

## Registration Fees and Documentation Requirements

[DRONE ENABLE 2023](#) 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**.

If you have any questions, please contact [RPASevents@icao.int](mailto:RPASevents@icao.int).

See cancellation policy at the end of this document.

Category	Fees (\$USD)	Reference
Member States and Government Officials	Free of Charge*	
International Organizations		
• Two (2) Registrations	Free of Charge*	<a href="#">List of International Organizations</a>
Additional International Organizations	\$400.00 USD*	
Speakers, Moderators	Free of Charge*	
RPASP, AAM SG, UAS-AG Members	Free of Charge*	
ICAO Staff, Resident Delegations	Free of Charge*	
Industry / General Public	\$950.00 USD	
Academia	\$150.00 USD*	
Sponsors		
• Platinum 6 Registrations	Free of Charge*	
• Gold 4 Registrations	Free of Charge*	
• Bronze 1 Registrations	Free of Charge*	<a href="#">ICAO Business Development Unit</a>
Additional Sponsors	\$400.00 USD*	
Exhibitors		
• Two (2) Registrations	Free of Charge*	
Additional Exhibitors	\$400.00 USD*	
Media Partners / Supporting Organizations		
• Three (3) Registrations	Free of Charge*	
Additional Media Partners / Supporting Organizations	\$400.00 USD*	
Press / Media	Free of Charge*	<a href="#">Media Accreditation</a>

\* This rate requires prospective attendees to provide the appropriate documentation in order to register (see *Documentation Requirements for Registration*).

## 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 DRONE ENABLE 2023 **State letter AN 13/66-23/13**. 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 [RPASEvents@icao.int](mailto:RPASEvents@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 DRONE ENABLE 2023 **State letter AN -13/66-23/13**. 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 [RPASEvents@icao.int](mailto:RPASEvents@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.

### Speakers, Moderators, ICAO Expert Groups

#### Speakers and Moderators

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

#### RPAS Panel, AAM SG and UAS-AG Members

Please notify [RPASEvents@icao.int](mailto:RPASEvents@icao.int) regarding your attendance at DRONE ENABLE 2023. Kindly indicate the ICAO expert group(s) you are affiliated with **and** which State or International Organization. Once verified, you will be provided with registration information and a voucher code.

**Any queries can to be sent to** [RPASEvents@icao.int](mailto:RPASEvents@icao.int).

### ICAO Staff, Resident Delegations

**ICAO Staff** are invited to register using their ICAO email address. Please see the DRONE ENABLE 2023 event site at <https://www.icao.int/Meetings/DRONEENABLE2023> and click on the registration link on the top right 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 DRONE ENABLE 2023 event site at <https://www.icao.int/Meetings/DRONEENABLE2023>.
2. Delegations who do not have an **@icao-delegations.org** email extension are asked to kindly contact [RPASEvents@icao.int](mailto:RPASEvents@icao.int) to notify you wish to register and assistance will be provided.

## Academia

**Academic employees** are requested to provide a **letter** from their respective employer prior to registering for the symposium. 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 symposium.

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

Kindly send the above-mentioned information to [RPASEvents@icao.int](mailto:RPASEvents@icao.int) for approval at ICAO. Once approval is granted you will be informed that you can proceed to register for the symposium.

## 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](mailto: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](mailto:BusinessDevelopment@icao.int).

## Press / Media

**Media credentials** are required and can be uploaded to the registration portal for approval.

For more information visit [Media Accreditation](#).

## Cancellation Policy

1. If you wish to cancel your participation in DRONE ENABLE 2023 symposium, please login to My Events account and select the event from which you wish to cancel your registration.
2. Registrants who are unable to attend the event will receive a refund (less 30% of the registration fee for administrative charge – minimum charge of \$100) on cancellation requests received 14 calendar days prior to the event start date.

Regrettably, **no refunds** will be granted thereafter.

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.

Contact: [RPASEvents@icao.int](mailto:RPASEvents@icao.int)