Update as on date 6th April 2023

DAO REGISTRATION & ACCREDITATION USER GUIDE
Key Highlights

- The profile information once submitted cannot be altered by the User, in case any field needs to be changed an Email has to be dropped at ‘techsupport@g20.in’ keeping the Indian Nodal Officer in Copy of the mail.

- One important point in “Add Travel on Behalf of Delegate” by a DAO is that the Delegate (who was nominated) should have activated his account and completed his profile information submission as well. Only then DAO can add travel details alone for a particular event. This check is present because without profile information, accreditation letter cannot be generated correctly.

- DAO and Delegates can fill Hotel and Travel Details later as well; as per their convenience but well before the deadline.

- Also, only the pending invites would be listed for the DAO to fill in. If the delegate has already submitted for accreditation even once and the accreditation letter got generated, then those events will not be listed here.

- Hotel and Travel Fields are independent of ‘Accreditation Letter’ generation and download; but these fields cannot be left blank. A reminder mail will go daily to all those registered DAO/Delegates to complete, so that the on-ground logistics team can appropriately use the details.

- If Hotel and Travel details are updated later, accreditation letter can be regenerated again with those saved details.

- For any technical assistance please drop a mail to ‘techsupport@g20.in’ and please copy the SPOC from India for the meeting as well.
LET'S GET STARTED
DAO REGISTRATION

Once the admin circular is sent for the event and DAO details are shared by Missions/I0s/Central Banks. Technical team receives the data and registers DAO in the backend system. The DAO can then come to the portal and click on- Registration and Accreditation.
Go to https://g20.org and click on Registration and Accreditation

Registration Page

When DAO/Delegate clicks on the ‘Registration & Accreditation’ menu, it opens this Registration Page which will have these three Registration cards visible.
DAO ACCOUNT REGISTRATION
Registration as DAO

DAO clicks on ‘DAO’ ‘Registration’ card
DAO enters registered E-mail ID in the Email Verification form Page and then clicks on “Request OTP”
After clicking on “Request OTP” another popup window will appear with message “Verify Email
“Enter the 6-digit code we send you in email/SMS to continue”

Code expire in :15:00

Page has- a ‘Resend OTP’ option to send new OTP if user has not received any OTP. If an OTP is not entered in 15 mins, then the code will expire.
On Clicking ‘Verify Email’ the OPT will be matched and if correct, user can progress further.
You will be directed to this form after you click “Verify Email”.

Create Password
1. Enter Password
2. Confirm Password

System to display password guidelines (1 small, 1 cap, 1 number & 1 special character) min length 8, max 14)

Once the two passwords are matched in system, user clicks on ‘Confirm Password’ to progress further.
You will be directed to this form after you click “Confirm Password”. Pop up window will appear with message

“Registration Successful
Your Account is registered successfully!”

Click ‘Login’ to progress further in form.
If User clicks on ‘Home’ they will be redirected to the Home Page of G20 website.
DAO ACCOUNT REGISTRATION
Forgot Password- Only for registered users

Login page also has a Forgot Password option in case user wants to re-set their password.

The registered user will have to enter his D.O.B.

If the D.O.B matches with the system only then the OTP will be received on the Email.

DAO enters registered E-mail ID and Date of Birth in the Email Verification form page and then clicks on “Request OTP”. 
After clicking on “Request OTP” another popup window will appear with message

Verify Email
“Enter the 6-digit code we sent you in email/SMS to continue”

Code expire in: 15:00
 ___ ___ ___ ___ ___ ___

Page has- a ‘Resend OTP’ option to send new OTP if user has not received any OTP.
If an OTP is not entered in 15 mins, then the code will expire.
On Clicking ‘Verify Email’ the OTP will be matched and if correct, user can progress further.
You will be directed to this form after you click “Verify Email”.

Create Password
1. Enter Password
2. Confirm Password

System to display password guidelines (1 small, 1 cap, 1 number & 1 special character) min length 8, max 14)

Once the two passwords are matched in system, user clicks on ‘Confirm Password’ to progress further.
You will be directed to this form after you click “Confirm Password”. Pop up window will appear with message “Password Change Successful

Your Password has been reset successfully!

