OSCE

Supplementary Human Dimension Meeting
Vienna, 8-9 October 2018

USER MANUAL FOR THE CONFERENCE AND EVENT REGISTRATION SYSTEM

Below please find instructions on how to create user profile and sign up for a conference, step by step. You will also find below the print screens that should help you to familiarize with the system before its opening. Please note that the information visible at the print screens is indicatory and might be subject to change.

1. Account registration

You should start the account registration at: https://meetings.odihr.pl/registration. First step of registration requires providing an e-mail address and password for the new account, as in the print screen below:

Please note that in order to use the system the consent to the terms of use is required.

After providing all the data user should confirm by clicking "Next Step" button:

When the system successfully saves the information system will display the notification at the top of the page:
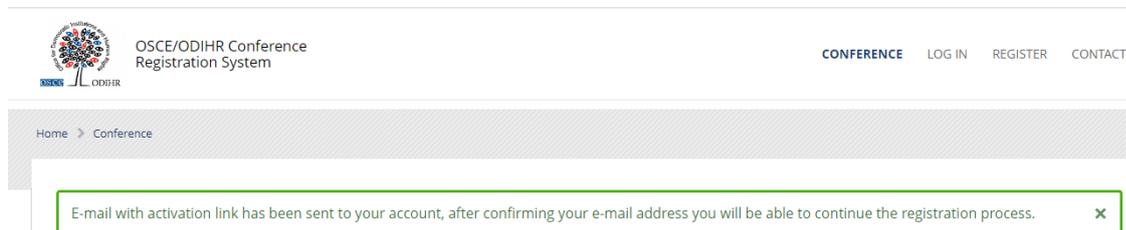
To confirm the e-mail address, system will send the e-mail with the activation link:

After clicking the "Activate profile" button, user will be redirected to the next step of the registration process and asked for personal information required to set up the profile:

After data completion user should confirm its choice by clicking "Next step" at the bottom of the page and follow this instruction through later steps and press "Finish registration" at the last step to finish registration process:

System will redirect user to the profile page and display notification at the top of the page to confirm saving the data:

Additionally, the system will send an e-mail with information that the registration has been completed:

ODIHR Conference and Event Registration System

Dear (name & surname),

This is an automatic message. Thank you for creating the user profile. The information you submitted to the ODIHR Conference and Event Registration System will be reviewed before confirmation of conference participation. Please note that the profile alone does not entitle you to attend ODIHR-organized events in the human dimension. You can apply to join an upcoming event as indicated in the home screen at http://meetings.odihr.pl

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This mail was generated automatically please do not respond.

2. Conference signup

User should select the "Conference" tab at the top right to go to the active conference list:

When the user finds the desired conference, it should press the "Signup" button by the conference to ask ODIHR to join the conference.

It will be also asked to fill the form that will include information about its desired conference participation:

After sending the information user should wait 2 workdays for the confirmation. Only then it may participate in the conference.