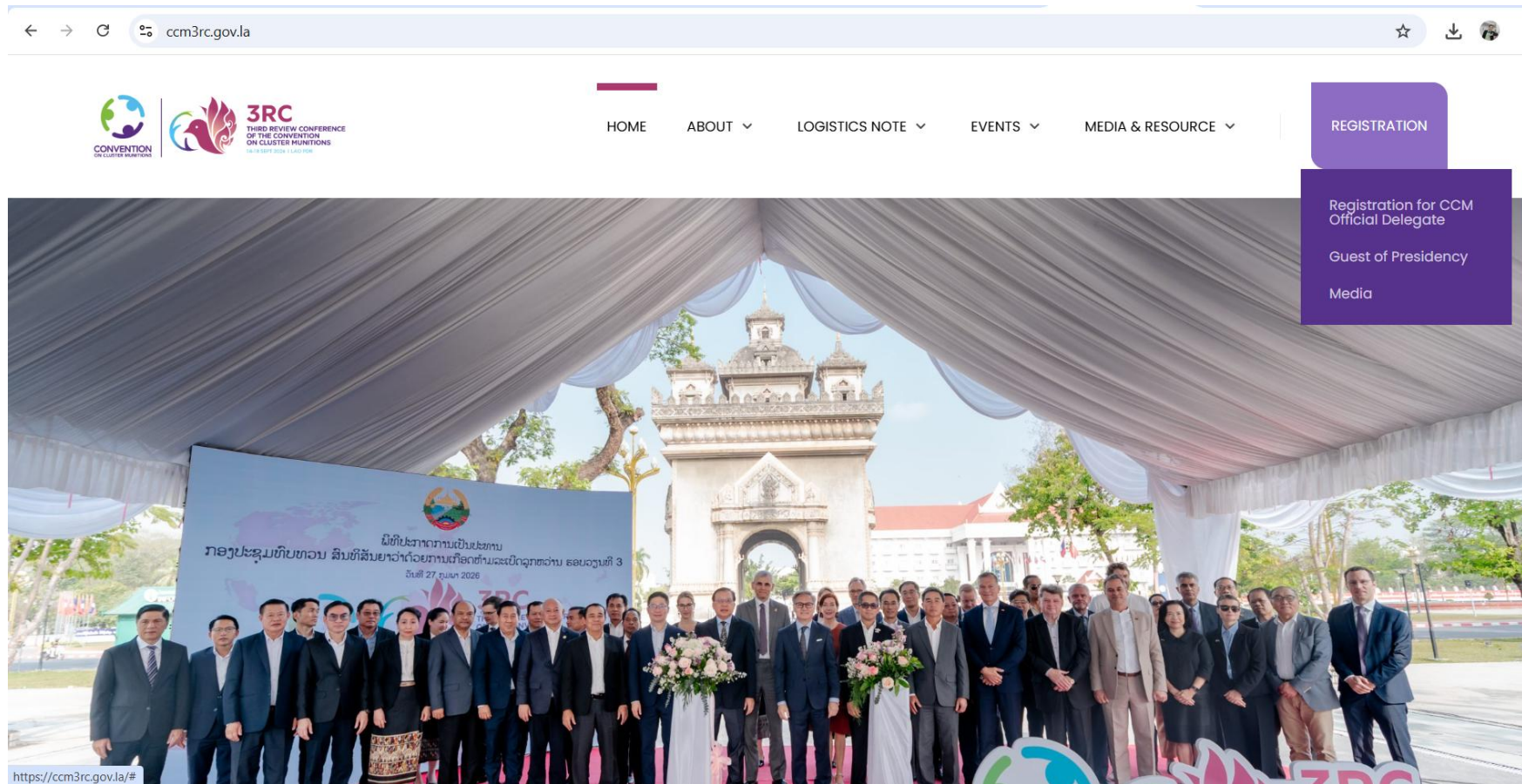


CCM 3RC Website Registration Guideline

For Media

Step 1: Navigating to the Registration Portal

1. Go to the website: <https://ccm3rc.gov.la/>
2. Find the correct tab: <https://ccm3rc.gov.la/> > Registration
3. Select the registration link provided on the website and click the registration type: **Media**



Step 2: Create Your Portal Account

[← Back to Registration Page](#)



Please fill out this field

* First name

MR

Enter your first name

* Last Name

Enter your last name

* Email Address

Enter your email address

* Password

input new password

* Confirm password

input confirm password

* Where are you from

Select location

* Phone Number

Laos (+856)

Enter your phone number



I'm not a robot



Register

Before completing the official registration form, you must first create a portal account by providing:

- **First Name ***
- **Last Name ***
- **Email Address ***
- **Password & Confirm Password ***
- **Country *(Select from dropdown location menu)**
- **Phone Number ***

Click "Register".