Click ‘Login’ to progress further in form.
If User clicks on ‘Home’ they will be redirected to the Home Page of G20 website.
Once the User sets his password, they will click on ‘My Dashboard’. i.e.

Use Login credentials which were set at the time registration i.e. Email ID, Password and Captcha Displayed.

Click ‘Login’. Click ‘Login’ to progress further in form.

Page also has a Forgot Password option in case user wants to re-set their password.

Also, If the Registration is incomplete, User can click on ‘Register’ and they will be redirected to the ‘Registration and Accreditation’ Page- where they can first register themselves as per their role.
Once the User sets his password, they will click on ‘My Dashboard’. i.e. Use Login credentials which were set at the time registration i.e. Email ID, Password and Captcha Displayed.

Click ‘Login’. Click ‘Login’ to progress further in form.

On Clicking ‘Login’- a pop-up comes, and the OTP is sent to Email/SMS. This is every time a user will log in.
After clicking on ‘Login’- the following message will appear for the DAO:

Hi ______ (Name)!
“Please complete your profile information to attend event & invite delegates”

Click ‘Get started’ to progress further in form.

Filling personal profile details will be a mandatory step for DAO
You will be directed to this form after you click “Get Started”.

Next, complete the form by filling in information on:

1. Title
2. First Name
3. Middle Name (Optional)
4. Surname/Last Name (Optional)
5. Gender
6. Date of Birth (MM/DD/YYYY)- DAO can even type in if they want to avoid scrolling.
7. Phone Number
8. Registered Email ID
9. Position
10. Position Held since (Optional)
12. Blood Group
13. Please share if you have any medical condition, allergies, etc. (Optional)
14. Please enter your dietary preferences if any (Optional)

Click ‘Proceed to Next Step’ to progress further in form. Each page has- ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”. Next, complete the form by filling in information on:

**Passport Details**
1. Passport Type
2. Passport Number
3. Place of Issue
4. Passport Expiry Date

**Add Previous Passport Details (if any)**

**Citizenship Details**
1. Nationality
2. Current Citizenship

Any other citizenship that you hold or have held
DAO can select if they are applicable either “YES” or “NO”
If DAO person selected “YES”
1. Previous Citizenship
2. From
3. to

**Add more citizenship details**

Are you an Overseas Citizen of India [OCI] card holder?
DAO can select if they are applicable either “YES” or “NO”
If DAO person selected “YES”
1. Name on Card
2. OCI Card Number
3. Date of issue
4. Place of Issue

Click ‘Proceed to Next Step’ to progress further in form. Each page has- ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”. Next, complete the form by filling in information on:

**Passport Details**
1. Passport Type
2. Passport Number
3. Place of Issue
4. Passport Expiry Date

Add Previous Passport Details (if any)

**Citizenship Details**
1. Nationality
2. Current Citizenship

Any other citizenship that you hold or have held
DAO can select if they are applicable either “YES” or “NO”
if DAO person selected “NO”

Are you an Overseas Citizen of India [OCI] card holder?
DAO can select if they are applicable either “YES” or “NO”
if DAO person selected “YES”
1. Name on Card
2. OCI Card Number
3. Date of issue
4. Place of Issue

Click ‘Proceed to Next Step’ to progress further in form.
Each page has- ‘Back to Previous step’ to go back to previous page.
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**Citizenship Details**
1. Nationality
2. Current Citizenship

Any other citizenship that you hold or have held DAO can select if they are applicable either “YES” or “NO” if DAO person selected “YES”
1. Previous Citizenship
2. From
3. to

Add more citizenship details

Are you an Overseas Citizen of India [OCI] card holder?
DAO can select if they are applicable either “YES” or “NO” if DAO person selected “NO”

Click ‘Proceed to Next Step’ to progress further in form. Each page has- “Back to Previous step” to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”. Next, complete the form by filling in information on:

**Passport Details**
1. Passport Type
2. Passport Number
3. Place of Issue
4. Passport Expiry Date

**Add Previous Passport Details (if any)**

**Citizenship Details**
1. Nationality
2. Current Citizenship

Any other citizenship that you hold or have held DAO can select if they are applicable either “YES” or “NO”

If DAO person selected “NO”

