



# EGYPT 2024

**43<sup>rd</sup>** World Scout Conference  
Conférence Mondiale du Scoutisme  
المؤتمر الكشفي العالمي الـ

WSConf Registration

Email to ICs and NSO Official  
Contacts



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# Dear friends,

Following the information shared in [Circular GLB-C05-2024](#), we are pleased to share with you the step-by-step instructions for your delegation's registration to the 43rd World Scout Conference. Please note that only the International Commissioner or Official Contacts for the NSO (as recorded in the [World Scout Directory](#)) are responsible and eligible for appointing the delegation.

## Step-by-step guide to register your delegation

### Step 1: Prepare all your delegation members contact information

Please gather the first name, last name, individual email address, participation role (delegate or observer), and participation modality (in-person or virtual) for all members of your delegation. Note that the email address must be individual, as the unique identifier for each appointed participant (preferably the personal email for contact).

### Step 2: Use this link to appoint your delegation members - [delegation registration form](#)

Make sure you are the right person to appoint your delegation members, as we will only accept and approve appointments made by the International Commissioner (or the NSO Official Key Contact), as listed in the [World Scout Directory](#). Please note that only one form submission per Member Organization will be accepted.

### Step 3: Complete the verification process

All delegation appointment requests will be verified by email. Once you submit the form above, you will receive an automatic email to verify that the request came from you. You will be notified by email once the verification process is completed or if any further verification is needed.

### Step 4: Delegation members receive the individual link to complete registration

All appointed delegation members must complete their individual registration by submitting their personal information to the registration system. This includes contact information, travel details, specific needs, and emergency contact information.

## **Step 5: Pay the registration fees (individual or group payment)**

Payment of the Conference registration fees can be made by:

- **Credit card** - Individual registrants pay for their own registration using a credit card (Visa, Mastercard, American Express)
- **Bank transfer** - Individual registrants pay for their own registration by bank transfer (an invoice with the bank details is automatically generated by the system and sent with the registration confirmation email).
- **Group payment by NSO** - Individual registrants should select this option if an NSO will make the payment on their behalf as a group payment for all delegation members. After all delegation members have complete their individual registrations, we will issue an invoice to the NSO to complete the group payment by bank transfer.

## **Step 6: Registration is completed**

Once payment is confirmed, your delegation member is fully registered and confirmed to take part in the 43rd World Scout Conference. Please ensure that all individual registrations and payments are completed by **17 June 2024**.

## **Important remarks**

### **Delegation size**

The 43rd World Scout Conference plenary venue is of similar size to the 41st World Scout Conference (Azerbaijan) with a capacity of maximum 1,500 participants. Noting we have had increased interest in World and Regional events since the pandemic, a mechanism has been put in place to avoid exceeding the capacity of the venue and at the same time ensuring that all NSOs can have their delegation present.

Each Member Organization can appoint up to 12 people (six delegates and six observers) to attend the event, either in-person or virtually. If your NSO would like to appoint additional observers to the delegation, the International Commissioner or NSO Official Contact person can send the list of additional names to this [Waiting List form](#).

### **Delegation diversity**

Member Organizations are strongly encouraged to appoint a delegation that reflects the diversity of our Movement, including a balanced delegation in terms of gender,

and to uphold the responsibility entrusted to Member Organizations as per past Conference Resolutions, each Member Organization is encouraged to ensure that at least one-third of their delegates and one-third of their observers are young people under the age of 30 (see [Conference RoP](#) Rule 4.a).

### **Registration deadlines**

The deadline for NSO delegation appointment and waiting list names submission is **17 May 2024**. After this date, NSOs will no longer be able to submit names to the waiting list, as WOSM and the Host team will assess the registration numbers and how many participants from the waiting list can be accommodated at the event. All waiting list participants will be informed as to whether their registration has been accepted by 17 June 2024 at the latest.

If an NSO does not appoint a delegation by the 17 May 2024 deadline, it will still be able to do so, but WOSM and the Host team will only **guarantee** registration spots for up to six delegates. More space may become available for observers after 17 May 2024, but only if venue capacity allows and after we have considered the waiting list that has formed by that date.

All individual registrations and fee payments must be completed by **17 June 2024**.

### **Key Dates**

- 25 February 2024 - Delegation registration opens for NSO appointments
- 17 March 2024 - Individual registration opens for appointed invitees
- 17 May 2024 - Deadline for delegation registration and waiting list submission
- 17 June 2024 - Deadline for individual registration and payment

If you have any questions regarding the registration process, please contact the Conference Registration Team by email at [registration@scoutconference.org](mailto:registration@scoutconference.org), or visit the [Conference website](#) for more info.

Yours in Scouting,

**Registration Team**

43rd World Scout Conference