

# Meeting Participants

As a Chair or ECO staff you have the following extra options for meeting participants:

## Late registration

If a user has forgot to register for a meeting, you can use the "Late registration" option in Meeting Participants to register them. Please be aware of seat availability.

## Invite guests

It is possible to invites guests to the meetings - the guest will need to be an established profile on the CEPT portal, but are not required to be a member of the group that the meeting is held in.

Please be aware that if the group is "Public" , documents will default also be public visible unless otherwised set when uploaded.

## Exported list to excel

In the exported participants list, you will se more details than normal users.

[Export list to Excel](#)[Registration after deadline](#)[Invite guest](#)

## Approve "Invited by Chair" and "Other organisation"

As a Chair you have the option to approve a meeting registraion that requires approval - for instance if they registered as "Other organisation" or "Invited by chair".