

**Regional Spotlight Initiative with the
Caribbean Employers Confederation (CEC)
and the
Caribbean Congress of Labour (CCL)**

**Step-by-Step
Registration Guide**

The Caribbean Employers Confederation (CEC) and Caribbean Congress of Labour (CCL) thank you for choosing to participate in the Regional Spotlight Initiative. Please use this step-by-step guide to help you throughout the registration process.

Step 1

Create a Zoom Account

In each workshop, participants will be pre-assigned to working group sessions. In order to be pre-assigned, you must register using your Zoom account. If you do not have an existing Zoom account, please click the link below to create one.

To create a Zoom account, click here: <https://zoom.us/signup>

View an instruction video on YouTube here:

<https://www.youtube.com/watch?v=n75j1K7KGzA>

Secure this email address and password in safe place as you will be required to be re-enter that information when logging in to the workshops. The email address used to create the Zoom account will be required when registering.

If you already have a Zoom Account, there is no need to re-create a new account. Please use the email address linked to this Zoom account during registration.

Step 2

Register Online

Once you have created a Zoom account or confirmed that you have an existing working Zoom account, you can now proceed to register for the Workshops.

One (1) form will be used for registration for both workshops. This means once you have registered, there is no need to re-register for the second workshop.

To register click here: <https://forms.gle/vg16pxwo21mxvAqE9>

Registration is only completed once you click “submit”.



Step 3

Confirmation Email

A confirmation email with further instructions and information will be sent to you within the *next 24 hours*. Once your information is verified by a team member, this email will entail a link to the website to join the workshops. A guide on how to log in for the workshops will also be attached.

If you do not receive the confirmation email within the next 24 hours of submitting the form, please contact elmafrancoisinstitute@cclcs.edu.tt or phone/WhatsApp 1-868-742-9448 or 1-868-333-1865 for further verification.

Thank you. Please contact elmafrancoisinstitute@cclcs.edu.tt or phone/WhatsApp 1-868-742-9448 or 1-868-333-1865 if you have any questions or concerns.