



# IAIS

INTERNATIONAL ASSOCIATION OF  
INSURANCE SUPERVISORS

**We are pleased to invite you to:**

**ICS Stakeholder Session**

**10 April 2019, Orlando, USA**

**Hosted by the National Association of Insurance  
Commissioners (NAIC)**

**Registration Form**

## Important Registration Information

External participants should use their email address and eBIS/EBMS password to access the online registration link.

Internal participants should use their AD login credentials to access the online registration link.

Please click on the link below and complete the registration by **Thursday 4 April 2019**.

<https://events.ebis.org/v20Reg/emc00/register.aspx?OrgCode=10&EvtID=36420&AppCode=REG&CC=119021326516>

## Meeting Schedule

ICS Stakeholder Session 09.00-13.00

Meeting Room for ICS Stakeholder Session: Martinique 2

Kindly note that a continental breakfast will be served at Atrium East.

### Meeting Venue

Caribe Royal Orlando,  
8101 World Center Drive,  
Orlando, FL 32821,  
USA

Please send an email to [alka.sharma@bis.org](mailto:alka.sharma@bis.org) if you have any questions about the online registration process.

**Participants requiring an invitation letter for visa purposes, please contact  
Mary Laboy; [mlaboy@naic.org](mailto:mlaboy@naic.org); phone number; +1-202-471-3972**

**Registration deadline for the meeting: 04 April 2019**

**Quick guide to online registration**

This guide briefly describes how to register for a BIS event. Please contact your Meeting Organiser if you have any questions.

The Meeting Organiser will e-mail you a **meeting specific link** for online registration.

Be sure to *save this link* in case you need to make changes at a later date.

**1. LOG IN****If you already have an account:**

Login using your **e-mail address** AND

- your current eBIS password (for those with an eBIS account); or
- the password you created by clicking on the link in the e-mail you received (for those without an eBIS account).

**2. UPLOAD BADGE PHOTO****Contact Details**

First Name\*

Last Name\*

Photo\*  No file selected

**Photo Upload**

If you do not have an existing photo, please upload a passport style photo (eg 5cm by 3cm full face) in JPEG format.

- Upload passport type photo (1)

**If you do not yet have an account:**

On the Login screen, click on "Don't have a login account? Create one now. **Create your online registration profile**



- Fill in the required information. Please note that certain fields – marked with an asterisk (\*) – are mandatory.
- The BIS Meeting Organiser will be notified when your profile has been completed. Once your account is activated – typically, within a few days – you will receive an automatically generated e-mail.

**If you have an account that is set up to allow you to register someone else for an event**

Log in with your own e-mail and password, then click on “Sign In As...” next to the name of the person you wish to register for an event.



You will be directed to the appropriate registration form.

After registering, both the person creating the registration and the registrant will receive the email confirmation (within 10 minutes).

(If you would like to be able to register other individuals for an event, please contact your Meeting Organiser.)

**3. REGISTER FOR AN EVENT**

On the registration screen, select the specific parts of the event you (or the person you are registering) will attend, if applicable.

- Lunch
- Meeting Day 1
- Meeting Day 2

**Next** [Back](#)

➤ Click **Next** to continue

#### 4. ADD TRAVEL INFORMATION

Please note that it is possible to edit this information at a later time if your travel information changes.

##### Entry of Arrival Information

Arrival Information

Arrival - Date: 02/01/17

Arrival - Time: 10:00

Arrival Ref - flight#, train #, etc: LH 1000

Location: Basel Airport Pickup

##### Entry of Departure Information

Departure Information

Departure - Date: 03/01/17

Departure - Time: 12:00

Departure Ref - flight#, train #, etc: LH 2000

Location: Basel Airport Drop Off

**Next** [Back](#)

➤ Click **Next** to continue

#### 5. ADD VISA AND DIETARY REQUIREMENTS (if applicable)

##### Visa & Dietary Information\*

• Visa & Dietary Information: Attendee Registration - Wednesday, 03/01/16 08:00 - Wednesday, 10/01/16 18:00

Dietary requirements: Vegetarian

Additional dietary details: none

Is a Visa required?: No

**Next** [Back](#)

➤ Click **Next** to continue

#### 6. SELECT A HOTEL

On the review page, click on **Add Hotel**.

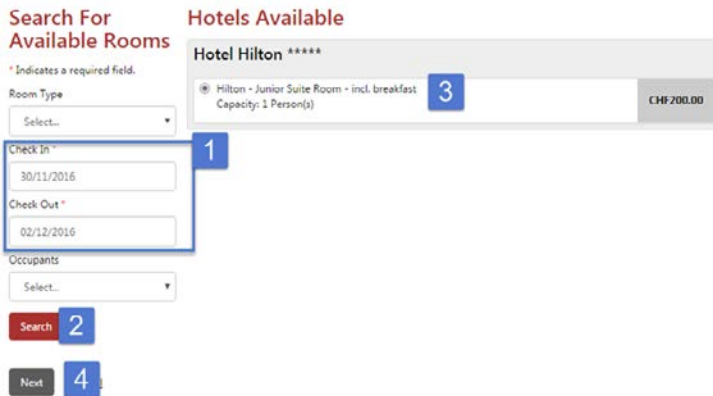
##### Registration Details

Registrant: gg, rr

[Edit](#) [Add Hotel](#)