- **Email Confirmation Notice:** After submission, check your inbox for an account setup confirmation email from the Secretariat Team, 3RC CCM. Click the portal login link provided in the email to return to the system.

Welcome to CCM 3RC Inbox x

no-reply@ccm3rc.gov.la
to me

Mon, Jun 29, 3:27 PM (22 hours ago) ☆ ☺ ↶ ⋮

Welcome to CCM 3RC



CONVENTION ON CLUSTER MUNITIONS | **3RC**
THIRD REVIEW CONFERENCE OF THE CONVENTION ON CLUSTER MUNITIONS
14-18 SEPT 2026 | LAO PDR

Dear 3rc Ccm,

Thank you for creating an account. Your account has been successfully set up.

If you created this account to attend the upcoming meeting (the 3rd Review Conference of the Convention on Cluster Munitions in Vientiane Capital), you are just one step away from securing your spot! Please log back into the portal to complete your official registration and submit any required participant details.

Your Account Information:

- Username/Email: 3revcon@gmail.com
- Portal Link: <https://3rcmcm-register.laot.dev/login>

Best regards,
Secretariat Team, 3RC CCM




Login

* Email Address

 Enter your email address

* Password

 Input password

☐ I'm not a robot

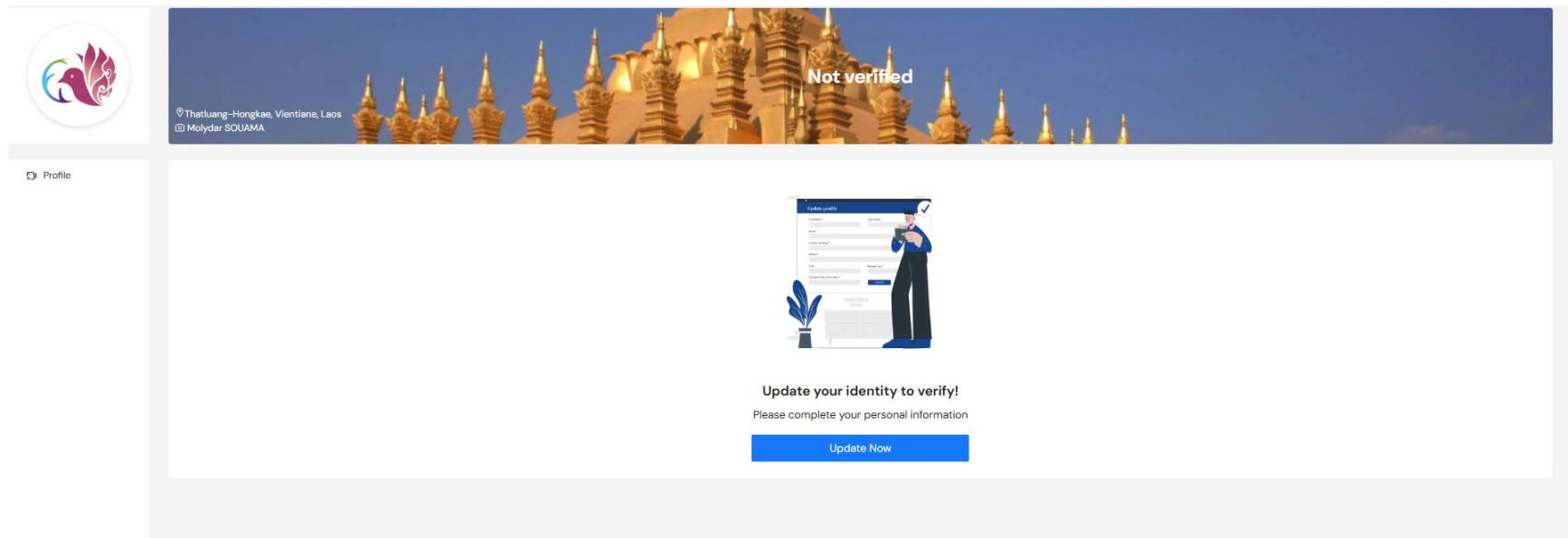


☐ Remember me [Forgot your password?](#)

Login

Step 3: Complete the Official Registration Form

After logging in, click "Update Now" to verify your identity and complete the official registration form.



