

GUIDE TO REGISTRATION AND ACCREDITATION

1. Accreditation:

Delegations:

Each delegation (countries/international organizations/P4G bodies) is required to designate a Delegation Accreditation Officer (DAO) responsible for delegate registration and serving as the primary contact for logistical and administrative matters. The name and contact details of the DAO must be submitted to registration@p4g2025.vn or by filling the contact form at <https://bit.ly/p4gcontactform> (case sensitive) no later **than 30 March 2025**. The registration link and a unique, one-time registration code will be provided via the email of the DAO.

Individual delegates:

Individual delegates (private sector/investment funds and other individuals) will receive the registration link and invitation code upon RSVPing via registration@p4g2025.vn or by filling the contact form at <https://bit.ly/p4gcontactform> (case sensitive) by **30 March 2025**.

2. Online Registration:

The deadline for online registration is **03 April 2025** for individual delegates and **08 April 2025** for delegations. Adherence to this deadline is essential to ensure timely processing of security clearance, information and issuance of badges.

2.1. Receiving the registration email and code

The delegation/delegate will receive an email similar to the following:

Hanoi P4G Summit 2025

Dear International Organization,

The Hanoi P4G Summit 2025 cordially invites the Delegation to attend as an honored guest.

Delegation's Invitation Code:

VNPTT4211

Please visit the link below to register your attendance:

<https://stg.p4g2025.vn/en?c=26859ef3-0971-488f-aa15-b4b122a03d8f>

For any inquiries, please contact our organizing committee's hotline for the best support.

Respectfully, thank you!

In case you do not see the email in your inbox, **please check your spam folder**

To register, please visit the provided link, enter your email and registration code:

You will then be directed to the registration page, which includes four sections (Security Info, Delegate List [for delegation or Personal Information for individuals], Events and Other Requests).

2.2. Security Info


Please create your password and click the “Create password” button on the top right of the screen. The password is needed every time you log in the P4G Online Registration afterwards.

2.3a. Delegate List (for DAO only – if you are an individual delegate please skip to 2.3b)

Please go to the Delegate List section, click “Add Delegate” and register for each delegate (the DAO needs to register him/herself first before adding other delegates).

✕

Update delegation member



Profile picture

Image format: JPG, JPEG, PNG
Maximum size: 5Mb

Please note that the delegate's photo and boxes with a red asterisk * are compulsory to complete the registration. For optional boxes, DAOs are encouraged to provide as much information as possible, since it will be helpful for the organizers to assist delegates with logistical matters such as transportation and visa arrangements. The DAO can regularly update delegates' information until **08 April 2025**, after which the registration will be closed.

When all compulsory boxes have been filled, please click Update to submit your information and proceed to the next delegate. Registered delegates will appear in the list. Please note that once the DAO has clicked "Submit," he/she will not be able to make further change to the registered delegates.

The orange "Waiting" signifies that a registration is pending for approval. The green "Approved" indicates that it has been accepted. An email containing a QR code will also be sent to the DAO to confirm the approval. The DAO will have to present this QR code to the organizers upon badge collection.

	John Doe Waiting			 
	Date of birth: 30/10/1981	Title: Mr	Position: Officer	Email: hoangtranghai@gmail.com
	Passport number: D0026250	Country: Tổ chức quốc tế	Delegation component: Delegate	Phone number: 0973130182

2.3b. Personal Information (for individual delegates only)

Please enter your information, which will be automatically saved in real time. Please note that your photo and boxes with a red asterisk * are compulsory to complete the registration. For optional boxes, you are encouraged to provide as much information as possible, since it will be helpful for the organizers to assist you with logistical matters such as transportation and visa arrangements. You can update your information until **03 April 2025**, after which the registration will be closed.

Steps completed

2/4

Security Info *

Create a password for the account to ensure security.

Personal Information *

Personal information including date of birth, gender, position...

Events

Events in the framework of the conference that the delegation will register to participate in.

Other Requests

Set up meeting rooms, media interviews and other special requests.

Personal Information

Please fill in all your personal information to register for the conference.

Hoàng Trang Hải

Mr

1982-01-13

Male

Vietnam

Officer

0973130182

vinhattieu@yahoo.com

Passport information

Passport number

Profile picture

Upload

Delete image

Image format: JPG, JPEG, PNG
Maximum size: 5Mb

Approved

Please note that once you have clicked “Submit,” you will not be able to make further change to the information you have entered.

The orange “Waiting” on the top right corner signifies that your registration is pending for approval. The green “Approved” indicates that it has been accepted. An email containing a QR code will also be sent to you to confirm the approval. You will have to present this QR code to the organizers upon badge collection.

2.4a. Events (for DAO only – if you are an individual delegate please skip to 4b)

The list of events can be filtered by date or by type. The DAO can register members of the delegation for specific events. Each event is opened for a limited number of delegates (for example 1+1, 1+5), and the DAO should register accordingly.

If the DAO wishes to register more delegates than the allocated quota, he/she can contact the organizers for consideration on the basis of availability of the venue.

The registered delegates and their approval status for their chosen events will be displayed as shown below.

