



## Human Dimension Implementation Meeting Warsaw, 16-27 September 2019

### USER MANUAL FOR THE CONFERENCE AND EVENT REGISTRATION SYSTEM

This manual provides step-by-step instructions on how to create a user profile and sign up for a conference. It contains several screenshots, intended to help users familiarize themselves with the graphic interface of the registration system. Please note that the screenshots are indicative and the actual interface may vary.

Users who have already created their user profiles are advised to skip point I of the manual and proceed to point II.

#### I. Registration

- 1.) In order to create an account in ODIHR Conference and Event Registration System, visit <https://meetings.odihr.pl/registration>. First step of the registration requires providing an e-mail address and a password, which will later be used as login credentials. Please consult 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\*** **Confirm password\***

(minimum 6 characters) Please store this data safely for future reference

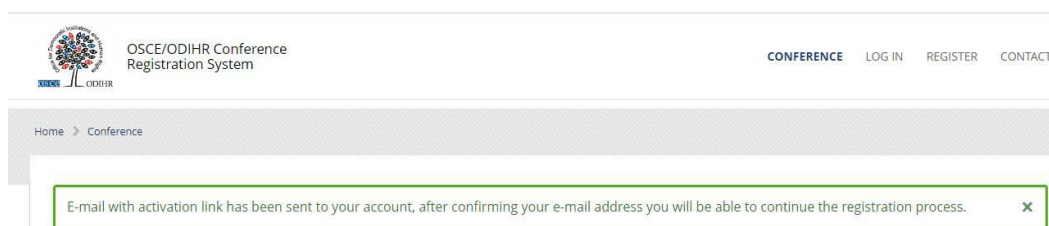
I consent to processing of my personal data by the Office for Democratic Institutions and Human Rights of Organization for Security and Co-operation in Europe with its registered office in Poland, Warsaw, at 10 Miodowa Street, for registration in the Human Dimension Meetings registration system, and 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, charge and demand discontinuation of processing of my personal data. I give the data voluntarily.\*

Next Step

\* Required Fields

Please note that a consent to the terms of use is required before being able to use the registration system.

In order to proceed, click on the 'Next Step' button. If provided data is correct, a confirmation will be displayed at the top of the page:



- 2.) To confirm the e-mail address, an e-mail with an activation link will be sent automatically by the system. Please check your e-mail inbox and confirm your account by clicking on the 'Activate profile' button. In case you do not receive the e-mail with the activation link, please also check your spam folder.

## 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.

[Activate profile](#)

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This mail was generated automatically please do not respond.

- 3.) Clicking on the 'Activate profile' redirects to the next step of the registration – 'Personal data'. In order to proceed, please fill in the form. Fields marked with a red asterisk (\*) are mandatory.

ODIHR Conference and Events Registration System

CONFERENCE LOG OUT YOUR ACCOUNT CONTACT

Home » Register

Your e-mail address has been successfully confirmed.

## Registration

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

### Personal data

Title\*  Name\*  Surname\*   
(exactly as in your passport, Latin letters only) (exactly as in your passport, Latin letters only)

Date of birth\*  Place of birth\*   
(YYYY-MM-DD format - when using calendar icon to pick the date, please choose year first, then select correct day to confirm the date) (city, country)

Gender\*  Phone number\*   
(please include country/city prefix)

### Organization type\*

Civil society (both national & international)/office based in: Country:

National Delegations representing OSCE participating States/Partners for Co-operation: Country:

International Organization

OSCE Institutions and Field Operations

National Human Rights Institutions  
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, funded by the state and specifically mandated to protect and promote human rights. Country:

Other: Country:

Photo  
  
This photo will be used for the conference badge print, please make sure it follows Photos guidelines

\* Required Fields

- 4.) Once the required personal data is provided and Organization type is selected, a user can either ‘Save Data’ and continue with registration later or select ‘Save Data and Go Next’ – and Proceed with filling in the registration form.
- 5.) The same procedure should be repeated for all other steps – ‘Organization Data’, ‘Fields of Interest’ and ‘Additional Personal Data’.
- 6.) In order to finish registration and submit the form for verification, click on ‘Finish Registration’.

**Finish Registration**

- 7.) The system redirects the user to their profile page and displays notification at the top of the page to confirm that registration is completed.

OSCE/ODIHR Conference Registration System

CONFERENCE LOG OUT YOUR ACCOUNT CONTACT

Home

Registration completed.

- 8.) Additionally, the system will send an automatic e-mail message with information that the registration has been completed:

## ODIHR Conference and Event Registration System

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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.

- 9.) Following registration, user accounts are subject to verification by ODIHR. Once an account is verified, an e-mail confirmation is sent.

## II. Conference sign up

- 1.) In order to sign up to a conference, visit <https://meetings.odihr.pl/>, locate the conference you wish to sign up to and click on the 'Signup' button.
- 2.) A sign up form will be displayed. In order to proceed, please fill in the form. Fields marked with a red asterisk (\*) are mandatory.

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

\* Required Fields

- 3.) A confirmation of receipt will be sent automatically by the system shortly after signing-up. Please note that the application alone does not entitle users to attend ODIHR-organized events in the human dimension.
- 4.) A confirmation of participation in the conference will be sent by e-mail (please allow approximately 2 working days).

### III. Visa support

ODIHR Conference and Event Registration System provides the possibility to request a letter of support from ODIHR for obtaining visa purposes. In order to receive a support letter, click on ‘Visa letter’ button and fill in the form.

<b>Conference</b>			<b>Signed Up</b> <a href="#">Change Signup</a> <a href="#">Visa Letter</a>	Reg. deadline: <a href="#">Book</a>
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### IV. Changes to the user accounts


In order to make changes to your user account, log in and click on ‘Your Account’ in the upper right upper. Information provided during the registration will be displayed. Changes are saved by clicking on ‘Save’.

### V. Contact us

In case of any issues or questions concerning registration, please use the contact form at <http://meetings.odihhr.pl/contact.html>.

#### Contact

Should you encounter any problems with registration, please contact us using our contact form.

<b>Type of contact</b>	Technical issues
<b>Subject *</b>	<input type="text"/>
<b>First name *</b>	<input type="text"/>
<b>Last name *</b>	<input type="text"/>
<b>E-mail *</b>	<input type="text"/>
<b>Message *</b>	<input type="text"/>
<b>Verification of identity *</b>	<input type="checkbox"/> I'm not a robot  <a href="#">Privacy - Terms</a>
	<a href="#">Send</a>

\*Required fields