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 <u>step 6.</u>
- 3. If you don't have an account, create a new account by clicking the button "CREATE A NEW ACCOUNT" and continue with <u>step 4</u>.



Welcome to the UNCTAD Online Meeting Registration System

If you alread	dy have an account, please login to access your data
	LOGIN (EMAIL)
	Forgot your password?
If you don't have a user accour	nt yet, please create an account to register online for UNCTAD meetings

- CREATE A NEW ACCOUNT
- Fill the registration form and click "CREATE USER ACCOUNT". IMPORTANT: The username (email) should be unique. The same email cannot be used for different users/accounts. Please do not use ALL CAPS when filling the form.



Create new user account to register online for UNCTAD meetings

Last Name *				
First Name *				
Title *	Select Option			
Gender	Select Option			
Birthdate *	(dd/mm/yyyy)			
Email (Username) *				
Password *				
CREATE USER ACCOU				



UNCTAD Online Meeting Registration

> You successfully created your user account. An email was sent to you to verify the email address you provided. Please follow the steps mentioned in the email to activate your user account.

5. When you get the email confirmation that your account has been created successfully, go to your email and confirm your account (click on the provided link).

UNC	TAD Meetings - Activate your online account		
•	no-reply@unctad.org to me ᢏ	11:50 AM (0 minutes ago) 📩 🔺 🔻	
	Dear Mrs. Chrysanthi Kourti,		
	You successfully created your UNCTAD Meetings online accou continue with the registration process.	nt. Please click on the link below to activate the account and	
	https://www2.unece.org/uncdb-unctad/app/ext/account/account e77cfed9f1f13f1a85870bce27c04c3892039d5de37b6877476b00 461d3fdfda162ab3d81022d09515512685e75b3c		
	Thank you and best regards, United Nations Conference on Trade and Development		

- 6. Once you click on the link you can continue the online registration. Follow the registration process steps:
 - Step 1: Provide contact data
 - Step 2: Provide meeting registration data
 - Step 3: Confirm registration
 - Step 4: Receive confirmation

UNCTAD Online Meeting Registrati	ion	
		ps below to register for meeting Ad hoc Expert Meeting on Consumer a, starting on 22/01/2015, ending on 23/01/2015.
	Last Name Usemame Address *	Kourti First Name Chrysanthi ckourti@gmail.com
	City * State Country *	Postal Code *
	Phone Mobile Email *	Phone 2 Fax ckourti@gmail.com
	Passport/ID No. * Origin of Passport/ID *	Passport/ID Validity * Select Option NEXT

7. Once the registration process has finished, you will be redirected to your Online Account, and the meeting organizer will process the information. You will receive a confirmation that the registration has been submitted. If your registration to the meeting has been approved you will receive a notification by email. This email will include your registration form, which you need to print and bring with you on the day of the meeting. The email may also contain some additional information and documents.



- Einelly, you can always follow the status of your application in your online account. You can acco
- 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-unctad/logon.faces

Use your username and password to login.



Welcome to the UNCTAD Online Meeting Registration System

If you already have an account, please login to access your data

LOGIN (EMAIL)
PASSWORD
Forgot your password?

If you don't have a user account yet, please create an account to register online for UNCTAD meetings

CREATE A NEW ACCOUNT

Once logged in, you will have access to all your meetings (MEETINGS tab).

UNCTAD Online Meeting Registration	17 MEETINGS	PR	OFILE	@ ACCOUNT				L Chrysanthi
MEETING OVERVIEW							1 RE	CORDS
			START DATE	▼ END DATE	STATUS	FILES	CONTACT	CANCEL
Ad hoc Expert Meeting on Consumer	Protection		22/01/2015	23/01/2015	Pending			×
1 records						1	/1 K <	1 X

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.