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WIPO Meet User Guide

Purpose

This user guide explains how to access and navigate WIPO Meet and use it to register for meetings.

Note: The new WIPO Meet tool is in the pilot phase (Assemblies, SCT and SCP). If you wish to register for other WIPO meetings, please visit: Conferences, Meetings and Seminars.

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To access WIPO Meet, you will need a WIPO Account.

- If you do not have a WIPO Account, go to step 1
- If you already have a WIPO Account, go to step 2

Create a WIPO Account

Step 1: Create a WIPO Account

(a) Open this link to create a WIPO Account
(b) Complete the fields with your personal information.

IMPORTANT

You must enter **an email address that will be unique to this WIPO Account**.

You will receive a link to validate the account at the email address provided. Please make sure you have access to this email address throughout the process.

(c) Choose and memorize a password for your WIPO Account.

(d) Click 'Create a WIPO Account'.

(e) **You will receive a validation email in your email inbox**.

- You can request that the validation email is resent if you do not receive it, line. If you do not receive the validation email, **check your junk/spam folder(s)**.
- If the validation email still doesn't arrive, please contact your IT administrator to whitelist noreply@wipo.int and no.reply@wipo.int

Support and Troubleshooting

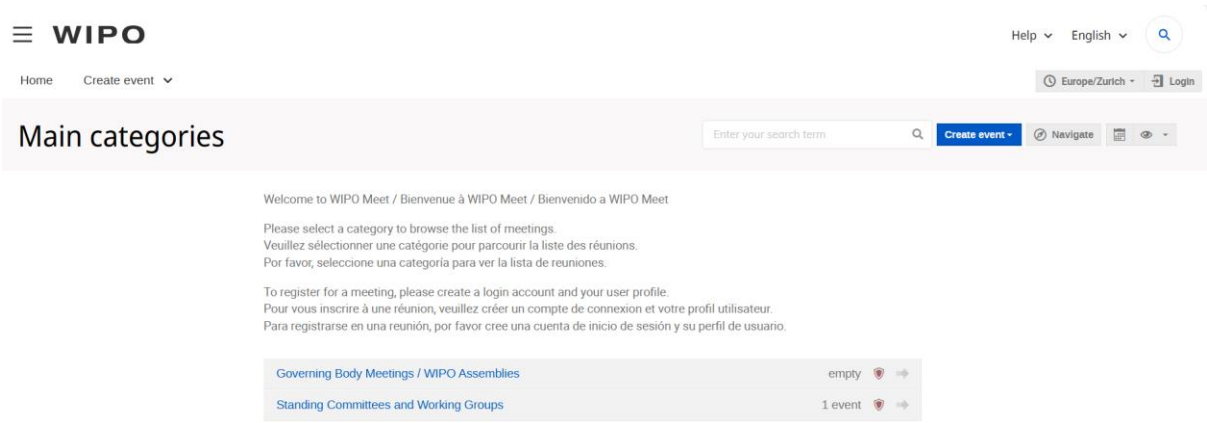
You can access our video tutorial about creating your WIPO Account here. If you have issues with creating your WIPO Account, you can access the troubleshooting tool or contact us. See here for more FAQs.

Login to WIPO Meet using your WIPO Account

Step 2: Open WIPO Meet

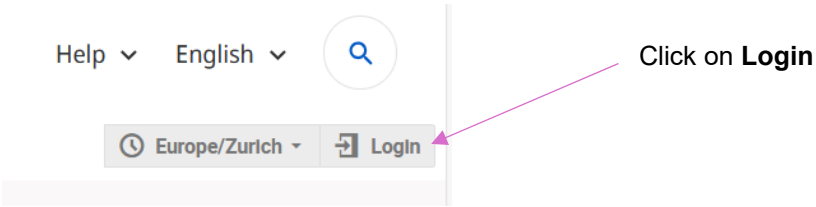
(a) In your web browser, go to https://meet.wipo.int/.

(b) The WIPO Meet application will open.

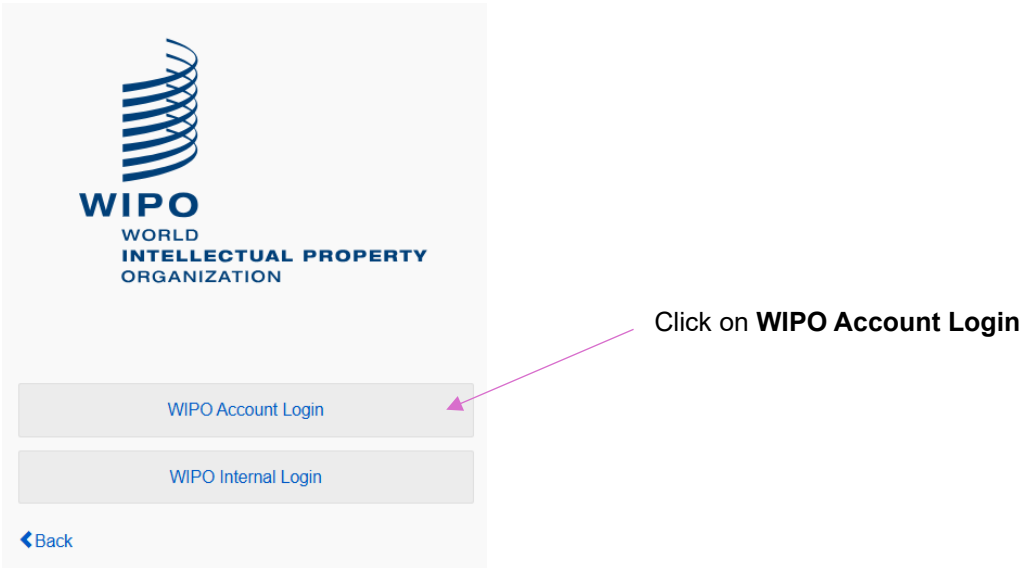


Step 3: Login to WIPO Meet

(a) Click Login in the top right-hand corner of the page.