Part 1: Profile Update

1. **First Name:** *
2. **Middle Name** (*optional*):
3. **Last Name:** *
4. **Date of Birth (DD/MM/YYYY):** *
5. **Email:** *
6. **Phone Number:** *
7. **Emergency Contact name:** *
8. **Emergency Contact number:** *

← **Update profile**

Lao PDR

* First name

MS

Middle name

Enter your middle name

* Last Name

* Email

* Date of birth

DD/MM/YYYY

* Phone Number

Laos (+856)

* Emergency contact name

Enter Emergency contact name

* Emergency contact

Laos (+856)

Enter Emergency contact

Part 2: Passport Information

Review the Lao Immigration Visa Exemption List link provided in the system to check if your country is exempt. ([Lao Immigration Visa Exemption List](#)).

- 1. Passport issuing country: * [-- Please Select --]**
- 3. Passport type: * [-- Please Select --] (*Options: Ordinary / Diplomatic / Service*)**
- 4. Passport No.: ***
- 5. Date of Issue (DD/MM/YYYY): ***
- 6. Date of Expiry (DD/MM/YYYY): ***

Note: Passport must be valid for at least six months beyond your planned date of entry.

Passport Information

[Check visa exemption for your country](#)

* Passport issuing country

* Passport Type

☒ Ordinary ☐ Diplomatic ☐ Service

* Passport No.

* Passport Date of Issue

* Passport expiration date

- If a visa is required, the system will prompt you for:

1. Nationality / Citizenship * (as per passport)

2. Place of Visa Issuance: [-- Please Select --]

(Options:

*Wattay International Airport (Vientiane Capital)**Luang Prabang International Airport (Luang Prabang Province)**Pakse International Airport (Champasak Province)**Lao - Thai Friendship Bridge 1 (Vientiane Capital)**Other: ...), If select other, you can write Specify Other place*

i Visa required: Your passport issuing country and passport type require a visa to enter Laos

* Nationality / Citizenship (as per passport)

* Place of Visa Issuance

* Specify Other Place

Wattay International Airport (Vientiane Capital)

Luang Prabang International Airport (Luang Prabang...

Pakse International Airport (Champasak Province)

Lao - Thai Friendship Bridge 1 (Vientiane Capital)

Other

Part 3: Media Affiliation Details

Fill in the information

1. **Organisation Name:** *
2. **Media Position / Job Title:** *
3. **Organisation Contact Phone:**
4. **Organisation Contact Email Address:** *
5. **Organisation Address:** *
6. **Organisation Website (optional):**
7. **Type of Media Affiliation:** * *(Select all that apply)*

☐ Service Wire / ☐ Newspaper / ☐ Television / ☐ Radio / ☐ Magazine / ☐ News Reel / ☐ News Photo

Media Affiliation Details	
* Organisation name Enter your organisation name	* Media Position / Job Title Enter your media position or job title
Organisation contact phone Laos (+856) ▾ Enter Organisation contact phone	* Organisation contact (Email) example@mail.com
* Organisation address Enter your organisation address	Organisation website (optional) https:// Enter your organisation website
* Type of media affiliation ☐ Service Wire ☐ Newspaper ☐ Television ☐ Radio ☐ Magazine ☐ News Reel ☐ News Photo	

Part 4: Field Visit (Scheduled for 13 Sept 2026)

Please note that places for field visits may be limited. Further logistical details will be shared with confirmed participants.

- If you select **No**, continue to the next section of Form.
- If you select **Yes**, choose **one** of the following options:
 - **Option 1: Survey and Clearance:** Observe Non-Technical/Technical Survey and Clearance methodologies.
 - **Option 2: Explosive Ordnance Risk Education (EoRE) and Victim Assistance:** Observe UXO Risk Education and meet with UXO victims and families.
 - **Option 3: Post-Clearance Impact:** Visit completed clearance sites, schools, or agricultural areas to view socio-economic land development.

Field Visit

 Please note that places for field visits may be limited. Further logistical details will be shared with confirmed participants.

Would you like to participate in the field visit scheduled for 13 Sept?

☒ Yes ☐ No

* Select One

- ☐ Option 1: Survey and Clearance
- ☐ Option 2: Explosive Ordnance Risk Education (EoRE) and Victim Assistance
- ☐ Option 3: Post-Clearance Impact

Part 5: Health and Safety Declaration

- **Travel History:** Input text listing all countries or territories you plan to visit or stay in during the 14 days prior to the start of the meeting.

