on the participant list

**SBSTTA-24 - 3 May - 13 June 2021** ✕  
Twenty-fourth meeting of the Subsidiary Body on Scientific, Technical and Technological Advice

Close Confirm Nomination