



## 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 indicative 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:

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 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](#)

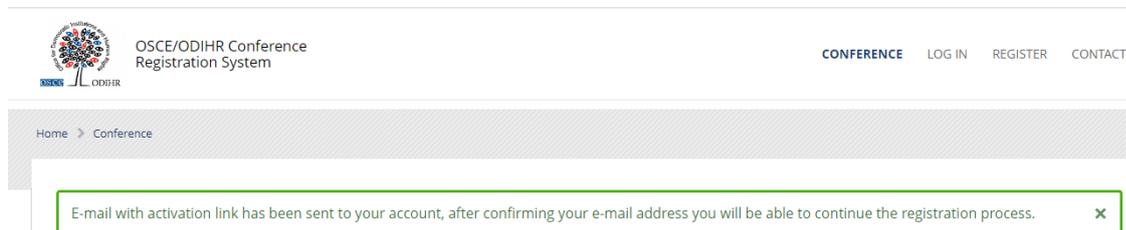
\* Required Fields

Please note that 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:

[Next Step](#)

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



The screenshot shows the top navigation bar of the OSCE/ODIHR Conference Registration System. The logo is on the left, and the text "OSCE/ODIHR Conference Registration System" is next to it. On the right, there are links for "CONFERENCE", "LOG IN", "REGISTER", and "CONTACT". Below the navigation bar, there is a breadcrumb trail: "Home > Conference". A green-bordered notification box is displayed, containing the text: "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." with a close button (X) on the right.

To confirm the e-mail address, system will send the e-mail with the 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.

[Activate profile](#)

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This mail was generated automatically please do not respond.

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:



Your e-mail address has been successfully confirmed. X

## Registration

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

**Personal data**

Title  Name\*  Surname\*

Date of birth\*  (YYYY-MM-DD format)  Place of birth\*

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

**Organization type**

Civil Society

OSCE Delegation/Partner for Co-operation

International Organization

OSCE Institutions and Field Activities

National Human Rights Institution   
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.

Media

Photo\*

This photo will be used for the conference badge print, please make sure it follows [Photo guidelines](#)

\* Required Fields

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:

[Finish Registration](#)

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



Registration completed. X

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.odihhr.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:

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

\* Required Fields

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