

Registration Fees and Documentation Requirements

2025 ICAO Aviation Climate Week – Skyward Action: Realizing Aviation’s Sustainable Future

2025 ICAO Aviation Climate Week registration categories, their respective costs and documentation requirements are contained in the table below.

Kindly review the information on the **categories, fees, and the required documentation**. Please note that the below rates require *prospective attendees to provide the appropriate documentation to OfficeENV@icao.int in order to register (see Documentation Requirements for Registration)*.

REGISTRATION FEES CATEGORY	U.S. \$ (In-Person)	U.S. \$ (Online)
Government Officials (letters of designation by the State required)	Free of charge	Free of charge
Speakers and Moderators	Free of charge	Free of charge
International Organizations (as listed by ICAO - letter of designation required - two per organization)	Free of charge	Free of charge
Additional International Organizations Representatives	1,000	500
Academia (proof of status required)	1,000	500
General Public / Industry	2,000	1,000
ACI Members (letter of designation required)	1,000	500
IATA Members (letter of designation required)	1,000	500
Sponsors (voucher code required)		
Platinum:	Six free of charge	N/A
Gold:	Four free of charge	N/A
Silver:	Two free of charge	N/A
Bronze:	One free of charge	N/A
Promotional items:	One free of charge	N/A
App	One free of charge	N/A
Additional Sponsor Representatives in above categories	1,000	N/A
Exhibitors	Two free of charge	N/A
Additional Exhibitor Representatives	1,000	N/A
Media Partners/Supporting Organizations (two per category)	Free of charge	N/A
Additional Media Partner/Supporting Organization Representatives	1,000	N/A
ICAO Staff and Resident Delegations	Free of charge	N/A

Documentation Requirements for Registration

Member States and Government Officials

A formal **Letter of Designation/Nomination** from a Member State, on official letterhead and signed by the highest authority for the government entity of the State, is required to qualify for free registration(s). The letter should be addressed to the ICAO Secretary General in response to [2025 ICAO Aviation Climate Week State letter 25/14](#). Please include the full name, title, and email address for each nominee.

Once approved by ICAO, voucher code(s) will be provided to the individuals nominated by the State with instructions on the free registration process.

Please submit the letter of Designation/Nomination to OfficeENV@icao.int.

International Organizations

A formal **Letter of Designation/Nomination** from an international organization (IO), on official letterhead and signed by the Head of the IO, is required to qualify for free registration(s). The letter should be addressed to the ICAO Secretary General in response to [2025 ICAO Aviation Climate Week State letter 25/14](#). Please include the full name, title, and email address for each nominee.

Once approved by ICAO, voucher code(s) will be provided to the maximum of two (2), nominated individuals with instructions on the free registration process.

Please note that only international organizations which are recognized by ICAO can register to attend in this category. The following link contains a list of **recognized IOs**: [List of International Organizations](#).

Please submit the letter of Designation/Nomination to OfficeENV@icao.int.

Additional International Organization Registrations

Prior to registration and fee payment, the above documentation also applies in order to receive the discounted price prior to registration and fee payment.

ICAO Staff, Resident Delegations

ICAO Staff are invited to register using their ICAO email address. Please see the [2025 ICAO Aviation Climate Week](#) and click on the [Registration Open](#) link to register.

Resident Delegations

1. Delegations using the email extension **@icao-delegations.org** have been added to the ICAO registration system can register via the event site at the [2025 ICAO Aviation Climate Week](#).
2. Delegations who do not have an **@icao-delegations.org** email extension are asked to kindly contact OfficeENV@icao.int to notify that you wish to register. Registration assistance will be provided.

Speakers and Moderators

Speakers and Moderators

Confirmed speakers will be registered by ICAO and registration information will be provided to them via email.

Any queries can be sent to OfficeENV@icao.int.

Academia

Academic employees are requested to provide a **letter** from their respective employer prior to registering for the event. This letter, on letterhead, should include the full name, academic institution and email address. Once approval is granted you will be informed that you can proceed to register for the event.

Students can contact their registrar office to request documentation of current full-time enrollment.

Kindly send the above-mentioned information to OfficeENV@icao.int for approval by ICAO. Once approval is granted you will be informed that you can proceed to register for the event.

General Public and Industry

Individuals from the General Public and/or Industry can directly register for the event on the website.

Sponsors, Exhibitors, Media Partners / Supporting Organizations

Voucher codes to register will be provided by the ICAO Business Development Unit (BDU) upon contract completion. To request voucher codes, or should you have any questions, please contact BDU at BusinessDevelopment@icao.int.

Additional Representatives in the above categories, prior to registering at the reduced rate, the contract holder is required to provide the name(s) for approval prior to registration. BusinessDevelopment@icao.int.

Cancellation Policy

1. If you wish to cancel your participation in the [2025 ICAO Aviation Climate Week](#), please login to [My Events](#) and select the event for which you wish to cancel your registration.
2. Registrants who are unable to attend an event will receive a refund (less 30% of the registration fee for administrative charge – minimum charge of USD 100.00) on cancellation requests received 14 calendar days or less prior to the event start date.

ICAO reserves the right to cancel any programs and **assumes** no responsibility for personal expenses. A substitute registrant **cannot** be designated in lieu of the original registrant.

Any queries can to be sent to OfficeENV@icao.int.