Health and Safety Declaration

* Travel: Please list any countries or territories you plan to visit or stay in during the 14 days prior to the start of the meeting

List countries or territories (e.g., Thailand, Singapore, Vietnam)

0 / 500

Part 6: Travel Information *(You can update this information later)*

- **Flight Type:** [-- Please Select --] *(Options: Commercial / Private)*
- **Arrival Details:** Date/Time (GMT+7 format: DD/MM/YYYY, HH:mm), **Airline, and Flight No.**
- **Departure Details:** Date/Time (Local Time format: DD/MM/YYYY, HH:mm), **Airline, and Flight No.**

Travel information ◦ You can update this information later

Flight Type

☐ Commercial ☐ Private**Arrival**

Arrival time (+07:00)

DD/MM/YYYY HH:mm:ss



Arrival airline

Enter your arrival airline

Flight number

Enter your flight number

Departure

Departure time (Local time)

DD/MM/YYYY HH:mm:ss



Departure airline

Enter your departure airline

Flight number

Enter your flight number

Part 7: Accommodation Information *(You can update this information later)*

- **Accommodation Type: [-- Please Select --]** *(Options: Hotel / Private)*
- **Hotel Name & Hotel Address**
- **Check-in & Check-out Dates (DD/MM/YYYY)**

Accommodation information ◦ You can update this information later

Accommodation

☐ Hotel ☐ Private

Hotel name

Enter your hotel name

Hotel address

Enter your hotel address

Checkin (+07:00)

DD/MM/YYYY HH:mm:ss



Checkout (+07:00)

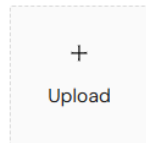
DD/MM/YYYY HH:mm:ss



Part 8: Required Document Uploads

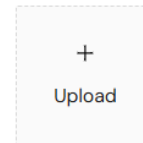
1. **Upload Passport Bio Page:** * (File Supported: JPG, JPEG, PNG, PDF| Maximum size: 2MB), Please ensure the uploaded image clearly covers the entire biographical page.
2. **Upload White Background Photo (4x6cm):** * (File Supported: JPG, JPEG, PNG, PDF| Maximum size: 2MB)
3. **Upload Press ID:** * (File Supported: JPG, JPEG, PNG, PDF| Maximum size: 2MB)
4. **Assignment Letter from Organisation:** * (File Supported: JPG, JPEG, PNG, PDF| Maximum size: 2MB)
5. **Equipment List:** (If bringing media/broadcasting gear into the country | File Supported: JPG, JPEG, PNG, PDF| Maximum size: 2MB)
6. **Upload Vaccine certificate (optional)** (File Supported: JPG, JPEG, PNG, PDF| Maximum size: 2MB)

* Upload White Background Photo (4x6cm)



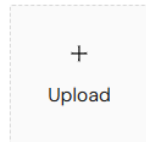
- File Supported, JPEG, JPG, PNG, PDF
- Maximum Size: 2MB
- Your photo will be used to print the card (size: 3 x 4)

* Upload your scan copy of passport



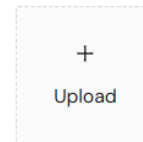
- File Supported, JPEG, JPG, PNG, PDF
- Maximum Size: 2MB

Equipment list



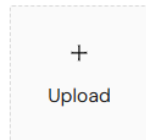
- File Supported, JPEG, JPG, PNG, PDF
- Maximum Size: 2MB

* Upload your press ID



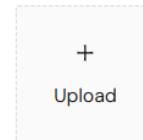
- File Supported, JPEG, JPG, PNG, PDF
- Maximum Size: 2MB

* Upload your Assignment Letter from your organisation



- File Supported, JPEG, JPG, PNG, PDF
- Maximum Size: 2MB

* Upload vaccine certificate



- File Supported, JPEG, JPG, PNG, PDF
- Maximum Size: 2MB

Part 9: Declaration of Consent

The screenshot shows a registration form with a modal window titled "Consent and Privacy". The form in the background includes fields for departure time, accommodation information (Hotel/Private), hotel name, and upload sections for a passport scan and vaccine certificate. The modal window contains the following text:

Consent and Privacy

Photography and Video Recording Consent

Participants are hereby informed that photography, audio, and video recording will take place during the workshop, field visits, and associated activities.

By submitting this registration form, you acknowledge and consent to the use of your image, voice, and likeness captured during these activities. These materials may be used for official documentation and communication purposes, including reports, publications, websites, and promotional materials by the organizers and partners.

If you have specific concerns regarding photography or video recording, please contact the organizing committee in advance so that reasonable accommodation can be considered where feasible.

Data Privacy and Consent

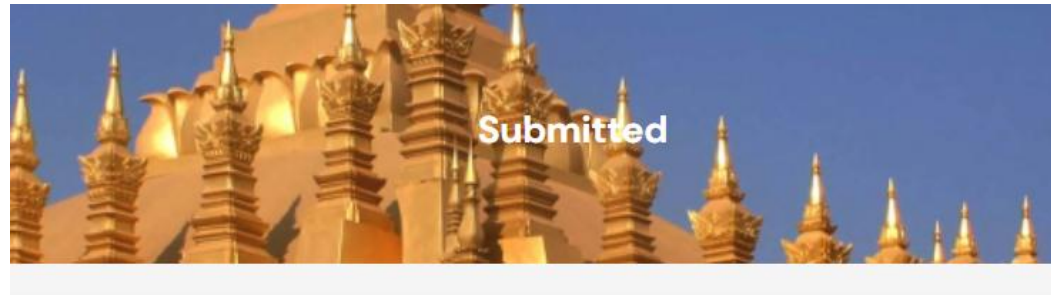
By providing your information, you consent to the collection, processing, and storage of your personal data for the purposes of managing this event.

