



## **ACCREDITATION**

### 1. FOR DELEGATIONS

#### **Step 1: Designation of Registration Officer**

The accreditations team for the VIII Summit of the Americas will presume that the person designated as Registration Officer for the I Summit Advance Meeting will continue to perform that role. The Registration Officer will be responsible for on-line registration of all members of his/her delegation:

<b>SUMMIT OF THE AMERICAS DELEGATES</b>
<b>NATIONAL COORDINATOR</b>
<b>DEPUTY NATIONAL COORDINATOR</b>
<b>DELEGATION</b>
<b>SUPPORT STAFF</b>
<b>INTERPRETER(S)</b>
<b>OFFICIAL PRESS</b>
<b>SECURITY</b>
<b>LIAISON</b>
<b>DRIVER</b>

In the event another Registration Officer is assigned, an e-mail should be sent to the Accreditation Section of the Summit of the Americas Working Group of the Ministry of Foreign Affairs of Peru ([acreditacionesviiiicumbreperu@ree.gob.pe](mailto:acreditacionesviiiicumbreperu@ree.gob.pe)), indicating the contact information: full name and surname, e-mail address, contact telephone number, delegation/country/agency.

Please note that the Registration Officer of each delegation will be responsible for entering information in the system, and following up and successfully completing the process.

## **Step 2: Creation and delivery of user names and passwords:**

The Registration Officer may use the user name and password that were assigned during the I Summit Advance Meeting. If some other official is designated, the user name and password will be sent by the Accreditation Team by e-mail.

Confirmation of the completed registration for each participant will be sent by e-mail to the delegation's Registration Officer, who shall so advise the delegation or agency.

## **Step 3: On-line registration:**

On-line registration for the VIII Summit of the Americas will be available from February 12 to March 15, 2018 at the following link:

<http://eventos.rree.gob.pe>

## **Information required for registration:**

The following personal information must be provided in the requests for registration for the VIII Summit of the Americas:

- Name(s) (as shown on the identity document or passport)
- Surname(s) (as shown on the identity document or passport)
- Number of identity document or passport
- E-mail address (to receive notifications about the registration)
- Contact phone number
- Country
- Scanned identity document or passport
- One original of a recent color photograph meeting the following requirements:

Passport size, white background, 50kb – 200 kb, in JPG format, no glare, not photo shopped, no dark or tinted glasses, no caps/hats.



## **Approval of requests for accreditation**

In addition to the on-line registration, each Delegation should forward to the Protocol Office of the Ministry of Foreign Affairs of Peru a diplomatic note indicating the composition of the delegation, by order of precedence, by March 15, 2018. This information may also be sent to the following e-mail address: [acreditacionesviiiicumbreperu@rree.gob.pe](mailto:acreditacionesviiiicumbreperu@rree.gob.pe), with the subject line: Validation + country or agency.

The Diplomatic Note will confirm the on-line requests sent by the Registration Officer.

Peruvian State Security will perform a second confirmation of requests for accreditation. Once this has been satisfactorily completed, approval of the request and participation in the Summit will be sent by e-mail. This e-mail should be presented when collecting the credentials for the event.

### **Late registration**

Those who do not register on line by March 15, 2018 may register in person starting March 26, 2018 in the Accreditations Center (*Centro de Acreditaciones*) in PromPerú, located at Avenida Jorge Basadre 610, San Isidro, during the following hours:

Morning: 9:00 am - 1:00 pm

Afternoon: 2:30 pm - 5:00 pm.

The Registration Officer must first send an e-mail to the Accreditations Team of the Summit of the Americas Working Group ([acreditacionesviiiicumbreperu@rree.gob.pe](mailto:acreditacionesviiiicumbreperu@rree.gob.pe)) requesting late registration for the person in question.

N.B.: Starting April 12, 2018, the Accreditations Center will open at 7:30 am. Please note that the registration process may take up to twenty minutes per person, depending on the numbers of people registering.

### **Step 4: Collecting credentials**

Credentials may be collected starting March 26, 2018 at the Credentials Center in PromPerú, located at Avenida Jorge Basadre 610, San Isidro, during the following hours:

Morning: 9:00 am - 1:00 pm

Afternoon: 2:30 pm - 5:00 pm.

In order to receive their credentials, participants must bring their identity document or passport, and a printed copy of the e-mail showing confirmation/approval of the registration request.

In the event someone is designated to pick up two or more credentials, the Summit of the Americas Working Group must be so advised ([acreditacionesviiiicumbreperu@rree.gob.pe](mailto:acreditacionesviiiicumbreperu@rree.gob.pe)) and the following information provided:

- Full name of the person assigned to collect the credentials
- Full names of the individuals/credentials to be collected,
- Date and time when they will be collected.

### **Important**

Credentials must be worn and visible at all times when in the Summit meeting rooms and venues. The credential is individual and non-transferable.



