## Online Meeting Registration Guidelines

For Online Meeting Registration, follow the steps below:

1. Access the Online Registration page through the meeting registration link.
2. If you already have an account, login into the system, using your username (email) and password and click the button “LOGIN”. Move to step 6.
3. If you don’t have an account, create a new account by clicking the button “CREATE A NEW ACCOUNT” and continue with step 4.

### step 4.

- Fill the registration form and click “CREATE USER ACCOUNT”
  - **IMPORTANT**: The username (email) should be unique. Different users/accounts cannot use the same email.
  - **Remember the password** – you will use to register to UN conferences and to update your personal information.

### step 6.

- You will receive an activation email to the address specified in the form. Inside the received email, click on the provided link to confirm your account.
You will get a message that confirms that your account has been activated. Click "Login" and login into the system using the username (email) and password that you chose when you created your account.

6. Once you click on the link, you can continue the online registration. Follow the registration process steps:
   Step 0: Select sessions you want to attend (only if the conference has several sessions)
   Step 1: Provide contact data
   Step 2: Provide meeting registration data
   Step 3: Confirm registration
   Step 4: Receive confirmation
7. Once the registration process has finished, you will access your UNCDB Online account; in parallel, you will receive a confirmation that your registration has been submitted.
   a. The meeting organizer will process the information in due time. When your registration to the meeting is approved, you will receive a notification by email. If required for your meeting, this email will include your registration form. If there is no registration form attached, only a valid passport is required for approved participants to get an access badge. The email may also contain some additional information and documents.
8. Finally, you can always follow the status of your application in your online account. You can access your account following the link below:
https://www2.unece.org/uncdb/logon.faces

Use your username (email) and password to login (see step 4 of these guidelines).
Once logged in, you will have access to all your meetings (MEETINGS tab).

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You can also change your personal and account information in the "PROFILE" and "ACCOUNT" tabs.
For any additional questions and support, contact your meeting organizer.