(b) On the login screen, select **WIPO Account Login**.



1. Enter your username or email address and password
2. Click on **Login**
3. If you have forgotten your username or password, click here and follow the instructions on screen

If you are confident that your username and password are correct, but an error message still appears, please **clear your browser's cache and try logging in again**.

Create your WIPO Meet profile

Once you are logged in to your WIPO Account, you will be able to access WIPO Meet and create a profile.

You only need to complete your WIPO Meet profile once. However, it is good practice to ensure that your profile information is kept up to date.

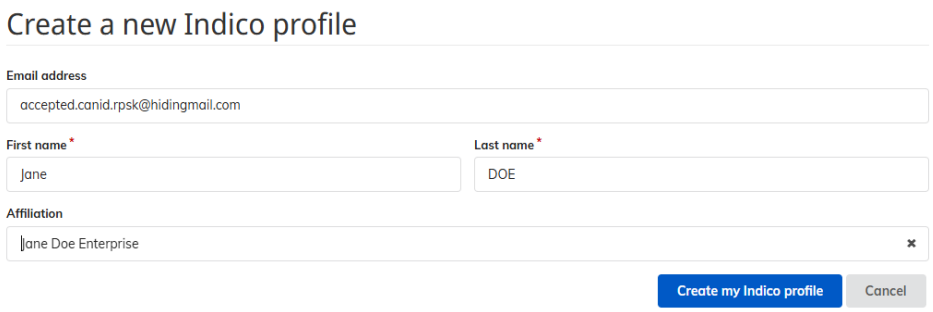
Important: Please enter your profile information details (such as first name, last name and affiliation) **as you wish them to appear**, as they will be used:

- To auto-complete certain fields in registration and other meeting related forms
- In the published list of participants (in WIPO Meet and published documents)
- For WIPO access badges for onsite meeting attendance
- In Zoom meetings

Step 4: Complete your WIPO Meet profile

(a) After logging in for the first time, your WIPO Meet profile dashboard opens.

- Some fields are automatically pre-filled using your WIPO Account information.



(b) Review the information to ensure that it is accurate and complete.

- Please use **your official name(s) and official affiliation name(s)**.

Troubleshooting: *An "**access denied**" error message indicates that you may not have access to a category or event/meeting. In that case, please click on "Home" to return to the main home page, where you can navigate to categories and meetings that are available to you.*

View and manage your profile

Step 5: Manage and update your profile

(a) Click the dropdown arrow next to the Login button (top right):

OR

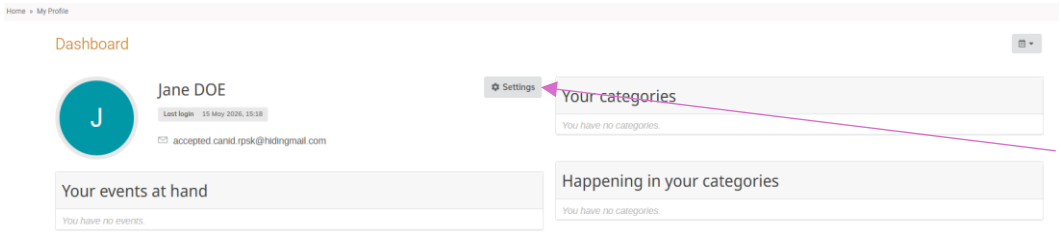
Access your profile from the main header bar:

The dashboard opens, showing basic profile and event information.

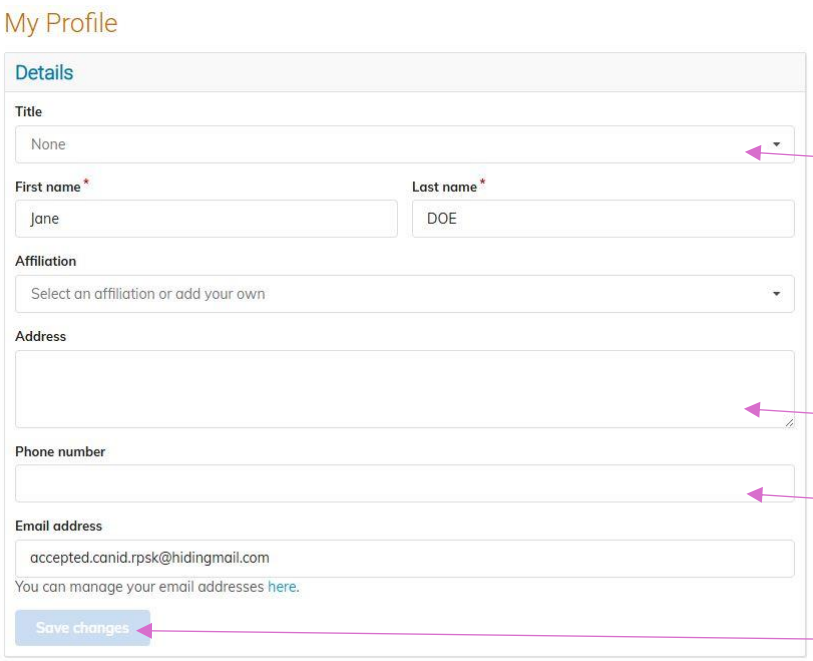
Step 6: Profile dashboard

(a) Your profile dashboard displays your personal profile details, profile picture and information relating to:

- profile settings;
- your favorite categories, meetings and related news about activities and updates within those categories;
- your list of events at hand – meetings for which you have registered or marked as favorites.