## **ACCREDITATION**

### 2. FOR THE PRESS

#### **Step 1: Designation of a Registration Officer**

Media and news agencies must designate a person to be responsible for registering on line all people on their team: journalists, cameramen, photographers, drivers, etc. who will be assigned to cover the event.

Once the Registration Officer has been selected, an e-mail should be sent, prior to March 15, 2018, to [acreditacionprensaviicumbreperu@ree.gob.pe](mailto:acreditacionprensaviicumbreperu@ree.gob.pe), indicating the Registration Officer's contact information: full name, name of the media company, e-mail address and contact phone number.

Please note that the Registration Officer for each media outlet will be responsible for entering information into the system, and for follow-up and successful completion of the process.

#### **Step 2: Creation and delivery of user names and passwords:**

Once the contact information for the Registration Officer is received and confirmed by the Press Office of the Peruvian Foreign Ministry, the Summit Accreditation team will send the user names and passwords by e-mail to enable on-line registration.

Confirmation of the registration of each participant will be sent by e-mail to the Registration Officer, who will in turn notify his/her media company or news agency.

#### **Step 3: Registration on line:**

On line registration for the VIII Summit of the Americas will be available until March 15, 2018 at the following link:

<http://eventos.ree.gob.pe>

### Information required for registration:

Requests for accreditation for the VIII Summit of the Americas must contain the following information:

- Name(s) (as shown on the identity document or passport)
- Surname(s) (as shown on the identity document or passport)
- Number of identity document or passport
- Letter from the media company or news agency (may send a single list of all journalists and staff)
- E-mail address (to receive notifications about the registration)
- Contact phone number
- Scanned identity document or passport in PDF
- One original of a recent color photograph meeting the following requirements:



Passport size, white background, 50kb – 200 kb, in JPG format, no glare, not photo shopped, no dark or tinted glasses, no hat/cap.

### Approval of requests for accreditation

Once the requests have been approved by the Press Office of the Ministry of Foreign Affairs and Peruvian State Security, the media company/news agency will be notified by e-mails. This e-mail will be needed to collect credentials for the meeting.

### Step 4: Collecting credentials

Credentials may be collected starting March 26, 2018 at the Credentials Center in PromPerú, located at Avenida Jorge Basadre 610, San Isidro, during the following hours:

Morning: 9:00 am - 1:00 pm

Afternoon: 2:30 pm - 5:00 pm.

In order to receive their credentials, media personnel must bring their identity document or passport, and a printed copy of the e-mail showing confirmation/approval of the registration request.

In the event someone is designated to pick up two or more credentials, the Summit of the Americas Working Group must be so advised ([acreditacionesviiiicumbreperu@ree.gob.pe](mailto:acreditacionesviiiicumbreperu@ree.gob.pe)) and the following information provided:

- Full name of the person assigned to collect the credentials
- Full names of the individuals/credentials to be collected
- Name of the media company or news agency
- Date and time when they will be collected.

**Important**

Credentials must be worn at all times when in the Summit meeting rooms and venues. The credential is individual and non-transferable.

## ACCREDITATION

### 3. CIVIL SOCIETY

Credentials with full-face photo visible must be worn by all participants. Because this is a control mechanism, credentials are individual and non-transferable. Credentials must be worn at all times when in the Sheraton Lima Hotel & Convention Center.

#### **Step 1: Participant Registration**

The Accreditations Section of the Summit of the Americas Working Group will send each participant confirmed by the Summits Secretariat and Peruvian State Security a user name and password. Credentials are individual and non-transferable.

On-line registration will be open until March 15, 2018, with no exceptions.

The link for registering is:

<http://eventos.rree.gob.pe>

#### **Step 2: Information required for on-line registration:**

Please have the following information ready before registering on line.

- Names as shown in the identity document or passport
- Surnames as shown in the identity document or passport
- Number of identity document or passport
- E-mail address (to which notification of the registration will be sent)
- Identity document or passport scanned in PDF format
- One original of a recent color photograph meeting the following requirements:

Example 1



Example 2



Passport size, white background, 50kb – 200 kb, in JPG format, no glare, not photo shopped, no dark or tinted glasses, no hat/cap.

#### **Step 3: Collecting credentials**

Credentials may be collected on April 4, 5 and 6 at the Credentials Center in PromPerú, located at Avenida Jorge Basadre 610, San Isidro, during the following hours:

Morning: 9:00 am - 1:00 pm

Afternoon: 2:30 pm – 5 pm

On April 7, 8 and 9, credentials may be collected at the Credentials Center in PromPerú, located at Avenida Jorge Basadre 610, San Isidro, during the following hours:

Saturday and Sunday, 9:00 a.m. to 1:00 pm

Monday, 9:00 am to 1:00 pm and 2:30 to 5:00 pm.

In order to receive your credentials, please bring your identity document or passport, and a printed copy of the e-mail showing confirmation of the registration request.