

1-2 March 2018 | Geneva | International Conference Centre Geneva (CICG)

Quick Guide to Registration

Step 1

Access the Online Registration page through the registration link: <https://www2.unece.org/uncdb/app/ext/meeting-registration?id=nOE5S2>.

Step 2

If you already have an account, login into the system. Move to [step 6](#).

Step 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](#).



The screenshot shows the login interface for the UNCDB Online Meeting Registration System. At the top left is the United Nations logo. To its right, the text reads "UNCDB Online Meeting Registration". Below this is a large heading: "Welcome to the UNCDB Online Meeting Registration System". Underneath, a message states: "If you already have an account, please login to access your data". This is followed by two input fields: "LOGIN (EMAIL)" and "PASSWORD". Below the password field is a blue "LOGIN" button with a user icon. A link for "Forgot your password?" is positioned below the login button. At the bottom of the page, a message says: "If you don't have a user account yet, please create an account to register online for UNCDB meetings", with a blue "CREATE A NEW ACCOUNT" button below it.

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.

Create new user account to register online for UNCDB meetings

Last Name *	<input type="text"/>
First Name *	<input type="text"/>
Title *	Select Option <input type="button" value="v"/>
Gender	Select Option <input type="button" value="v"/>
Birthdate *	<input type="text"/> <input type="button" value="17"/> (dd/mm/yyyy)
Email (Username) *	<input type="text"/>
Repeat Email *	<input type="text"/>
Password *	<input type="text"/>
Repeat Password *	<input type="text"/>

CREATE USER ACCOUNT



UNCDB Online
Meeting Registration

You have successfully created your user account. **Your account is not yet active.**
An email has been sent to the email address you provided.
Please follow the steps mentioned in the email to activate your account.

Step 5

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.



UNCDB Meetings - Activate your online account

no_reply to:

Dear Mr. John Smith,

You have successfully created your UNCDB Online Meeting Registration System account. Please click on the link below to activate the account now.

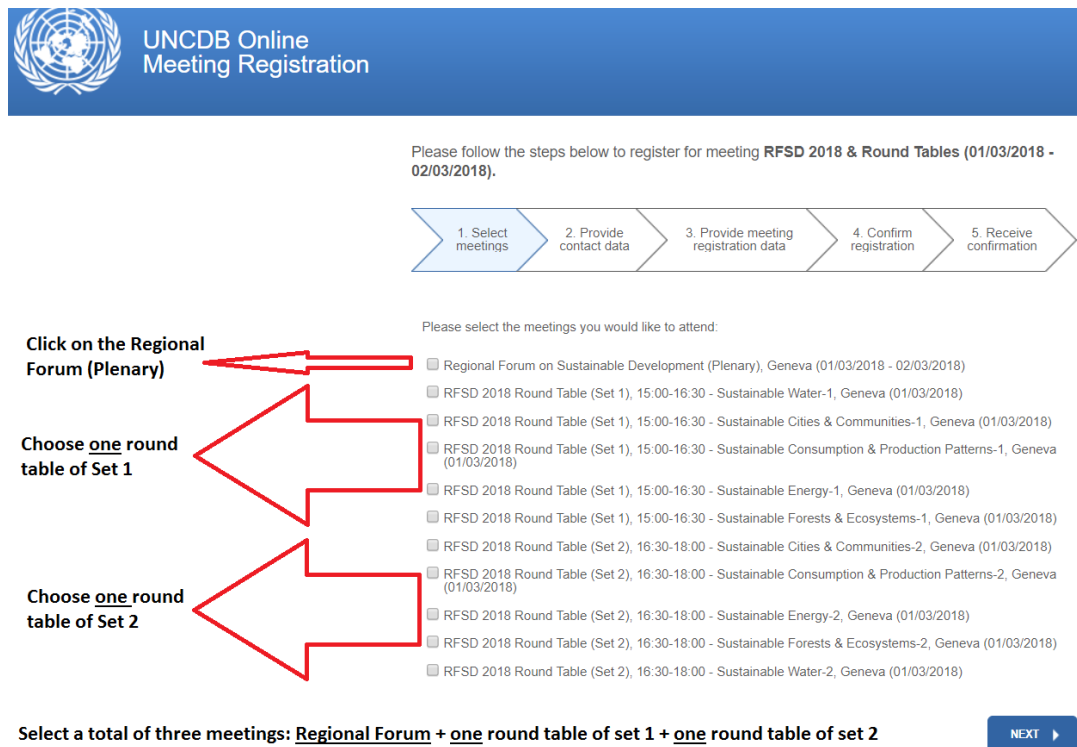
/app/ext/account/account-activation?ep=EP_2fd332caca51060e1c2b4917bccba7e77cfed9f1f13f1a85870bce27c04c3892ec2aee935facb29dcd780b977971aa29815f9b4e2dfd2562ca55215">https://www2.unece.org//app/ext/account/account-activation?ep=EP_2fd332caca51060e1c2b4917bccba7e77cfed9f1f13f1a85870bce27c04c3892ec2aee935facb29dcd780b977971aa29815f9b4e2dfd2562ca55215

Thank you and best regards,
UNCDB Online Meeting Registration System

Step 6

Once you click on the link, you can continue the online registration.