- The My Profile page opens with detailed personal information.
- Please provide as much information as possible



1. Select your **Title (Mandatory)**
2. Add your **Address (Optional)**
3. Add your P**hone number (Mandatory)**
4. Click on **Save changes**

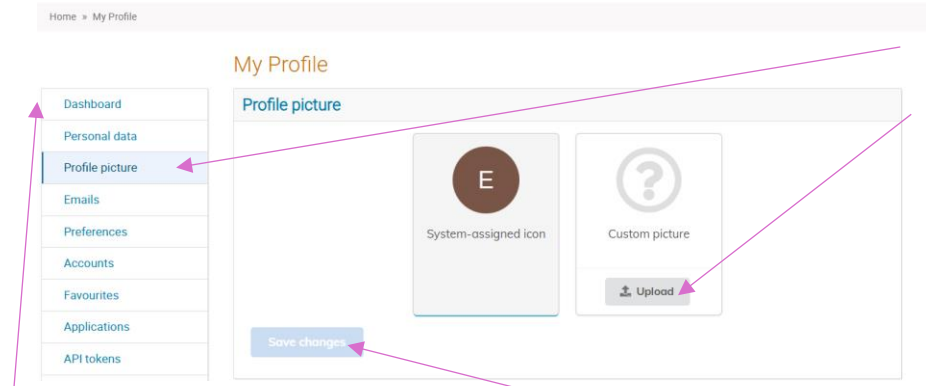
- A confirmation message appears: *Your personal data was successfully updated*.

Important**: Do not attempt to change your email address**. WIPO Meet does not support such changes. To change your profile email address, please contact wipomeetsupport@wipo.int.

Step 7: Add or change your profile picture

Profile picture requirements:

Upload a passport style photo with a white/off-white background, ensuring your full face is clearly visible.



1. Click on **Profile picture** in the left-hand menu
2. Click on **Upload** in the **Custom picture** square
   (a) Your computer's file folders open
   (b) Select a profile picture and click **Open**
   (c) The selected image appears under **Custom picture**
3. Click **Save changes**
4. Click on Dashboard

- Your updated profile picture is now updated and visible.

Navigating WIPO Meet

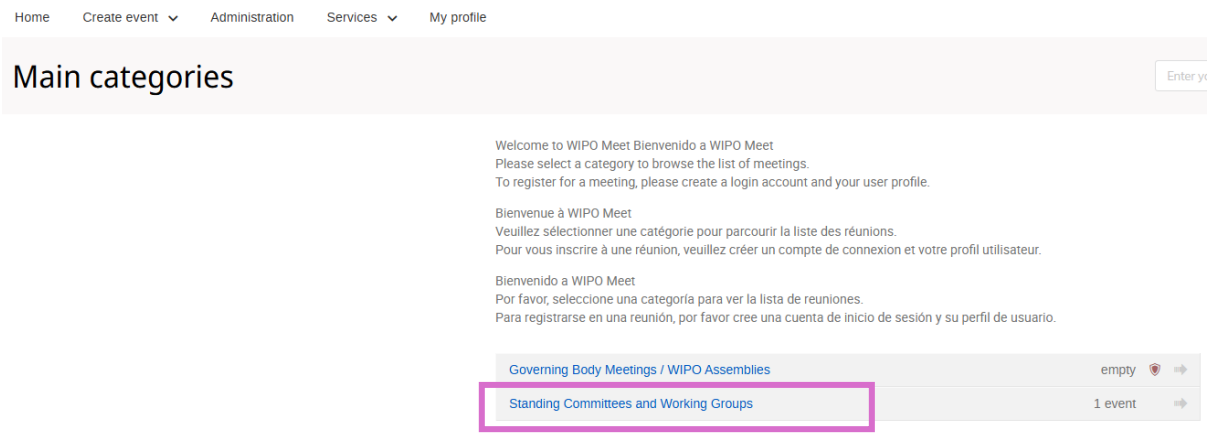
Step 8: Navigating WIPO Meet categories and meetings

From the home page, you can navigate categories of meetings and access meeting information, including registrations, lists of participants, timetables/agendas and documents.

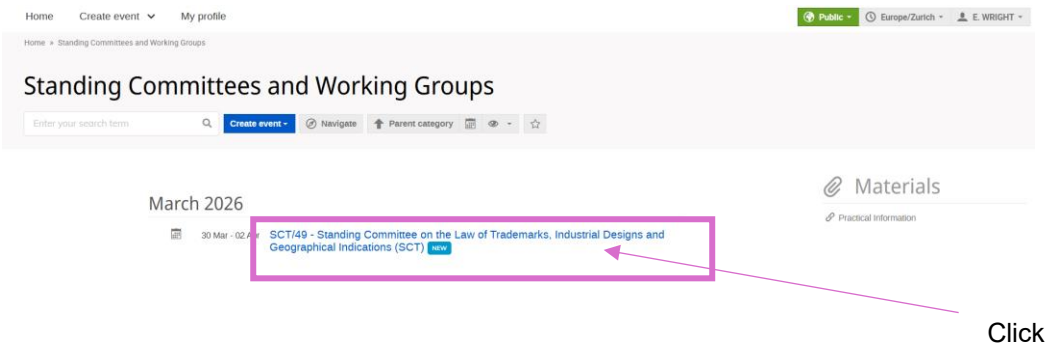
To navigate to meetings that you may be interested in:

(a) Click on the relevant main category (for example)**:**

- Governing Body Meetings / WIPO Assemblies
- Standing Committees and Working Groups

