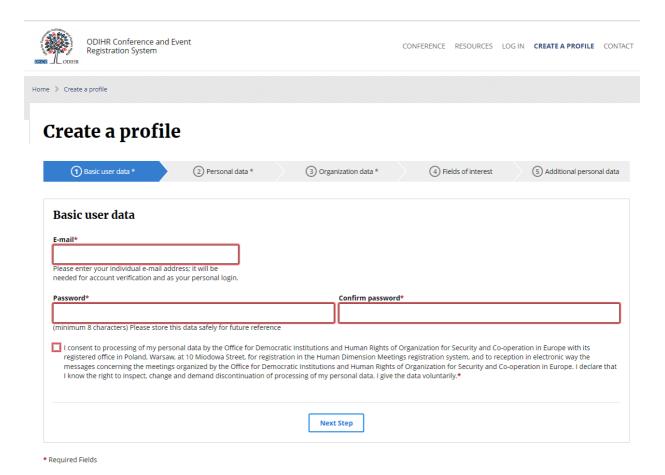**USER MANUAL FOR THE ODIHR CONFERENCE AND REGISTRATION SYSTEM**

This manual provides step-by-step instructions on how to create a user profile and register 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.
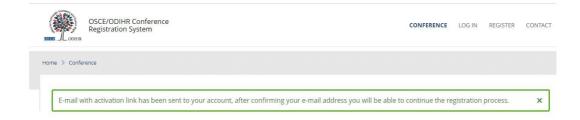
I.   Creation of a profile

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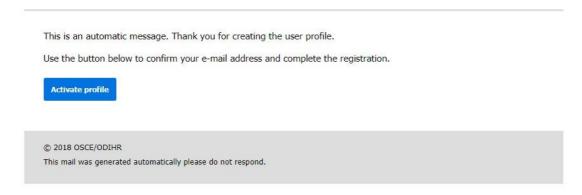

Please note that a consent to the terms of use is required before being able to use the registration system.

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 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.
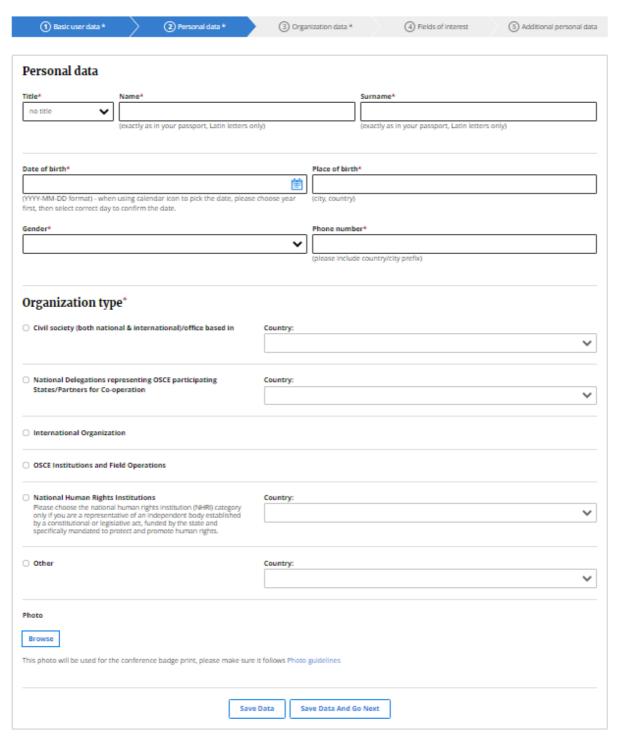

3.) Clicking on the 'Activate profile' in your e-mail redirects to the next step of the profile creation – 'Personal data'. In order to proceed, please fill in the form. Fields marked with a red asterisk (*) are mandatory.

Your e-mail address has been successfully confirmed.   ✕

Create a profile

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

Personal data

Title*

no title ▾

Name*

(exactly as in your passport, Latin letters only)

Surname*

(exactly as in your passport, Latin letters only)

Date 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.

Place of birth*

(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

Browse

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

Save Data   **Save Data And Go Next**

* Required Fields

4.) Once the required personal data is provided and Organization type is selected, a user can either 'Save Data' and continue with creating a profile later or select 'Save Data and Go Next' – and Proceed with filling in the 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 creating a profile and submit the form for verification, click on 'Finish'.

7.) The system redirects the user to their profile page and displays notification at the top of the page to confirm that registration of a profile is completed. After that the user can check if there are any upcoming events in the Conference tab.

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

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. You can apply to join an upcoming event as indicated on the home page at http://meetings.odihr.pl.

© 2021 ODIHR
This mail was generated automatically please do not respond.

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

II. Conference registration

1.) In order to register for a conference, visit https://meetings.odihr.pl/, locate the conference you wish to register for and click on the 'Register' 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.

Supplementary Human Dimension Meeting

Arrival date

(YYYY-MM-DD HH:MM format)

Departure date

(YYYY-MM-DD HH:MM format)

Accommodation address

☑ 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 (ODIHR) with its registered office in Poland, Warsaw, at 10 Miodowa Street, for registration of my participation in events organized by ODIHR, and sharing these data with event co-organizers (if any), furthermore sharing the information that I am registered with other registered participants of the events I attend. Also, I consent to reception in electronic way the messages concerning the conferences organized by the ODIHR. I declare that I am aware of the right to inspect, change and demand discontinuation of processing of my personal data. I give the data voluntarily. *

Send

* Required Fields

3.) A confirmation of conference application receipt will be sent automatically by the system shortly after the registration for a conference. Please note that the application alone does not entitle users to attend ODIHR-organized events in the human dimension.

4.) Further information will be provided closer to the event.

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.

Conference			Signed Up
			Change Signup
			Visa Letter

IV.   Changes to the user profiles

In order to make changes to your user profile, log in and click on 'Your Account' in the upper right tab. Information provided during the profile creation 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.odihr.pl/contact.html.

Contact

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

Type of contact

Technical issues ▾

Subject *

First name *   **Last name** *

E-mail *

Message *

Verification of identity *

☐ I'm not a robot
reCAPTCHA
Privacy - Terms

Send

*Required fields