



2018 Human Dimension Implementation Meeting Warsaw, 10-21 September 2018

USER MANUAL FOR THE CONFERENCE AND EVENT REGISTRATION SYSTEM

Below please find step-by-step instructions on how to create a user profile and sign up for an event. The print screens should help you familiarize yourself with the system. Please note that the information visible on the print screens is indicative and might be subject to change.

STEP 1 - ACCOUNT REGISTRATION

You should start by registering an account at <https://meetings.odhr.pl/registration>. The first step is to provide an e-mail address and password for your new account, as in the print screen below:

OSCE/ODIHR Conference
Registration System

CONFERENCE LOG IN REGISTER CONTACT

Home > Register

Registration

1 Basic user data * 2 Personal data * 3 Organization data * 4 Fields of interest 5 Additional personal data

Basic user data

E-mail*

Please enter your individual e-mail address; it will be needed for account verification and as your personal login.

Password*

(minimum 8 characters) Please store this data safely for future reference

Confirm password*

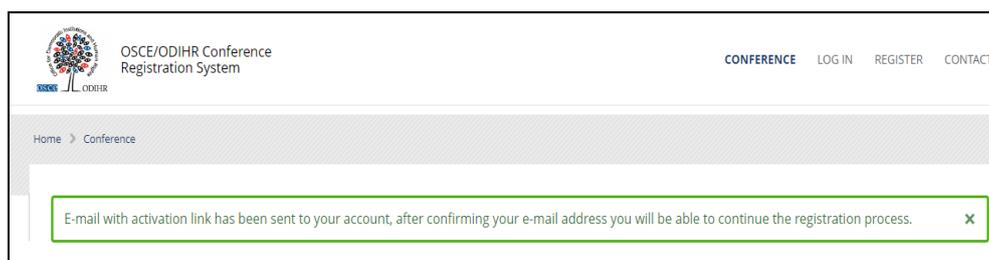
I consent to processing of my personal data by the Office for Democratic Institutions and Human Rights of Organization for Security and Co-operation in Europe with its registered office in Poland, Warsaw, at 10 Miodowa Street, for registration in the Human Dimension Meetings registration system, and to reception in electronic way the messages concerning the meetings organized by the Office for Democratic Institutions and Human Rights of Organization for Security and Co-operation in Europe. I declare that I know the right to inspect, change and demand discontinuation of processing of my personal data. I give the data voluntarily.*

* Required Fields

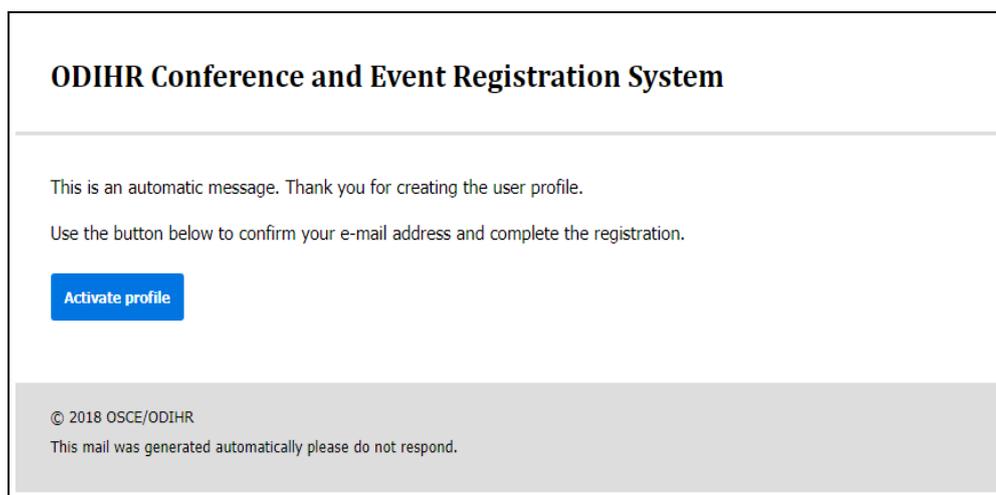
Please note that your consent to the terms of use is required in order to use the system.

After providing all the required information, confirm by clicking the “Next Step” button:

When the system successfully saves the information, it will display the following notification at the top of the page:



To confirm your e-mail address, the system will send an e-mail with an activation link:



After clicking the “Activate profile” button, you will be redirected to the next step of the registration process and asked to enter personal information for the purpose of setting up your profile (please see the next page):

After entering the required information at each step of the registration process, please make sure that the information you provided is correct before clicking on the “Next step” button at the bottom of the page. After completing all the steps, press “Finish registration” to complete the process:

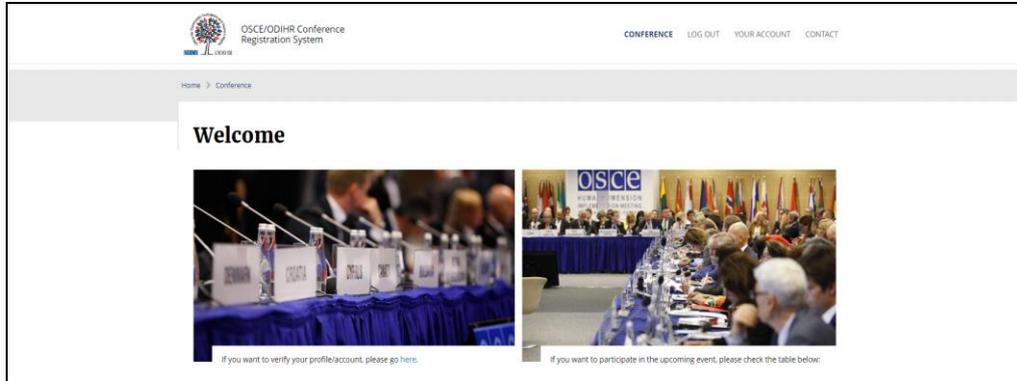
Finish Registration

The system will redirect you to your profile page and display a confirmation notification at the top of the page:

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

STEP 2 - EVENT SIGNUP

You should select the “Conference” tab at the top right corner to open the active conference/event list:



Press the “Signup” button, next to the event you wish to participate in, in order to ask ODIHR to join the event.

You will also be asked to provide information about your desired dates of participation:

| | |
|--|--|
| Arrival date * | Departure date * |
| <input type="text"/> | <input type="text"/> |
| <small>(YYYY-MM-DD HH:MM format)</small> | <small>(YYYY-MM-DD HH:MM format)</small> |
| Accommodation address | |
| <input type="text"/> | |
| <input type="text"/> | |
| <input type="text"/> | |
| <input type="button" value="Send"/> | |
| <small>* Required Fields</small> | |

Please note that confirmed participants will receive a confirmation e-mail within two working days. Only confirmed participants will be able to enter the conference/event venue.