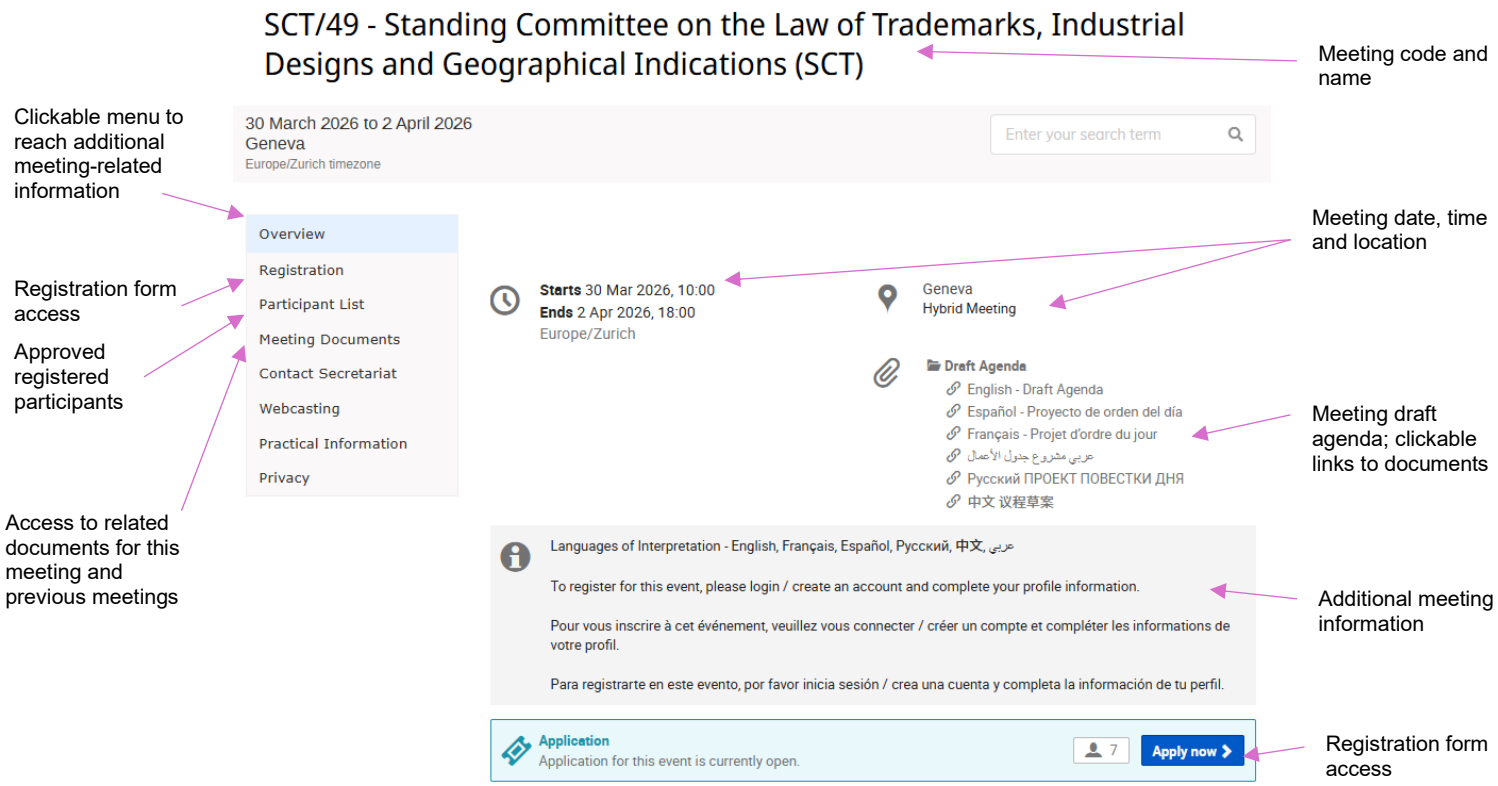


(b) A list of meetings will be shown in chronological order. You can navigate to a meeting by clicking on the meeting title in blue text.



Click on the **blue text**

The meeting page will open.