Are you an Overseas Citizen of India (OCI) card holder?
DAO can select if they are applicable either “YES” or “NO”
If DAO person selected “NO”

Click ‘Proceed to Next Step’ to progress further in form.
Each page has- ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”. Next, complete the form by filling in information on:

**Citizenship Details**
1. Nationality
2. Current Citizenship
   - **Any other citizenship that you hold or have held**
   - DAO can select if they are applicable either “YES” or “NO”
   - If DAO person selected “YES”
     1. Previous Citizenship
     2. From
     3. to
     - **Add more citizenship details**
   - If DAO, click on **Add more citizenship details**

**Previous Citizenship Details | Citizenship 1**
1. Previous Citizenship
2. From
3. to
   - **Add more citizenship details**

**Previous Citizenship Details | Citizenship 1**
1. Previous Citizenship
2. From
3. to
   - **Add more citizenship details**

And so on.....

Click ‘Proceed to Next Step’ to progress further in form.
Each page has- ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”. Next, complete the form by filling in information on:

- **Passport Details**
  1. Passport Type
  2. Passport Number
  3. Place of Issue
  4. Passport Expiry Date

If DAO, click on **Add Previous Passport Details (if any)**

Previous Passport Details | Passport 1
1. Passport Type
2. Issued By
3. Country of Issue

If DAO, click on **Add Previous Passport Details (if any)**

Previous Passport Details | Passport 2
1. Passport Type
2. Issued By
3. Country of Issue

and so on.................

Click ‘Proceed to Next Step’ to progress further in form.

Each page has- ‘Back to Previous step’ to go back to previous page.
DAO ACCOUNT REGISTRATION

Step 3- Upload Documents

You will be directed to this form after you click “Proceed to Next Step”.

Last is the uploads section- If an upload is incorrect, the outline of the upload box will turn red, so as to signify an error, which will be mentioned above the box.

User can drag file here to upload Documents or click the button to browse files.

Upload Documents:
1. Passport photo (Max 200 KB)
2. Photo (Max 200 KB, Dimensions: Width x Height: 2in x 2in)
3. OCI Card (Optional) – Max 200 KB

Click ‘Proceed to Next Step’ to progress further in form.
Each page has- ‘Back to Previous step’ to go back to previous page.
DAO ACCOUNT REGISTRATION

Confirm Info Pop-up

You will be directed to this form after you click “Proceed to Next Step”. Pop up window will appear with message “Confirm Profile Submission”.

Click “Confirm, Go Ahead” for final submission.

Click “No, Take me Back” for review the filling information.

Please Note- This information cannot be edited; we request you to drop a mail to ‘techsupport@g20.in’ and loop in your Indian Nodal Officer for faster resolutions.
DAO ACCOUNT REGISTRATION

Profile Registration Submitted

You will be directed to this form after you click “Confirm, Go Ahead”. Pop up window will appear with message “Profile Registration Submitted
You have successfully submitted your Profile updates.”

Click “Go back to dashboard”

DAO can now go back to his Dashboard to either- add delegates or update his hotel and travel details in case he/she is attending an event.
DAO ACCOUNT REGISTRATION

DAO Dashboard

You will be directed to this form after you click “Go back to dashboard”.

- **3 Invites Sent**
- **2 Registered Delegates**

**Invite Delegates for Meetings**
- Sherpa Meeting
- Development WG
- Finance Ministry/Central Bank
- Framework WG
- Joint Finance and Health Task Force
- Global Partnership for Financial Inclusion

**My Events**
- **Upcoming Events**
- **Completed Events**

No upcoming events yet. You will be able to see them here once the accreditation letter is generated.
DAO ACCREDITATION
You will be directed to this form after Click “Login”.

Say the DAO is mapped to the “1st Sherpa Meeting”.

In DAO Dashboard- DAO can Invite Delegates, See the count of registered delegates, and total invites sent. Add travel details for an invited delegate, accredit himself, download accreditation letter of accredit event.

DAO also view Upcoming and completed Event

DAO can select list of meeting from dropdown list after clicking “Invite Delegates for Meeting”.

