

Group Registration Guideline for United Nations' Observance of International Women's Day 2020

Date and Time: Friday, 6 March 2020 from 10:00 a.m. to 1:00 p.m.

Venue: General Assembly Hall, United Nations Headquarters

Please note:

- RSVP deadline is Tuesday, 25 February 2020.
- Please ensure that the names for all guests match a valid Government issued ID.
- To change your information details, please don't RSVP again. You can always edit your personal information through the email confirmation received after registration.
- As per UN Security, participants under 18 must have an adult escort at all times on UN premises. Escorts also require a ticket and can escort a maximum of 10 minors.

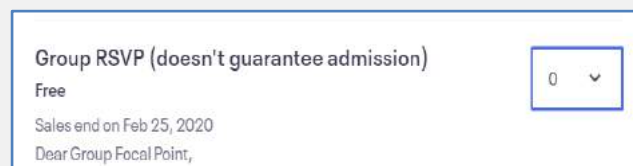
Guests can RSVP as an individual or in group

To RSVP for your own ticket, go to <https://unwomen-ibd2020.eventbrite.com>, click on **Register** and choose the "As an individual" option, followed by "Individual RSVP" and fill in all the required information.

For Group RSVP, one can act as focal point and RSVP in two ways:

Group registration allows the focal point to RSVP for several different guests. Alternatively, focal points can also create a group and ask their guests to register themselves. As the focal point for your group, you will be responsible for picking up and distributing the tickets to your guests.

- (1) **Act as focal point and RSVP on behalf of all your guests** (*under this option only the focal point can register guests' names*)



Group RSVP (doesn't guarantee admission)
Free
Sales end on Feb 25, 2020
Dear Group Focal Point,

0 ▾

Step 1: Select the "As an individual" option followed by "Group RSVP"

Step 2: Choose the number of guests that will be attending as part of your group, including the group focal point.

Step 3: Fill in all the required information for each guest, including the group focal point. *Please note that Contact Information refers to the group focal point and does not count as a ticket registration. Focal points should ensure that in addition to registering their contact information they also register as a guest.*

- (2) **Act as focal point and RSVP on behalf of guests while having the ability to share the details with your group to register themselves as well** (this option is useful when sharing with a large group of potential guests to have them RSVP for themselves while remaining part of a specific group with a designated focal point):

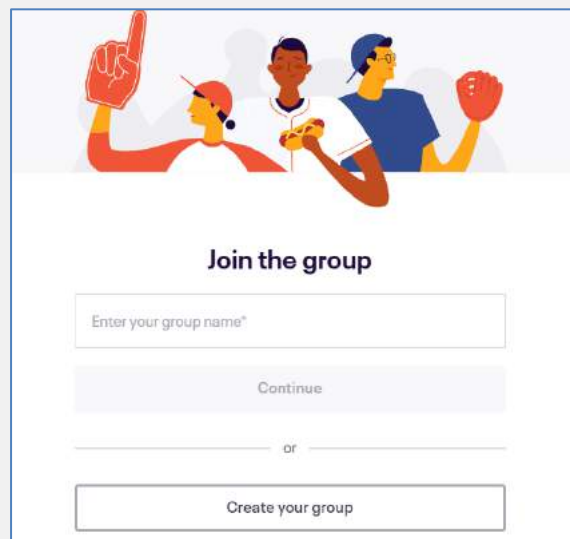
Step 1: Focal point creates an account with [Eventbrite](#) and logs in.

Step 2: Go to <https://unwomen-ibd2020.eventbrite.com> and click on "Register"

Step 3: Select the "As a group member" option, select a group name and create your group

Step 4: RSVP on behalf of guests and/or share the group name with guests who will then be able to join the group by RSVPing using your group name through the "As a group member" option.

Please note that guests do not need an Eventbrite account to join a group



Join the group

Enter your group name*

Continue

or

Create your group