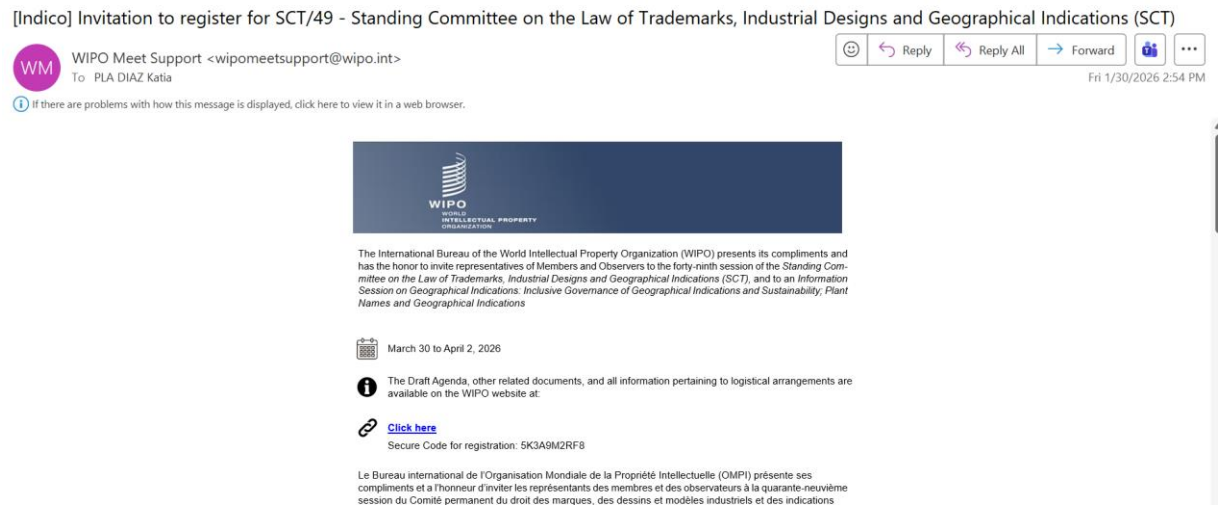


Meeting invitation

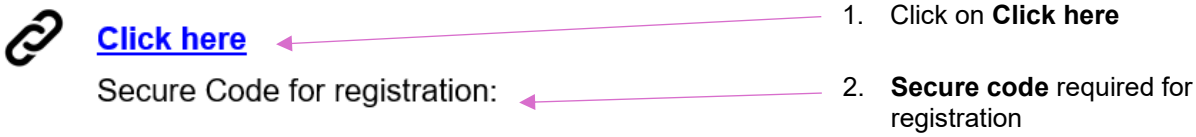
Step 9: Invitation

Invitations to meetings are sent by email to the email address provided by your organization.

Note: At this time, meeting invitations are not sent directly to WIPO Meet profiles. Should you be interested in attending a particular meeting, please **contact your affiliation's representative**.



To access meeting information (and registrations), click on the link provided in the email.



The meeting page will open in WIPO Meet.

Note: The security code provided in the invitation to apply for registration is needed to meet the minimum moderation requirement.

Step 10: Registration

To register for a meeting, you will need to:

- Be logged in to WIPO Meet with a valid profile
- Have a secure code (provided in the meeting invitation)

(a) Navigate to the meeting for which you wish to register.

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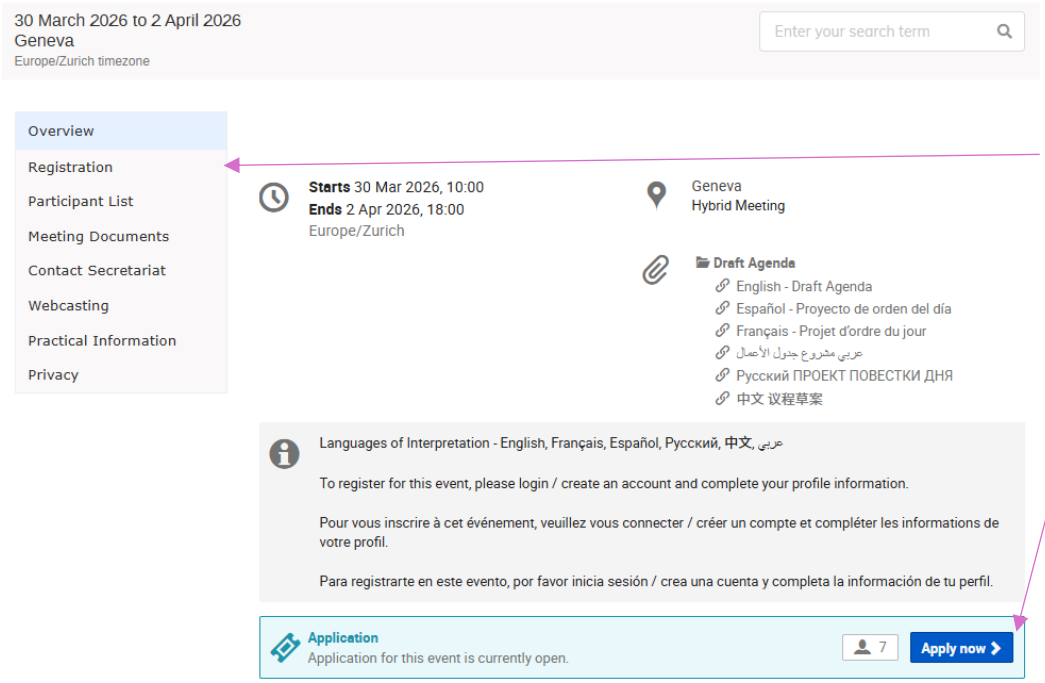
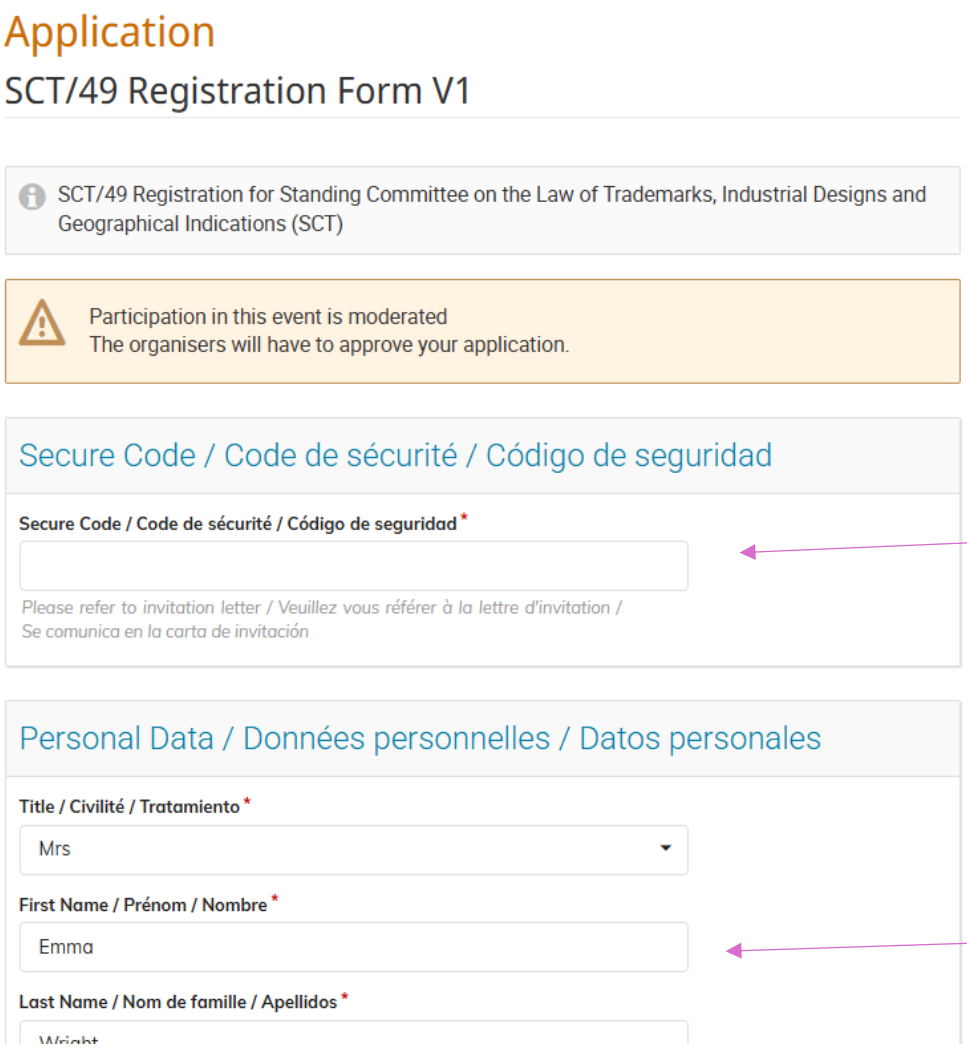


