





## Caribbean World of Work Forum 6th - 8th September, 2023

**Disruption | Resilience | Just Transition** 

# Step-by-Step Registration Guide for Online Delegates

The Cipriani College of Labour and Co-operative Studies thanks you for choosing to register for the Caribbean World of Work Forum. Please use this step-by-step guide to help you throughout the registration process.

#### Step 1

#### Create a Zoom Account

In order to participate in the Conference as an online delegate, you must have a Zoom account. If you already have a Zoom account proceed to Step 2.

If you do not have an existing Zoom account, please click the link below to create one.

To create a Zoom account, click here: https://zoom.us/signup

View an instruction video on YouTube here: https://www.youtube.com/watch?v=n75j1K7KGzA

Secure this email address and password in safe place as you will be required to re-enter that information when logging in to the Conference sessions.

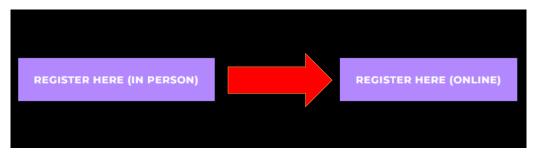
#### Step 2

#### Access the Official Conference Webpage

You can now proceed to register for the Conference.

To register visit the Conference webpage here: <u>https://cclcs.edu.tt/cwf-2023/</u>

Select "Register Here (Online)" to take you to the registration form



#### Step 3

#### **Complete Registration Form**

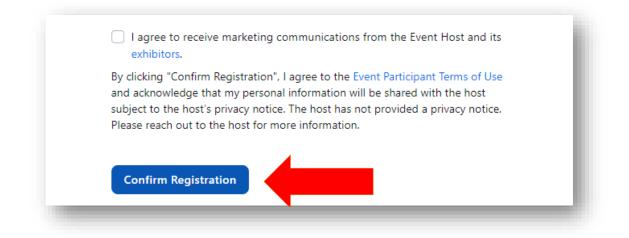
Proceed to register via Zoom Events



Log in with your Zoom Account and continue to fill out the regsitration form.

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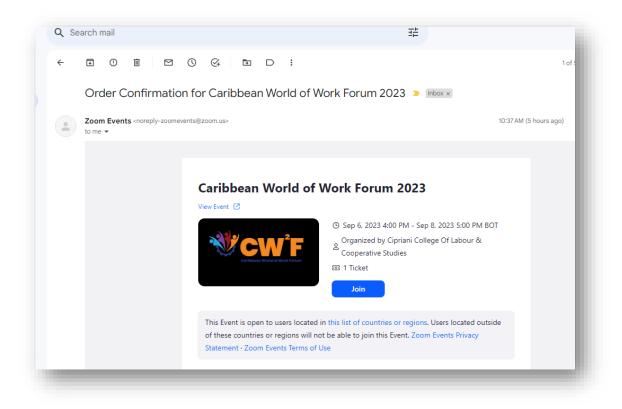
Registration is only completed once you click "Confirm Registration".



#### Step 4

#### **Confirmation Email**

A confirmation email with ticket details and information on payments will be sent to you from Zoom.



If you do not receive the confirmation email within 24 hours of submitting the form, please contact cwf@cclcs.edu.tt or phone 1-868-609-3064 ext 624 for further verification.

#### Step 5

#### Make Payment

To become a fully accredited delegate, please proceed to make full payment via the options available on the webpage. To explore these payment methods, please visit the following link: <u>https://cclcs.edu.tt/payment-options/</u>

Once your payment has been made, kindly email <u>cwf@cclcs.edu.tt</u> a copy of your receipt to ensure that you will be accredited for the conference.

Upon verification of your payment by the event staff, you will receive a confirmation email confirming your status as an accredited delegate for the conference.

#### Step 6

#### **Stay Informed**

You have now completed the registration process. The email address you provided in the registration form will be used to share important details about the Conference.

Thank you for registering! We look forward to seeing you from September 6th to 8th, 2023.

### cclcs.edu.tt

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