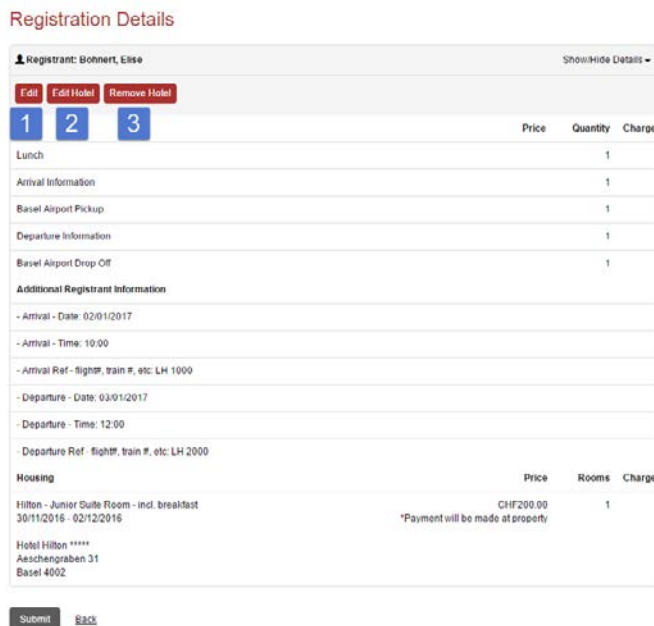
Item	Price
Lunch	
Arrival Information	

- Enter your arrival and departure dates (1) in order to find hotel rooms that are available during that time
- Click **Search** (2) to see available hotels
- Select your hotel by ticking the circle next to it (3)



- Click **Next** (4) to continue

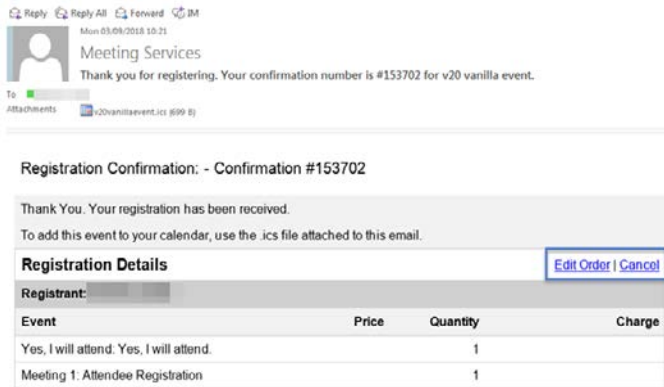
## 7. REVIEW AND EDIT YOUR REGISTRATION DETAILS



- Edit attendance or travel details by clicking on the “Edit” button (image above #1).
- Edit your hotel selection by clicking on the “Edit Hotel” (image above # 2).
- You can delete the hotel selection by clicking on the “Remove Hotel” (image above # 3).
- Please note that you will have to accept our terms and conditions by ticking the related box. A full text version can be read online, by clicking on the link [“terms and conditions”](#)
- Consent to use of personal data in accordance with [terms and conditions](#). \*
- An automated registration confirmation will be sent to your e-mail address after a successful registration, including a calendar invitation. No other confirmation message will be sent.

## 8. CANCEL OR EDIT INFORMATION AFTER REGISTRATION SUBMISSION

From the confirmation email, click on Edit Order or Cancel



Reply Reply All Forward IM  
 Mon 03/06/2018 10:21  
 Meeting Services  
 Thank you for registering. Your confirmation number is #153702 for v20 vanilla event.  
 To: [redacted]  
 Attachments: v20vanillaevent.ics (599 B)

Registration Confirmation: - Confirmation #153702

Thank You. Your registration has been received.  
 To add this event to your calendar, use the .ics file attached to this email.

**Registration Details** [Edit Order](#) [Cancel](#)

Registrant: [redacted]

Event	Price	Quantity	Charge
Yes, I will attend. Yes, I will attend.		1	
Meeting 1: Attendee Registration		1	

The registration page will open again



Orders For This Event ▾

**Elise New Travel Details & Hote. registration**  
 Thursday, 01/12/18 07:00 - Tuesday, 06/12/18 23:59

Date	Number	Total	Payments	Amount Due
02/01/2017	78451	CHF0.00	CHF0.00	CHF0.00

[Edit](#) [Cancel Order](#)

- Click “Edit” to adjust your registration details – see previous section 6 on editing.
- Click “Cancel Order” to be removed as a participant from the event.

## 9. REGISTRATION AFTER THE CUT-OFF DATE

Each event will have a cut-off date for online registration. This date can be found in the e-mail received from the Meeting Organiser, which also contains the link to register for the event. After this cut-off date, any new registrations or changes to existing registration must be communicated by e-mail to the Meeting Organiser, while copying Meeting Services ([meeting.services@bis.org](mailto:meeting.services@bis.org))