IMPORTANT: Please select only three meetings: The Regional Forum on Sustainable Development + one round table of set 1 + one round table of set 2



The screenshot shows the registration interface for the 'RFSD 2018 & Round Tables' meeting. At the top, there is a blue header with the UN logo and the text 'UNCDB Online Meeting Registration'. Below the header, a message states: 'Please follow the steps below to register for meeting RFSD 2018 & Round Tables (01/03/2018 - 02/03/2018)'. A horizontal flowchart shows five steps: 1. Select meetings, 2. Provide contact data, 3. Provide meeting registration data, 4. Confirm registration, and 5. Receive confirmation. The first step is highlighted in blue. Below the flowchart, a section titled 'Please select the meetings you would like to attend:' contains a list of 10 meeting options, each with a checkbox. Red arrows point from the following instructions to the corresponding checkboxes: 'Click on the Regional Forum (Plenary)' points to the first checkbox; 'Choose one round table of Set 1' points to the second, third, and fourth checkboxes; 'Choose one round table of Set 2' points to the fifth, sixth, seventh, eighth, ninth, and tenth checkboxes. At the bottom, a message reads: 'Select a total of three meetings: Regional Forum + one round table of set 1 + one round table of set 2'. A blue 'NEXT' button is located to the right of this message.

Please follow the steps below to register for meeting **RFSD 2018 & Round Tables (01/03/2018 - 02/03/2018)**.

1. Select meetings
2. Provide contact data
3. Provide meeting registration data
4. Confirm registration
5. Receive confirmation

Please select the meetings you would like to attend:

- Regional Forum on Sustainable Development (Plenary), Geneva (01/03/2018 - 02/03/2018)
- RFSD 2018 Round Table (Set 1), 15:00-16:30 - Sustainable Water-1, Geneva (01/03/2018)
- RFSD 2018 Round Table (Set 1), 15:00-16:30 - Sustainable Cities & Communities-1, Geneva (01/03/2018)
- RFSD 2018 Round Table (Set 1), 15:00-16:30 - Sustainable Consumption & Production Patterns-1, Geneva (01/03/2018)
- RFSD 2018 Round Table (Set 1), 15:00-16:30 - Sustainable Energy-1, Geneva (01/03/2018)
- RFSD 2018 Round Table (Set 1), 15:00-16:30 - Sustainable Forests & Ecosystems-1, Geneva (01/03/2018)
- RFSD 2018 Round Table (Set 2), 16:30-18:00 - Sustainable Cities & Communities-2, Geneva (01/03/2018)
- RFSD 2018 Round Table (Set 2), 16:30-18:00 - Sustainable Consumption & Production Patterns-2, Geneva (01/03/2018)
- RFSD 2018 Round Table (Set 2), 16:30-18:00 - Sustainable Energy-2, Geneva (01/03/2018)
- RFSD 2018 Round Table (Set 2), 16:30-18:00 - Sustainable Forests & Ecosystems-2, Geneva (01/03/2018)
- RFSD 2018 Round Table (Set 2), 16:30-18:00 - Sustainable Water-2, Geneva (01/03/2018)

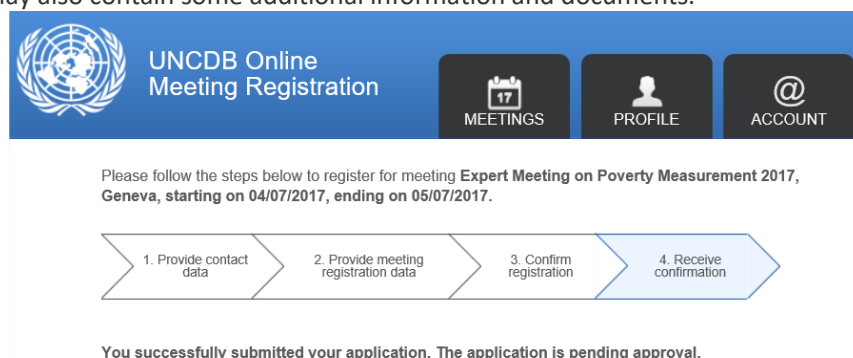
Select a total of three meetings: Regional Forum + one round table of set 1 + one round table of set 2

NEXT ▶

Step 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.

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.



The screenshot shows the 'Expert Meeting on Poverty Measurement 2017' registration page. It features a blue header with the UN logo and the text 'UNCDB Online Meeting Registration'. Below the header, there are three navigation buttons: 'MEETINGS' (with a calendar icon), 'PROFILE' (with a person icon), and 'ACCOUNT' (with an @ symbol icon). A message states: 'Please follow the steps below to register for meeting Expert Meeting on Poverty Measurement 2017, Geneva, starting on 04/07/2017, ending on 05/07/2017.' A horizontal flowchart shows four steps: 1. Provide contact data, 2. Provide meeting registration data, 3. Confirm registration, and 4. Receive confirmation. The fourth step is highlighted in blue. Below the flowchart, a message reads: 'You successfully submitted your application. The application is pending approval.'

UNCDB Online Meeting Registration

MEETINGS PROFILE ACCOUNT

Please follow the steps below to register for meeting **Expert Meeting on Poverty Measurement 2017, Geneva, starting on 04/07/2017, ending on 05/07/2017.**

1. Provide contact data
2. Provide meeting registration data
3. Confirm registration
4. Receive confirmation

You successfully submitted your application. The application is pending approval.

Step 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>