At the bottom of the form, there is a checkbox labeled "I consent to the collection, processing, and storage of my data for the purposes of managing this event." followed by a link "View consent details".

Data Privacy and Consent

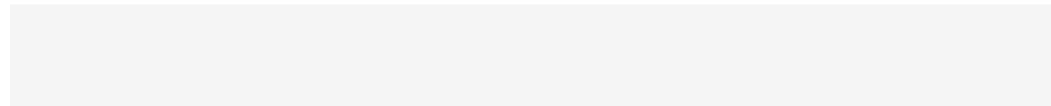
☐ I consent to the collection, processing, and storage of my data for the purposes of managing this event.*

Click "Update Profile" to submit your registration.



Your profile is submitted

we have received your profile is submitted and we are now processing it!



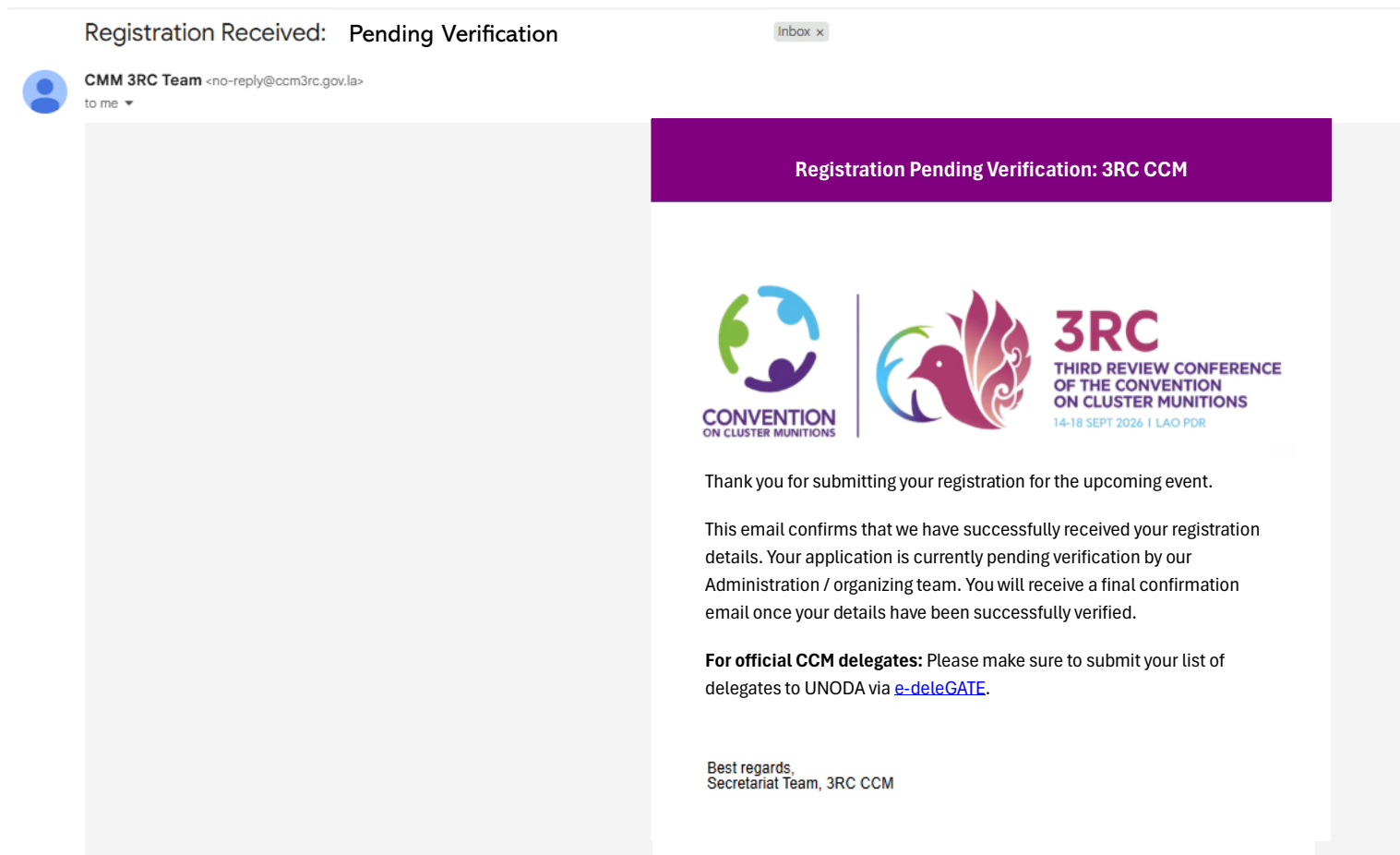
Step 4: Tracking Your Status & Email Notifications