Only those meetings will be visible that are mapped to the WG to which the DAO belongs.
You will be directed to this form after you select meeting after clicking on “Invite Delegates for Meeting” View event in a WG.
DAO can click on three dots in top left corner of event card and select “Attend this event” if DAO wants to accredit himself for that event.
You will be directed to this form after you click “Attend this event”.

1. Are you a “Head of Delegates”? (Select either “Yes” or “No”)  
   Default set “No”

2. Are you a “Delegate Contact Officers”? (Select either “Yes” or “No”)  
   Default set “No”

3. Which event would you to attend?  
   - Main Event  
   - Side Event  
   (DAO can select main event and side event lists simultaneously or particular event which he want to attend.)

4. Will you be attending any non-G20 engagements during your stay in India?  
   (Select either “Yes” or “No”)  
   Default set “No”

Click ‘Proceed to Next Step’ to progress further in form
1. Are you a “Head of Delegates”? (Select either “Yes” or “No”)  Default set “No”
2. Are you a “Delegate Contact Officers”? (Select either “Yes” or “No”)  Default set “No”
3. Which event would you to attend?
   • Main Event
   • Side Event
   (DAO can select main event and side event lists simultaneously or particular event which he want to attend.)
3. Will you be attending any non-G20 engagements during your stay in India? (Select either “Yes” or “No”)  Default set “No”
   If DAO selected “YES”
   A. Event Name
   B. Purpose
   C. Organised by
   D. Event Location
   E. Event From Date
   F. Event To Date
   Click ‘Proceed to Next Step’ to progress further in form
You will be directed to this form after you click “Proceed to Next Step”.

Next, complete the form by filling in information on:

- **Arrival Details** - these are all optional fields - but if left blank, a reminder email will go to update those details daily. And DAO can come back and update those details.

- Are you based in India? (Select Either “Yes” or “No”)
  1. Current Residing address
  2. State
  3. City
  4. Pin code

- Details of Arrival to the nearest airport
  1. Flight Number
  2. Arrival date - DAO can even type in if they want to avoid scrolling
  3. Arrival Time - DAO can even type in if they want to avoid scrolling
  4. Upload Tickets

- **Hotel Details**
  1. Hotel Name
  2. Hotel Address

*Each page has- ‘Back to Previous step’ to go back to previous page.*
DAO ACCREDITATION
Step 1- DAO Arrival Details - 2

You will be directed to this form after you click “Proceed to Next Step”.

Next, complete the form by filling in information on:

Arrival Details- these are all optional fields-but if left blank, an email will go to update those details daily, and DAO can come back to fill that data.

Are you based in India? (Select Either “Yes” or “No”)  If DAO selected “NO”

Details of Arrival to the nearest airport
1. Flight Number
2. Arrival date- DAO can even type in if they want to avoid scrolling
3. Arrival Time- DAO can even type in if they want to avoid scrolling
4. Upload Tickets

Hotel Details
1. Hotel Name
2. Hotel Address

Each page has- ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”.

Next, complete the form by filling in information for Departure Details. Departure Details—these are all optional fields—but if left blank, an email will go to update those details daily and DAO can come back to update those details.

If DAO selected “NO” when asking are you based in India

Details of Departure from the nearest airport
1. Flight Number
2. Departure Date—DAO can even type in if they want to avoid scrolling
3. Departure Time—DAO can even type in if they want to avoid scrolling

Details of Departure From India
1. Port of Exit from India
2. Flight Details
3. Departure Date—DAO can even type in if they want to avoid scrolling
4. Upload Tickets

Hotel Details
1. Hotel Name
2. Hotel Address

Each page has—‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”.

Next, complete the form by filling in information for Departure Details. Departure Details- these are all optional fields-but if left blank, an email will go to update those details daily and the DAO can come back to update those details.

If DAO is Indian or selected “YES” when asking are you based in India

Details of Departure from the nearest airport
1. Flight Number
2. Departure Date- DAO can even type in if they want to avoid scrolling
3. Departure Time- DAO can even type in if they want to avoid scrolling
4. Upload Tickets

Hotel Details
1. Hotel Name
2. Hotel Address

Each page has ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”.

Next, DAO can edit his/her accreditation details before final submission.