1. Click on **Registration,** or
2. Click on **Apply now**

The registration form will open.

(a) Complete the registration form (fields marked with * are mandatory).

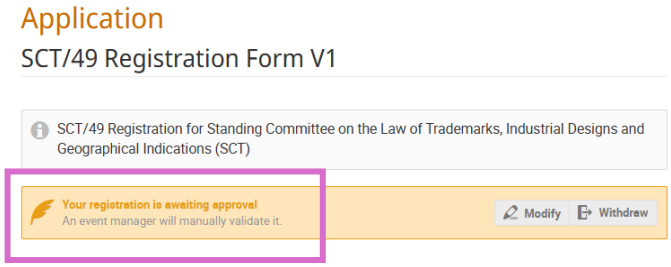


1. **Secure code** is provided in the meeting invitation email.

2. Some personal detail fields will be auto-completed from your WIPO Meet profile information

(b) Once all fields have been completed, click on Apply.

- A notification that your registration is awaiting approval will appear at the top of the registration form.



(c) An email confirmation will be sent to the email address used to register.

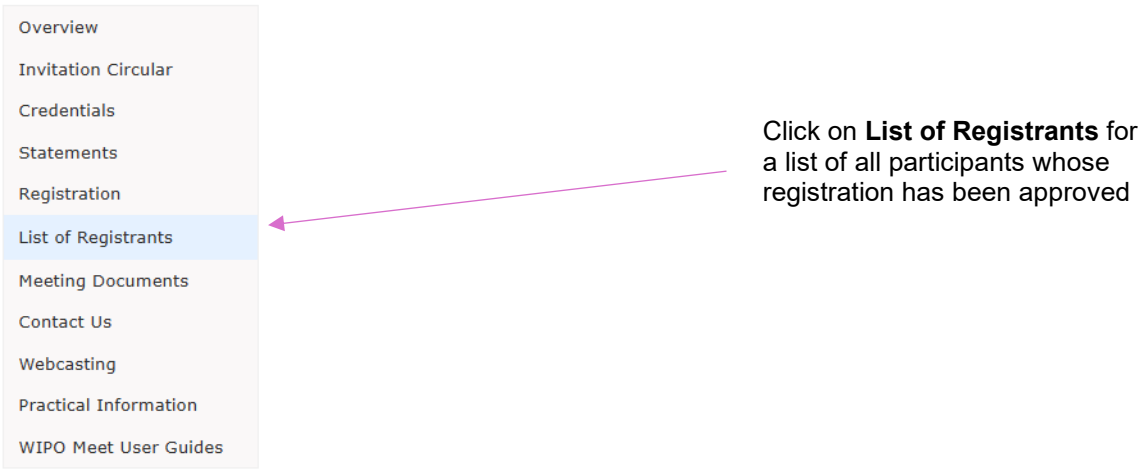
- This will always be the same email address used for your WIPO Meet profile. **Do not change your email address to a different email address as your profile.**

(d) A WIPO or focal point moderator will approve or reject your registration application.

- Updates on the moderation of your registration application will be sent to the profile email address.

(e) Once your registration has been approved, your name will appear in the list of Registrants.

- Note: The list of registrants shows only approved registrants.
- A formal list of participants (i.e., of people who attended the meeting) is published after the meeting.



Step 11: Modify or withdraw registration application

You may withdraw your registration application or modify it (e.g., changing the mode of participation from onsite to remote) as set forth below.

(a) On the meeting page, go to your application for registration:

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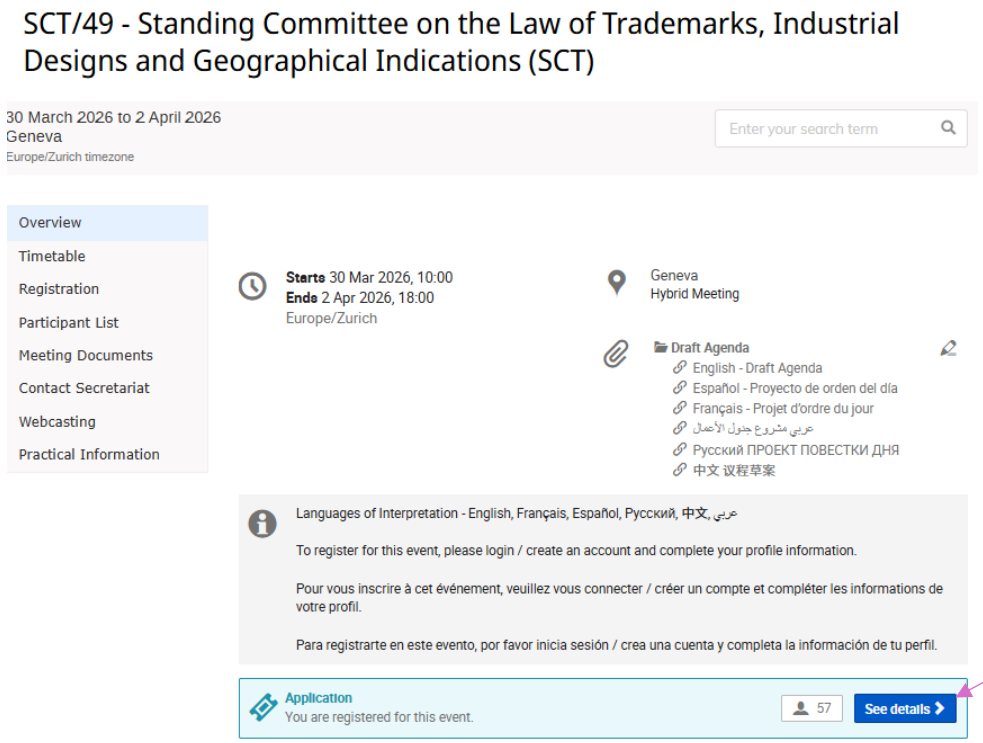
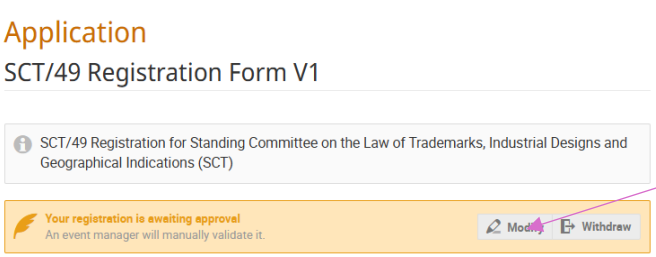


Click on **See details** to open the registration form that you completed

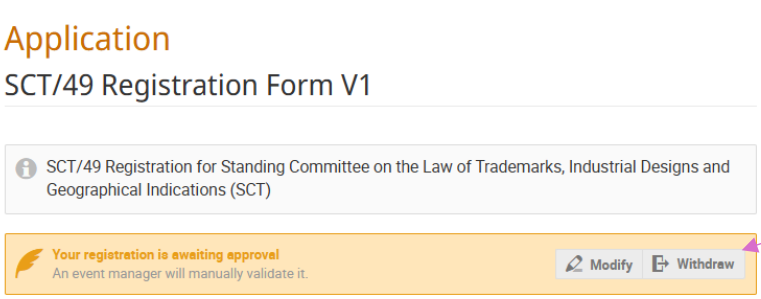
(b) To modify your application for registration:



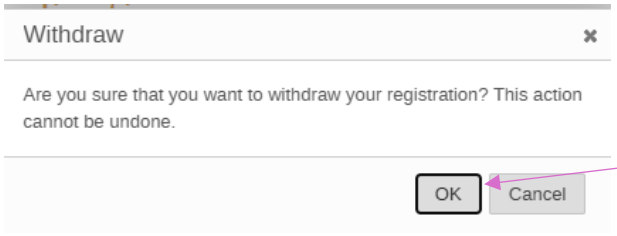
Click on **Modify** to make changes to the registration form

- You can modify (edit) most fields in the registration form.
- Note: **Profile information and email addresses cannot be changed**. If you wish to change that information, please update your profile information first and then modify the registration form.

(c) To withdraw your application for registration:



(d) Confirm that you wish to withdraw your application for registration in the pop-up window.



- Note: **This action cannot be undone**. If you wish to register again at a later time, you will need to complete the full registration and undergo the moderation process again.

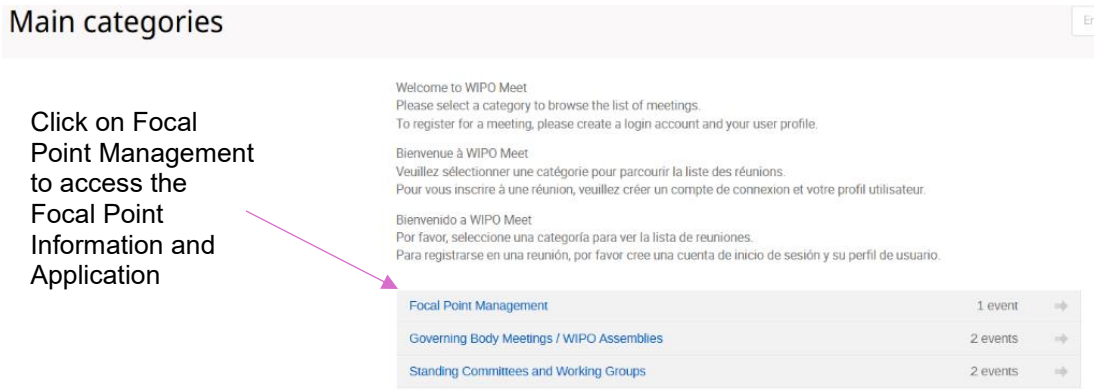
Focal Point Management Features

Focal Point Management enables designated individuals to register delegates on their behalf and monitor moderation process to registration approval.

