



BRIDGING
DIVIDES
FOR WATER

Registration Guide

Registration for the 5th World Water Forum is either on-line, prior to the Forum, or on-site. Through <https://event.worldwaterforum5.org/>, you can quickly and easily ensure your participation in the Forum in Istanbul, from March 16th to 22nd 2009. This Registration Guide will show you how.

1. Contact details and user account

The registration system is available in English and Turkish only. For users that already have an account in the 5th World Water Forum's [Virtual Meeting Space \(VMS\)](#), the collaborative tool for the water community, you can use the same user name and password to log into the Forum's registration system. Doing so will draw up the contact details that you have already entered in the VMS, meaning that you will not have to re-type them.

Welcome to 5th World Water Forum Online Registration System
Existing user?
Enter your VMS/registration login details below

Sign-In

Username

Password

Login

If you do not yet have a VMS account, please fill in your contact details on <https://event.worldwaterforum5.org/>. Your registration account will allow you to log onto the VMS, as well as to go back to the registration system at any later date to change your details. Please note your username and password, as they will be useful to modify and/or pay for your registration, as well as preparing your participation through VMS. Please also note that once you have paid for your registration, it will not be possible to modify your registration options.

2. Participation options

Clicking on "Next" will take you to the "Participation Options" screen, where you can select whether you would like to attend the Forum for one week, 3 days or 1 day. If you would like to participate for one day only, you will not be able to choose the first and last days of the Forum. If you are planning to attend the Youth World Water Forum, you can also choose that option here. If you have a discount coupon, this is where you should enter the coupon number.

Participation Options

Participation

1 day only

3 days

Whole week

Youth World Water Forum Participants (16-25 years old/student)

Day 1 (16 March)

Day 2 (17 March)

Day 3 (18 March)

Day 4 (19 March)

Day 5 (20 March)

Day 6 (21 March)

Day 7 (22 March)

Coupon

If you have a coupon, please enter the coupon code below

Use Coupon

3. Payment

The next screen summarizes the details you have entered, and calculates the registration fees due. It also allows you to enter whatever details you need to appear on your invoice, enter your passport details if you require a visa to enter Turkey (see below), and also select your payment method.

Payment Method

Please Select Your Payment Method

Bank Transfer

Pay on site

CreditCard

Group Registration

Continue to Payment

Depending on the payment method selected, you will either be e-mailed the bank details (for a bank transfer), be able to pay on site, be taken to the payment site (for credit card payments), or you can select the person that will pay for you. Before payment is confirmed, you will be considered a pre-registered participant and will not be able to receive a confirmation letter or a visa request letter until you make your corresponding payment.

If you have any questions on registration, please contact the Registration Department at registration.help@worldwaterforum5.org or click on "support" from within the registration system on the website www.worldwaterforum5.org. You can also call +90 212 244 7171, ext* 131.

Registration fees

From January 15th onwards, the following registration fees are in effect:

Category	Fees
Developed Countries / UN Organizations	€ 500
Developing & Least developed countries	€ 300
Young participants (aged between 16 and 25)	€ 100
3-day registration	€ 250
1-day registration	€ 100

Additionally, each active World Water Council member receives a further 20% discount for up to five representatives of its organization. These discount coupons can not be used for the group registration module.

Confirmation of Registration / Invitation

After registering, you will receive an automatic Confirmation of Registration / Invitation letter by e-mail, which may be used for all official purposes. Before registering, you can request a pre-registration invitation, which may be used for the internal needs of your organization, but will not be accepted as proof of registration for official purposes.

Group registration

Through <https://group.worldwaterforum5.org/>, you can register a group to make a single payment for several individuals. To do so, you should create a group registration account, and add the members of your group by entering their details, one by one. Once you have added all of the members of your group, you can pay in one or several parts, by either credit card or bank transfer.

Accommodation

An on-line accommodation system is available on <https://ikonbooking.com/reservation/hotels/>, which allows you to book your hotel for the duration of your stay in Istanbul, from a choice of 79 hotels with negotiated rates.

Visa operations

As a gesture from the Republic of Turkey, Turkish visas will be free of charge for all registered and paid Forum participants. Paying your Forum registration fees or being funded by the PAID programme is a prerequisite for receiving your Turkish visa free of charge. After registering for the Forum, your details will be dealt with one of in two ways, according to whether or not there is a Turkish embassy or consulate in your country of residence. You will find the list of countries where there are Turkish representations on <http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>. When registering, you will be informed about the next steps to pick up your Turkish visa.

If there is no Turkish embassy or consulate in your country of residence, and if you have already registered and paid for the Forum, you will be able to pick up your Turkish visa upon arrival in Istanbul, at either Atatürk International or Sabiha Gokcen airports. In this case, an “OK to board” letter will also be sent to you, which will allow you to board your plane at any stopovers on the way to Istanbul. The process to obtain an “OK to board” letter may take some time, so we kindly invite those participants in need of this letter to finalize their registration as soon as possible.

If there is a Turkish Embassy or Consulate in your country of residence, after registering you should go to there to obtain your your visa, before leaving for Turkey.. The Turkish Ministry of Foreign Affairs has given instructions to the embassies around the world to speed up the visa process for Forum participants. Your registration details will be made available to that embassy or consulate, and after confirming that you have indeed registered and paid your registration fees, the visa will be duly delivered.