- Arrival Details
- Departure Detail

*Each page has- ‘Back to Previous step’ to go back to previous page.

Once Submitted- The accreditation letter will be generated.

Any edits here can be made again and will be saved, and the accreditation letter will be generated again.

The letter will be mailed again and as many times it is re-generated.
You will be directed to this form after you click “Submit”.

Confirmation Pop-up window will appear with message

Accreditation Successful

Thank you for providing necessary details.

You can download your Accreditation Letter once your request has been approved.

Go to Dashboard

You can download your Accreditation- in ‘My Dashboard’ and it will also be mailed to the DAO.
YOU WILL BE DIRECTED TO THIS FORM AFTER YOU CLICK “GO TO DASHBOARD”.

DAO CAN DOWNLOAD YOUR ACCREDITATION LETTER, IT WILL ALSO BE MAILED THE DAO, THE DAO CAN ALSO EDIT HIS/HER TRAVEL DETAILS.
DAO ACCREDITATION
DAO Accreditation Letter

Accreditation Letter after editing fields and regenerating
ADDING DELEGATE
You will be directed to this form after you select a meeting after logging to the Dashboard.

*View event in a WG.*
You will be clicking on three dot in top left corner of event card and select “View delegates” for viewing the list of invited delegate for that event.

You will be clicking on “Invite Delegates” to invite delegate of that event.
You will be directed to this form after you click “Invite Delegate”.

Next, complete the form by filling in information on:

Add Delegates to Event

1. First Name
2. Middle Name (optional)
3. Last Name (optional)
4. Email ID
5. Mobile Number

You can click on “+Add More Delegates” for you can add multiple Delegates for this meeting.
You will be directed to this form after you click “+Add More Delegate”.

Next, complete the form by filling in information on:

**Add Delegates to Event**

1. First Name
2. Middle Name (optional)
3. Last Name (optional)
4. Email ID
5. Mobile Number

You will be clicking on “Send Invite” for invite delegate for this meeting.

The Delegate would then be registered and has to come to the portal like the DAO and set his password first in the ‘Registration and Accreditation’ page. Then Login via ‘My dashboard’
You will be directed to this form after you click “Send Invite”.
Confirmation Pop-up window will appear with message
Delegate(s) Nominated Successful
Thank you for providing necessary details.
Your invite has been successfully sent to Delegate
Go back to Dashboard
A mail will go to the Delegates who were invited.
You will be clicking on three dot in top left corner of event card and select “View Delegates” for viewing list of invited delegates of that event.

Counter of invites sent will increase as per invitations sent out.
You will be directed to this form after you click “View Delegate”.
You can view the total list of invited delegate of that event.
Also see the ‘Organization’ details and the date when the invitation was sent.
DAO REGISTERED DELEGATE
DAO REGISTERED DELEGATES
DAO Registered Delegates for an event

You will be clicking on the three dot in the top left corner of the event card and select “View Delegates” for viewing the list of invited delegates of that event.

Counter of invites sent will increase as per invitations sent out.
DAO REGISTERED DELEGATES
DAO Registered Delegates for an event

You will be directed to this form after you click “View Delegate”. You can view the total list of invited delegate of that event. DAO Registered Delegate on behalf of him/her click “Register” button.
You will be directed to this form after you click “Get Started”.
Next, complete the form by filling in information on:

Basic Details
1. Title
2. First Name
3. Middle Name (Optional)
4. Surname/Last Name (Optional)
5. Gender
6. Date of Birth (MM/DD/YYYY)- DAO can even type in if they want to avoid scrolling.
7. Phone Number
8. Registered Email ID
9. Position
10. Position Held since (Optional)
12. Blood Group
13. Please share if you have any medical condition, allergies, etc. (Optional)
14. Please enter your dietary preferences if any (Optional)

Click ‘Proceed to Next Step’ to progress further in form. Each page has- ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”. Next, complete the form by filling in information on:

1. **Passport Details**
   - Passport Type
   - Passport Number
   - Place of Issue
   - Passport Expiry Date

Add Previous Passport Details (if any)

2. **Citizenship Details**
   - Nationality
   - Current Citizenship
   - Any other citizenship that you hold or have held
     DAO can select if they are applicable either “YES” or “NO”
     If DAO person selected “YES”
     1. Previous Citizenship
     2. From
     3. to
     Add more citizenship details

Are you an Overseas Citizen of India [OCI] card holder?
DAO can select if they are applicable either “YES” or “NO”
If DAO person selected “YES”
1. Name on Card
2. OCI Card Number
3. Date of issue
4. Place of Issue

Click ‘Proceed to Next Step’ to progress further in form. Each page has- ‘Back to Previous step’ to go back to previous page.
DAO ACCOUNT REGISTRATION

Step 3- Upload Documents

You will be directed to this form after you click “Proceed to Next Step”.

