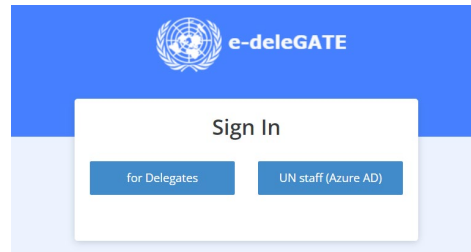# UN Staff Servicing the LDC5 Conference and UN Staff Participating in the Conference (UN Secretariat and entities)
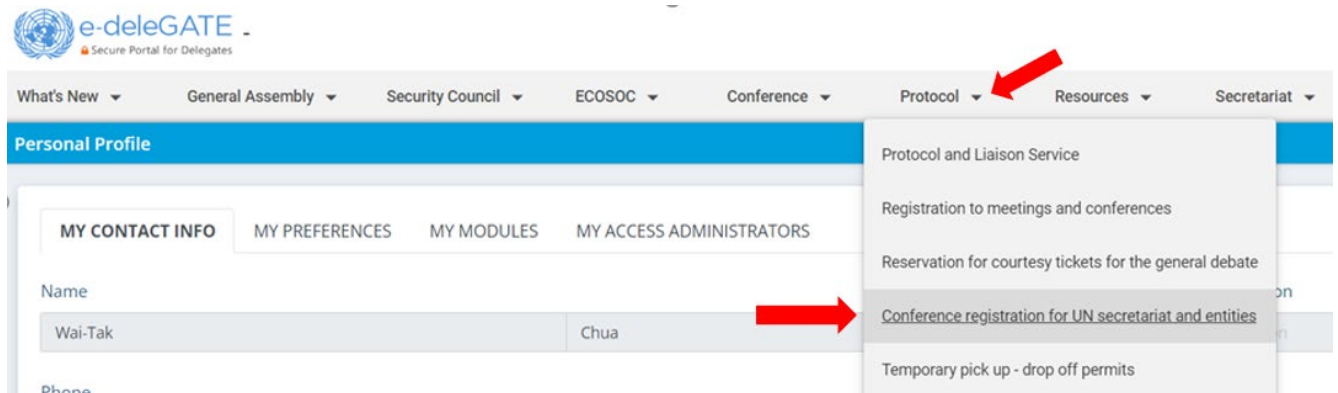
All registrations are processed via the eDelaGATE portal. Please log on to the portal directly at https://edelegate.un.int.
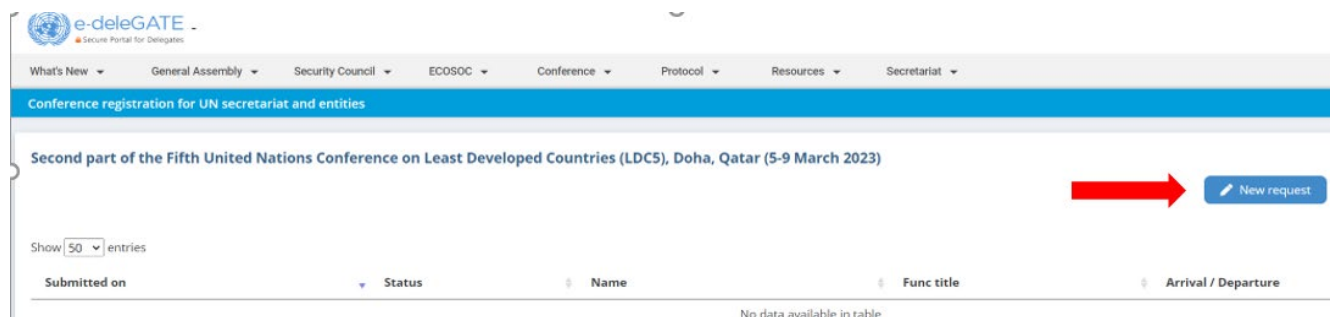

(i) **UN staff with emails ending in @un.org**, please select **"UN Staff (Azure AD)"** [see A below].

(ii) **UN staff with emails ending in @various UN domains** (e.g. @undp.org), please select **"For delegates"** [see B below].

A. **UN staff with @un.org accounts** may access the portal with their UniteID password. Please follow (i) and then follow the steps below to access the registration form:

(1) Select "Conference registration for UN secretariat and entities" under the "Protocol" tab

(2) Select "New Request", the LDC5 registration form will automatically appear.

(3) Choose "I am a UN staff servicing the conference" or "I am a UN staff participating in the conference" depending on your role and fill in your details.

(4) Upload the required documentation*
    * Authorization letter / letter of nomination issued by their respective department (director, head of the office, etc.) OR * Memo listing servicing staff to the conference
    AND
    * Photo

(5) Click submit.

(6) Your registration will be reviewed, and you will receive an approval or rejection email shortly.

B. **UN staff with emails ending in @various UN domains (e.g. @undp.org, etc.), who DO NOT have access to the edeleGATE portal, must create an account first. To do so, go to https://edelegate.un.int/uns/create to create an account and after you have received a temporary password, log on to the portal at https://edelegate.un.int and follow (ii). Then follow the steps below to access the registration form:**

(1) Click on "Protocol"

(2) Select "Conference registration for UN secretariat and entities" under 'Protocol"

(3) From here, continue by following the same steps from **A - (2) to (6) above**.