Select members to attend

Main member

Hoàng Bích Phong

Leader

Additional member

Selected 1/1

Select members

Hoàng Trang Hải

Cancel

Agree

An email will also be sent to the DAO to confirm the approval for each event registration.

Friday, February 28 2025

Normal

Normal Event No 1


Normal Event No 1 - Subject


08:00 - 20:00

MMH Hall

Cancel registration

Attendee

 **Hoàng Bích Phong**
Leader
Waiting

 **Hoàng Trang Hải**
Approved

Edit

2.4b. Events (for individual delegates only)


The list of events can be filtered by date or by type. You can register yourself for specific events, and your approval status will be displayed below the registered event. An email will also be sent to you to confirm the approval for each event registration.


2.5a. Other Requests (for DAO only – if you are an individual delegate please skip to 5b)


For delegations, this section consists of four sub-sections as follows:

Other Requests


Set up meeting rooms, media interviews and other special requests.

 **Bilateral room** Request

 **Press conference room** Request

 **Guide to visa procedure** Request assistance

- Please check [here](#) to see if a delegate is eligible for visa exemption.
- For delegates who must apply for visa, please visit [here](#) to complete the application.
- If the delegate has successfully submitted the [e-visa application](#) but needs additional assistance, please click **Request Assistance**.
- If you have further difficulty, please contact us [here](#).

 **Other notes (Food, medical care, accommodation, equipment...)**

Please let us know any special requests for the delegation.

(i) Bilateral room: Delegations can request a room for bilateral meeting, which will be approved and allocated by the organizers. The DAO will have to fill in a pop-up form (as shown on the right) before submitting the request. Once the request is approved, an email will be sent to the DAO to confirm the arrangement.

(ii) Press conference room: Delegation can request a time slot to use the press conference room here. The DAO needs to fill in a pop-up form before submitting the request. Once the request is approved, an email will be sent to the DAO to confirm the arrangement.

(iii) Guide to visa procedure: For delegates who have submitted the visa application but require additional assistance, you can click the “Request assistance” button to provide your visa application number and other information so that the organizers can facilitate your application accordingly.

(iv) Other notes: This section is for the submission of additional requests such as dietary, medical support, etc.

2.5b. Other Requests (for individual delegates only)

For individual delegates, this section consists of two sub-sections as follows:

Other Requests

Support visa procedure and other special requests.



Guide to visa procedure

Request assistance

- Please check [here](#) to see if a delegate is eligible for visa exemption.
- For delegates who must apply for visa, please visit [here](#) to complete the application.
- If the delegate has successfully submitted the [e-visa application](#) but needs additional assistance, please click **Request Assistance**.
- If you have further difficulty, please contact us [here](#).



Other notes (Food, medical care, accommodation, equipment...)

Please let us know any special requests for the delegation.

(i) Guide to visa procedure: For delegates who have submitted the visa application but require additional assistance, you can click the “Request assistance” button to provide your visa application number and other information so that the organizers can facilitate your application accordingly.

(ii) Other notes: this section is for the submission of additional requests such as dietary, medical support, etc.

For assistance on the registration and accreditation, please contact: registration@p4g2025.vn.

3. On-site Registration:

On-site registration will be available only for urgent cases at the Registration Desk, National Convention Center (NCC), from 14 to 17 April 2025. On-site registration will only be processed with a written verification from the respective DAO, along with a valid form of personal identification (e.g. passport) for each delegate.

4. Lapel Pins and Badges:

Distinctive lapel pins will be provided for:

- Heads of State/Government or equivalent
- Deputy Heads of State/Government or equivalent

- Ministers and Ministerial-level Officials or equivalent
- Deputy Ministers or equivalent

Color-coded badges will be provided for:

- Registered delegates
- Organizers
- Supporting staff
- Security Personnel
- Media

5. Picking up of pins, badges and delegate packages:

All delegates are required to collect the badges and delegate packages on **13 April 2025** at the **Registration Desk** located at **Villa 7, National Convention Center (NCC)**. The arrangement is as followed:

- **Morning 13 April 2025 (09:00 – 11:00):** Vietnamese and international Individual delegates, Companies, Investors...
- **Afternoon 13 April 2025 (14:00 – 17:00):** Vietnamese and international delegations (Countries, International Organizations), Organizing Committee, Technical Staff, Drivers...

DAOs/Liaison Officers will collect the badges and delegate packages for all members of the delegation. Individual delegates are required to collect the badges and delegate packages in person. DAOs/Liaison Officers/individual delegates are required to print out the confirmation email (including the QR code) for each delegate upon picking up the badges and delegate packages.

* **Note:** In the event that a delegate misplaces their pin/badge, immediate notification must be made to the Registration Desk, NCC. The process for obtaining replacement pin/badge shall follow the same procedure as on-site registration.

6. Access:

All delegates, except for those with lapel pins, must display their badges at all times to gain access to designated venues.

In addition to badges, meeting overpasses or invitations may be required for entry to certain venues. These overpasses or invitations will be distributed to each delegation through their respective liaison officers.