Once your form is submitted, your registration moves through the following stages:

1. Pending Verification

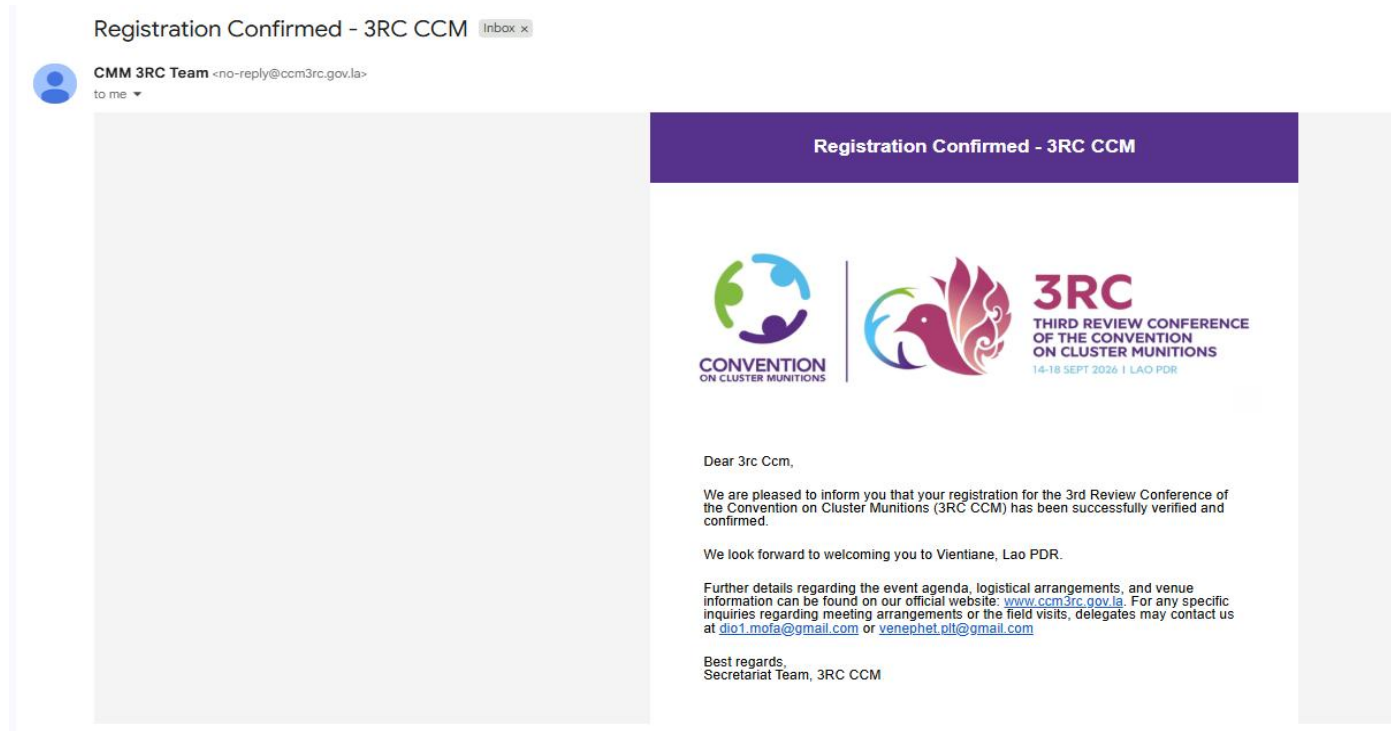
You will receive email confirmation with the **subject: "Registration Received - Pending Verification."** This means your details are under administrative review.

Action Item for Official CCM Delegates: Please remember that you must also ensure your list of delegates is officially submitted to UNODA via [e-deleGATE](#).