Last is the uploads section- If an upload is incorrect, the outline of the upload box will turn red, so as to signify an error, which will be mentioned above the box.

User can drag file here to upload Documents or click the button to browse files.

Upload Documents:
1. Passport photo (Max 200 KB)
2. Photo (Max 200 KB, Dimensions: Width x Height: 2in x 2in)
3. OCI Card (Optional) – Max 200 KB

Click ‘Proceed to Next Step’ to progress further in form.
Each page has- ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”. Pop up window will appear with message

“Confirm Profile Submission”

Click “Confirm, Go Ahead” for final submission.

Click “No, Take me Back” for review the filling information

Please Note- This information cannot be edited; we request you to drop a mail to ‘techsupport@g20.in’ and loop in your Indian Nodal Officer for faster resolutions.
DAO ACCOUNT REGISTRATION

Profile Registration Submitted

You will be directed to this form after you click “Confirm, Go Ahead”. Pop up window will appear with message “Profile Registration Submitted You have successfully submitted your Profile updates.”

Click “View Delegates”

DAO can now go back to his View Delegate to either- registered delegates or update his hotel and travel details in case he/she is attending an event.
ACCREDITED/ADDING TRAVEL DETAILS FOR A DELEGATE
ACCREDITED/ ADD TRAVEL DETAILS FOR A DELEGATE

Accredited or Add/Edit Travel Details on Behalf of a Delegate

DAO can fill the travel detail on behalf of a delegate for an event. Provided he/she has registered himself/herself on the portal by filling out basic personal information.
**ACCREDITED/ ADD TRAVEL DETAILS FOR A DELEGATE**

Accredited or Add/Edit Travel Details on Behalf of a Delegate

DAO fills the Invited Delegate registered Email ID and click “Search” Button.

DAO can view the details of Delegate.
You will be directed to this form after you click “Delegate search Card”.

view the full details of invited Delegate.

Click “Add Travel Details” to progress further in form.
You will be directed to this form after you click “Attend this event”.

1. Are you a “Head of Delegates”? (Select either “Yes” or “No”)  
   Default set “No”

2. Are you a “Delegate Contact Officers”? (Select either “Yes” or “No”)  
   Default set “No”

3. Which event would you to attend?  
   • Main Event  
   • Side Event  
   (DAO can select main event and side event lists simultaneously or particular event which he want to attend.)

3. Will you be attending any non-G20 engagements during your stay in India?  
   (Select either “Yes” or “No”)  
   Default set “No”

Click ‘Proceed to Next Step’ to progress further in form
You will be directed to this form after you click “Proceed to Next Step”.

Next, complete the form by filling in information on:

Arrival Details - these are all optional fields - but if left blank, an email will go to update those details and can be updated later as well.

Are you based in India? (Select Either “Yes” or “No”)  If DAO selected “NO”

Details of Arrival to the nearest airport
1. Flight Number
2. Arrival date- DAO can even type in if they want to avoid scrolling
3. Arrival Time- DAO can even type in if they want to avoid scrolling
4. Upload Tickets

Hotel Details
1. Hotel Name
2. Hotel Address

Each page has ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”.

Next, complete the form by filling in information for Departure Details. Departure Details - these are all optional fields - but if left blank, an email will go to update those details daily and can be updated later as well.

If DAO selected “NO” when asking are you based in India

Details of Departure from the nearest airport
1. Flight Number
2. Departure Date- DAO can even type in if they want to avoid scrolling
3. Departure Time- DAO can even type in if they want to avoid scrolling

Details of Departure From India
1. Port of Exit from India
2. Flight Details
3. Departure Date- DAO can even type in if they want to avoid scrolling
4. Upload Tickets

Hotel Details
1. Hotel Name
2. Hotel Address

Each page has- ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”.

