

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 indicatory and might be subject to change.

STEP 1 - ACCOUNT REGISTRATION

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

D ODIHR	OSCE/ODIHR Conference Registration System					CONFERENC	E LOG IN	REGISTER	CONTACT
> Regist	er								
Regi	stration								
1	Basic user data *	2 Personal data *	③ Organ	ization data *		(4) Fields of interest	5 Add	litional persor	nal data
Please enter your individual e-mail address; it will be needed for account verification and as your personal login.									
	-				-				
(minimum 8 characters) Please store this data safely for future reference 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.* Next Step									
* 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:

Next Step

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

	OSCE/ODIHR Conference Registration System	CONFERENCE	LOG IN	REGISTER	CONTACT
Home 🗦 Confe	ence				
E-mail with activation link has been sent to your account, after confirming your e-mail address you will be able to continue the registration process.					×

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

ODIHR Conference and Event Registration System
This is an automatic message. Thank you for creating the user profile. Use the button below to confirm your e-mail address and complete the registration.
© 2018 OSCE/ODIHR This mail was generated automatically please do not respond.

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):

OSCE/ODIHR Conference	
Registration System	CONPERENCE LOGIOUT TOURIALCOUNT CUNTACT
Home > Register	
Your e-mail address has been successfully confirmed.	×
Pagistration	
Registration	
Basic user data * Personal data *	Organization data * (3) Fields of Interest (5) Additional personal data
Personal data	
Title Name *	Surname*
Date of birth*	Place of birth*
(YYY-MM-DD format) Gender*	Phone number (please include country/city prefix)*
	•
Organization type	
Civil Society	Country:
OSCE Delegation/Partner for Co-operation	Delegation Type:
International Organization	
OSCE Institutions and Field Activities	
National Human Rights Institution	Country:
Please choose the national human rights institution (NHRI) category only if you are a representative of an independent body established by a constitutional or legislative act. Nunded by the state and specifically	•
Media Media	Country:
-	•
Photo*	Browse
L	follows Photo guidelines
Next Step	
* Required Fields	
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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:



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

	OSCE/ODIR Conference Registration System	CONFERENCE LOG OUT YOUR ACCOUNT CONTACT		
Но	Yone			
	Registration completed.	×		

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 *
i	
(YYYY-MM-DD HH:MM format)	(YYYY-MM-DD HH:MM format)
Accommodation address	
Send	
* Required Fields	

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.