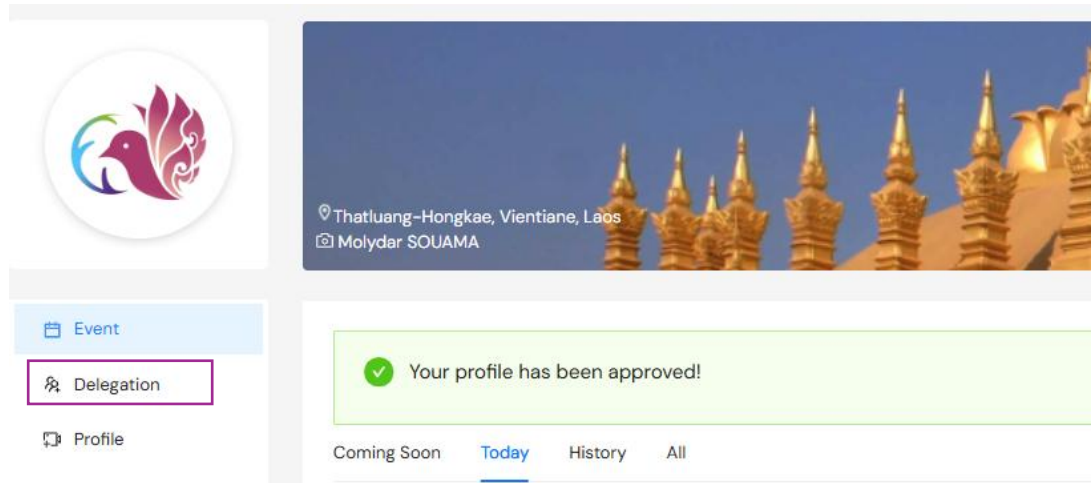


2. Final Approval Registration

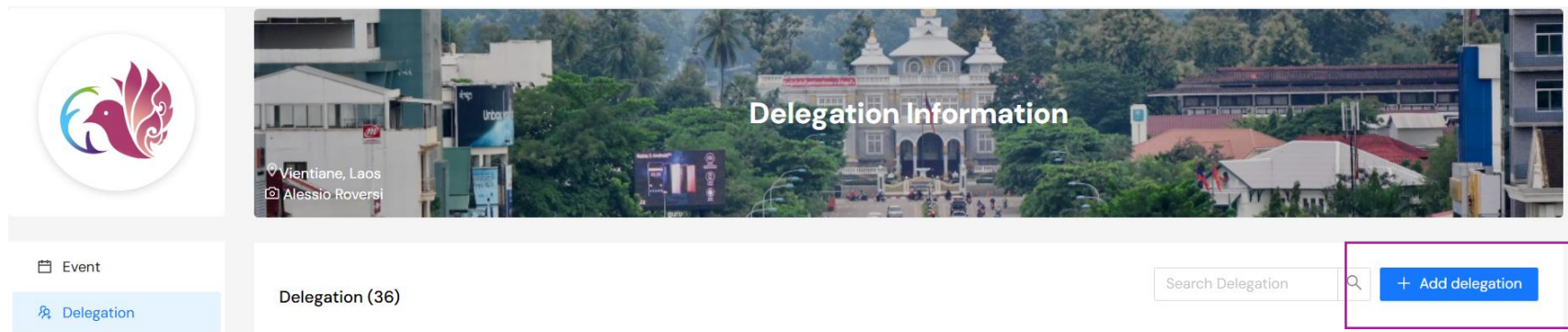
Once verified by the administrative organizing team, you will receive an email with the **subject: "Registration Confirmed – 3RC CCM."**



- **Additional Registrations:** Upon confirmation, you may add or register other delegation/team members by logging in and clicking “Delegation”



“Add Delegation”



then completing the same profile information for next delegation



Event

Delegation

Profile



Vientiane, Laos
Alessio Roversi

Update profile

Lao PDR

* First name

MS 3rc

Middle name

Enter your middle name

* Last Name

ccm

* Email

malavongvanida@gmail.com

* Date of birth

DD/MM/YYYY

* Phone Number

Laos (+856) 2022588964

* Emergency contact name

Enter Emergency contact name

* Emergency contact

Laos (+856) Enter Emergency contact

3. Field Visit Notifications *(If applicable)*

If you applied for the Luang Prabang Field Visit on Sunday, 13 September 2026:

- **Stage 1:** You will receive a notice titled "**Registration Pending Approval: Luang Prabang Field Visit (13 Sept 2026)**" explaining that selection is subject to limited capacity.

Registration Received: Luang Prabang Field Visit (13 Sept 2026) Inbox x



CMM 3RC Team <no-reply@ccm3rc.gov.la>
to me ▾

Registration Pending Approval: Luang Prabang Field Visit (13 Sept 2026)



3RC
THIRD REVIEW CONFERENCE
OF THE CONVENTION
ON CLUSTER MUNITIONS
14-18 SEPT 2026 | LAO PDR

Dear 3rc Ccm,

Thank you for registering your interest in the Luang Prabang Field Visit, scheduled for Sunday, 13 September 2026, on the sidelines of the 3RC CCM.

