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.

4. 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.
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).

Dear Mrs. Chrysanthis Kourti,

You successfully created your UNCTAD Meetings online account. Please click on the link below to activate the account and continue with the registration process.

https://www2.unceo.org/unccd-UNCTAD/app/ext/account/account-activation?ep=EP_2fd3332caca51060e1c2b4917bcbca7e77c6d9ff1f13f1a85877bce27c04c3892019d5cb37b76777476b50e466e8a525a55a334b11e650de005a750f461d3 Id da162ab3d8122e09c15512685a75b3c

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

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.
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.

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