



AFRICA PLEDGE L'ENGAGEMENT DE L'AFRIQUE

NAIROBI, KENYA
14TH MARCH 2019

OPS REGISTRATION PROCESS FOR CO-CHAIRS & PARTNERS

- Co-Chairs & Partners have to send an excel sheet with the names and contacts of the delegates and invitees that will attend the OPS (template attached) to the **limit of 30 names by co-chairs (Kenya, France, UN, World Bank Group) and 5 by Partners** to OPS General Secretary Laurent.gallissot@diplomatie.gouv.fr and Charlotte.balouzat@developpement-durable.gouv.fr and to OPS registration team Caroline.erard@richardattiasassociates.com and Vera.gunenko@richardattiasassociates.com

To allow for sufficient time in the invitation and registration process, these lists should be sent no later than **February 21st**. [Please note that this process is subject to UN security rules.]

- The OPS registration team will send to the Co-Chairs delegates & Partners' invitees an invitation via email with a unique access code
- Delegates and Invitees will register through the online platform <https://opsnairobi.com/#> and they will receive an automatic pre-confirmation email
- The OPS registration team will send registration confirmation to the Co-Chairs & Partners invitees once all registration details are received and reviewed (Photo/Passport)
- The OPS registration team will send a registration report on a regular basis to the Co-Chairs and Partners key contact



Template
Co-Host.xlsx