We would like to inform you that your registration has been successfully received. Please note that due to limited capacity, participation is subject to a selection process.

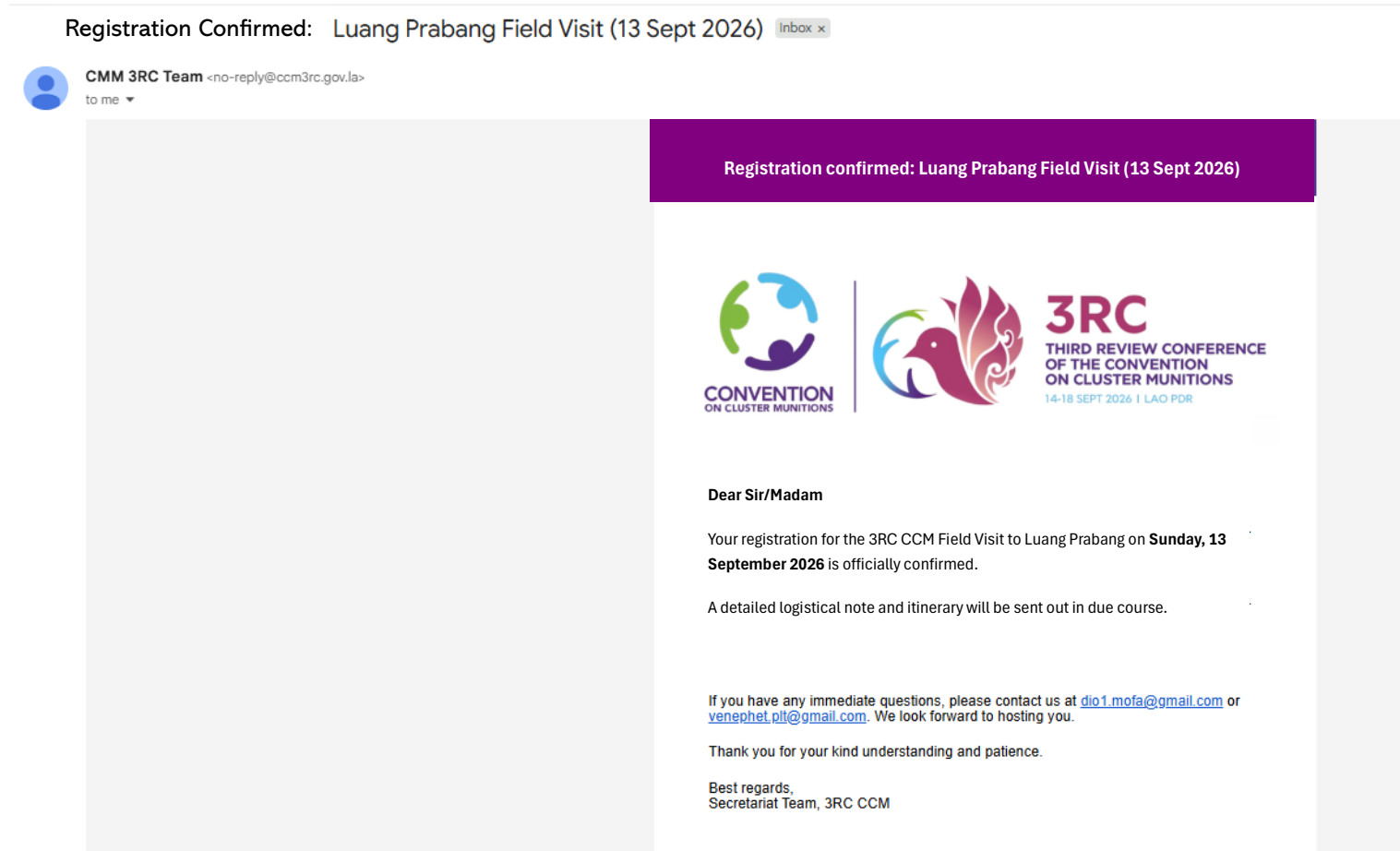
Our team is currently reviewing the applications, and we will contact you again in due course to confirm whether you have been selected for the visit. For those who are selected, a detailed logistical note and itinerary will also be sent out in due course.

If you have any immediate questions, please contact us at dio1.mofa@gmail.com or venephet.plt@gmail.com. We look forward to hosting you.

Thank you for your kind understanding and patience.

Best regards,
Secretariat Team, 3RC CCM

- **Stage 2:** If you were selected, you will receive a final email titled "**Registration Confirmed: Luang Prabang Field Visit (13 Sept 2026)**" containing a detailed logistical note and travel itinerary



Inquiries: For logistical or meeting queries, contact the Secretariat at dio1.mofa@gmail.com or venephet.PLT@gmail.com