

Registration Manual – Media

26th OSCE MINISTERIAL COUNCIL 2019

2. – 6. DECEMBER 2019, Incheba Expo Bratislava, Slovakia

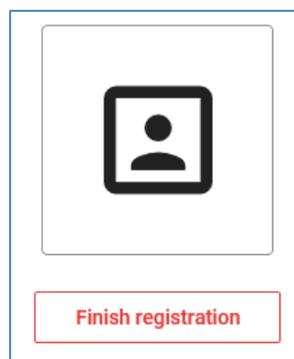
1. Click on the website <https://media.mzv.sk>
2. On the right corner by clicking on the flag it is possible to change English language
3. Click on the button [*Register*]
4. Fill in all the mandatory fields and click again on the button [*Register*]
5. You will obtain an activation link to the email address which you have entered into the system

Please note that the time of the activation link is limited to 10 minutes !

6. After clicking on the activation link you will be redirected to the registration page
7. Fill in your **login (your entered email address)** and your **password** and click on [*Sign in*]
8. It is necessary to click on [*Add meeting – OSCE Ministerial Council 2019*]

Finish registration

1. Click on the button [*Finish registration*]



2. Fill in all mandatory fields (marked by orange star) otherwise it will not be possible to save your registration
3. Click on the button [*Save*]
4. You can edit personal data at any time by selecting the [*Updating data*] button for that person. Once personal data have been edited, the approval and accreditation process will be carried out again

Approval and Accreditation:

1. When the data is correctly filled in, on the main page next to your photo appears:

Compliance: **Approval process in progress**

[Updating data](#)

2. It is now necessary to wait for the Approval and Accreditation from our side.
3. The approval and accreditation process takes up to 21 days
4. It is necessary to wait for the Accreditation, in the section "Accreditation status" you will see:

Accreditation is not running

[Detail](#)



5. After the successful accreditation from our side, you will see on your personal registration page in the section "Accreditation status" : **Approved**

You are officially accredited for the 26th OSCE Ministerial Council

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Meeting accreditation procedure

1. Registration completed.
2. Approval process completed.
3. Meetings selected.
4. It is necessary to wait for the result of the accreditation process for each selected meeting. The status of approval / disapproval of accreditation is shown in the Accreditation status column for each meeting.

You can edit your personal data at any time by selecting the [Updating Data] button. After this update, the approval process will be carried out once again. It is also possible to add meetings for accreditation at any time. Accreditation for each meeting is carried out individually.

Place	Contact person	Accreditation status
		Approved Detail

6. Only persons with approved accreditation status will have access to the event



7. After you have finished your registration do not forget to log out

We are looking forward to welcome you in Bratislava!