Focal Point Information

To access the Focal Point Management category and related information:

- Log into WIPO Meet
- In the 'Home' page, select '**Focal Point Management'**
- Then select '**Focal Point Information and Application**'



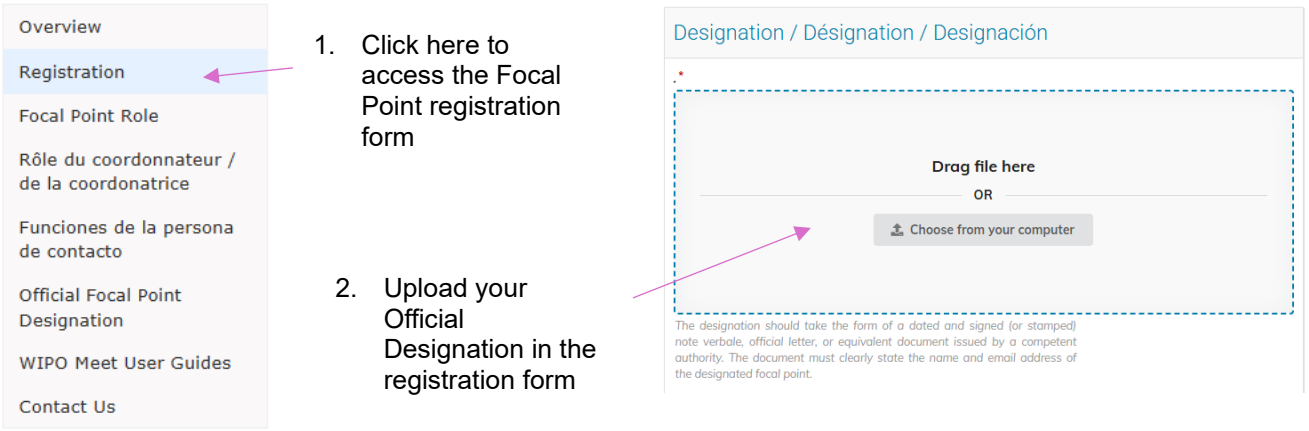
In the focal point menu, you will find:

- Focal Point Role and Official Designation information
- Registration / Application
- WIPO Meet user guides and Contact Us

Become a Focal Point

Complete the **Focal Point** registration form

IMPORTANT: Member states and WIPO-accredited Observer organizations must submit an **official designation**: a dated and signed note verbale, official letter, or equivalent document, **via the registration form**. The document must clearly state the name and email address of the designated focal point.



Once your focal point access has been granted, **you will receive an email confirming that your registration is complete.**

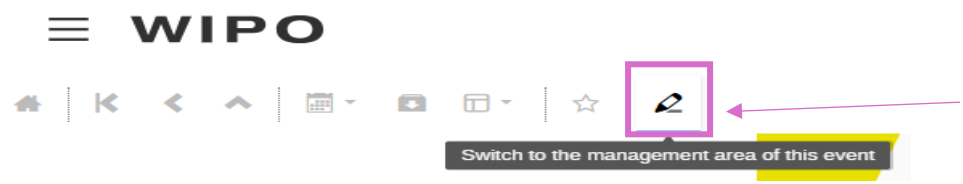
Register your delegation

Once your Focal Point access has been granted, you will be able to start registering new participants on their behalf.

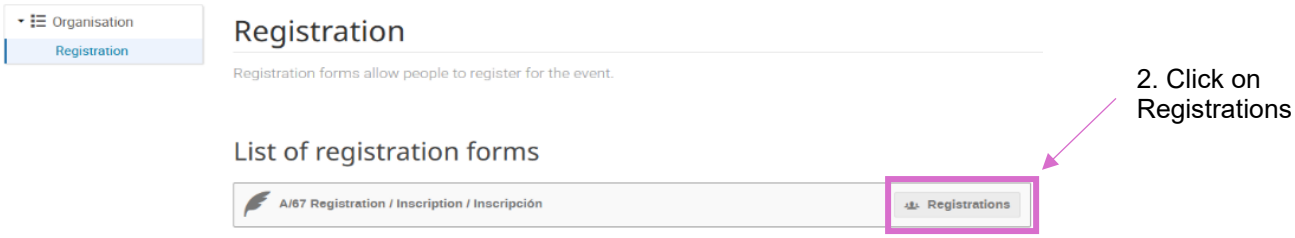
You must be **logged in to WIPO Meet** to register your delegation

From the home page, navigate to your preferred meeting page:

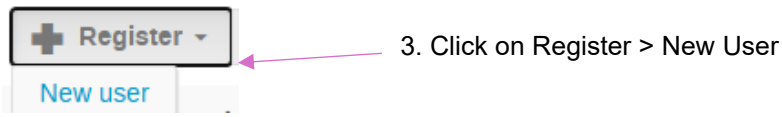
1. Click on the **pen icon**



2. Click on **Registrations**



3. Click on **Register > New User**



4. **Complete the registration form** including all mandatory fields. Some registrations require a photo and credentials for all delegates.

IMPORTANT: You can only submit **one registration per email address**; therefore, you must **use the email address of the delegate you are registering on behalf of.**

5. Select 'Send an email notification to the user' if you want to notify the delegate you have registered on their behalf.

6. Click on '**Register**' to submit registration

Monitor registrations for your delegation

Focal Points can:

- Monitor the progress of delegate registrations by viewing 'Tags' and 'State'.
- Modify delegate registrations **(until the moderation state 'completed')** by clicking on the delegates name (blue text)
- Customize the registration view and apply filters by clicking on 'Customize'
- Remove registrations (although not advised)

1. Click here to apply filters to customize the view

2. 'State' and 'Tags' to monitor the progress of each registration

3. Click on the delegate's name to modify the registration

Troubleshooting

Should you experience any problems or technical issues, please contact WIPO Meet Support at wipomeetsupport@wipo.int.