Arrival Details- these are all optional fields-but if left blank, a reminder email will go to update those details daily and can be updated later as well.

Are you based in India? (Select Either “Yes” or “No”)  If DAO selected “YES”

1. Current Residing address
2. State
3. City
4. Pin code

Details of Arrival to the nearest airport
1. Flight Number
2. Arrival date- DAO can even type in if they want to avoid scrolling
3. Arrival Time- DAO can even type in if they want to avoid scrolling
4. Upload Tickets

Hotel Details
1. Hotel Name
2. Hotel Address

Each page has- ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”.

Next, complete the form by filling in information for Departure Details. Departure Details - these are all optional fields - but if left blank, an email will go to update those details daily and can be updated later as well.

If DAO is Indian or selected “YES” when asking are you based in India

Details of Departure from the nearest airport
1. Flight Number
2. Departure Date - DAO can even type in if they want to avoid scrolling
3. Departure Time - DAO can even type in if they want to avoid scrolling
4. Upload Tickets

Hotel Details
1. Hotel Name
2. Hotel Address

Each page has ‘Back to Previous step’ to go back to previous page.
You will be directed to this form after you click “Proceed to Next Step”.

Next, DAO can edit Delegate accreditation on behalf of him details before final submission.

- Arrival Details
- Departure Detail

*Each page has* ‘Back to Previous step’ to go back to previous page.

Once Submitted- The accreditation letter will be generated.

Any edits here can be made again and will be saved, and the accreditation letter will be generated again.

The letter will be mailed again and as many times it is re-generated.
You will be directed to this page after submission of travel details on behalf of Delegate.

Green – Indicates delegate Registered on date.

Orange - Indicates delegate Invited on date.
DAO – BILATERAL MEETING ROOM BOOKING
The DAO in order to book any Bilateral Meeting Room, should have accredited himself/herself as the Bilateral Meeting Room can be booked for a particular event.
You will be directed to this form after you click “Bilateral Meeting Room”.

You can book a Bilateral room booking.

Only the events for which the DAO is accredited will appear on the cards.
You will be directed to this form after you click “Book a Meeting Room”.

DAO can see the details of the Bilateral Meeting Room as present for the Hotel.

And also, the maximum capacity of the meeting room.

DAO clicks on the Meeting Room arrow to fill the Bilateral Meeting Room details.
You will be directed to this form after you click the “arrow of Meeting Room”.

You can Select the Date and timeslot of meeting and click “Next” button for booking meeting.

The red cross on the timeslots denotes the room has already been booked and is not available for the DAO/DCO to book.
DAO BITATERAL ROOM BOOKING
DAO Bilateral Room Form

You will be directed to this form after you click the “NEXT”.

Next, complete the form by filling in information on:

1. Delegation Details
   - Requesting Delegation
   - Participating Delegation
2. Chair Person Details (Optional)
   - Select a Chair Person
3. Contact Person Details (Optional)
   - Select a Contact Person
4. Special Requests (Optional)
You will be directed to this form after you click the “NEXT”.

Next, preview Meeting Details before submission the form.

You can also Edit the Bilateral Meeting Details before final submission.
DAO BITERAL ROOM BOOKING
DAO Bilateral Room Form

You will be directed to this form after you click “Submit”.

Pop up window will appear with message

“You have successfully submitted your Bilateral Meeting Room Request

Date 2nd Feb 2023 | Time: 6:30-7:00

You can check the status of your request in ‘Your Bookings’ under the ‘Booking Requests’ tab

Click ‘Go to Dashboard’ will be redirected to the Dashboard.

Clicks on ‘View your Bookings” they will be redirected to the Your Booking Page of Delegate Dashboard.”
You will be directed to this form after you click “View your Bookings”.

In here, You can check the status of your Bilateral room booking request and sort all request by latest, Oldest, Approval and Pending wise.

You can also check the complete Bookings history.
THANK YOU

For any technical queries—please contact—
Techsupport[at]g20[dot]in