

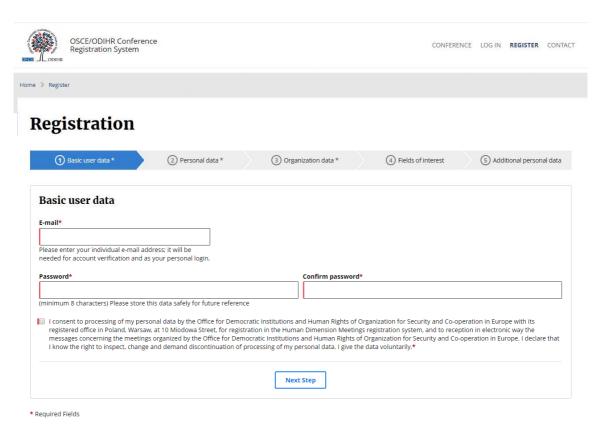
USER MANUAL FOR THE ODIHR CONFERENCE AND REGISTRATION SYSTEM

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.

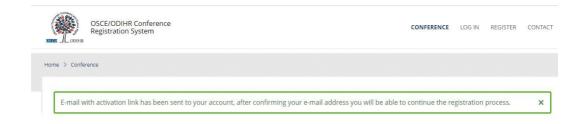
I. Registration

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.



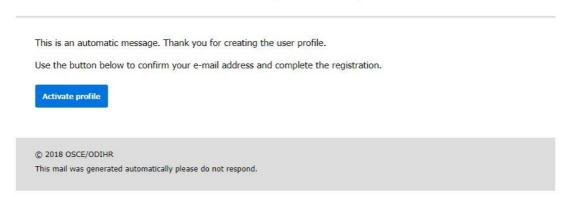
Please note that a consent to the terms of use is required before being able to use the registration system.

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:

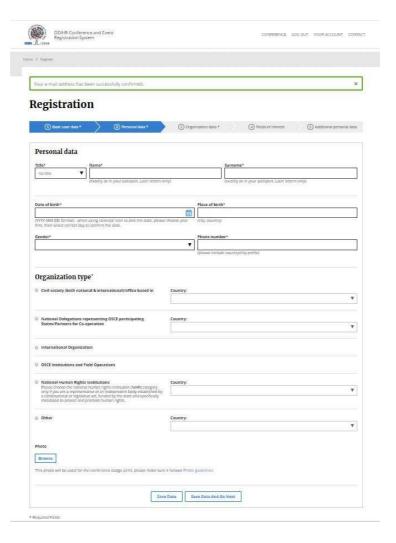


2.) To confirm the e-mail address, an e-mail with an activation link will be sent automatically by the system. Please check your e-mail inbox and confirm your account by clicking on the 'Activate profile' button. In case you do not receive the e-mail with the activation link, please also check your spam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

ODIHR Conference and Event Registration System



3.) Clicking on the 'Activate profile' in your e-mail 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.



- 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.



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.

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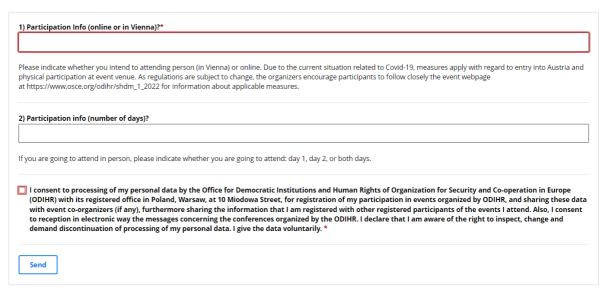
This mail was generated automatically please do not respond.

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.

Supplementary Human Dimension Meeting



- * Required Fields
- 3.) A confirmation of conference application 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.) Further information, including access details for online participants, 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.



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.odihr.pl/contact.html.

Contact

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

