

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](#).



The screenshot shows the UNCDB Online Meeting Registration System interface. At the top, there is a blue header with the UN logo and the text "UNCDB Online Meeting Registration". Below the header, the main content area is white and contains the following elements:

- A welcome message: "Welcome to the UNCDB Online Meeting Registration System"
- A prompt: "If you already have an account, please login to access your data"
- Two input fields: "LOGIN (EMAIL)" and "PASSWORD", each with a light blue border and a white background.
- A blue button with a white user icon and the text "LOGIN".
- A link: "[Forgot your password?](#)"
- A section for new users: "If you don't have an user account yet, please create an account to register online for UNCDB meetings"
- A blue button with the text "CREATE A NEW ACCOUNT".

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 *

First Name *

Title *

Gender

Birthdate * (dd/mm/yyyy)

Email (Username) *

Repeat Email *

Password *

Repeat Password *



UNCDB Online Meeting Registration

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

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: [redacted]

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.

[https://www2.unece.org/\[redacted\]/app/ext/account/account-activation?ep=EP_2fd332caca51060e1c2b4917bccba7e77cfed9f1f13f1a85870bce27c04c3892ec2aee935facb29dcd780b977971aa29815f9b4e2dfd2562ca55215bc](https://www2.unece.org/[redacted]/app/ext/account/account-activation?ep=EP_2fd332caca51060e1c2b4917bccba7e77cfed9f1f13f1a85870bce27c04c3892ec2aee935facb29dcd780b977971aa29815f9b4e2dfd2562ca55215bc)

Thank you and best regards,
UNCDB Online Meeting Registration System

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/update contact data
- Step 2: Provide meeting registration data
- Step 3: Confirm registration
- Step 4: Receive confirmation



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.**

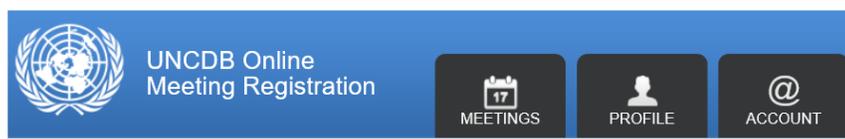


Last Name	<input type="text" value="Smith"/>	First Name	<input type="text" value="John"/>
Username	<input type="text" value="john.smith@email.com"/>		
Street *	<input type="text"/>		
City *	<input type="text"/>	Postal Code *	<input type="text"/>
State	<input type="text"/>		
Country *	<input type="text" value="Select Option"/>		
Phone	<input type="text"/>	Phone 2	<input type="text"/>
Mobile	<input type="text"/>	Fax	<input type="text"/>
Email *	<input type="text" value="john.smith@email.com"/>		
Passport/ID No. *	<input type="text"/>	Passport/ID Validity *	<input type="text" value="17"/>
Origin of Passport/ID	<input type="text" value="Select Option"/>		

Fields with a star (*) are mandatory.

- 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.





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.**

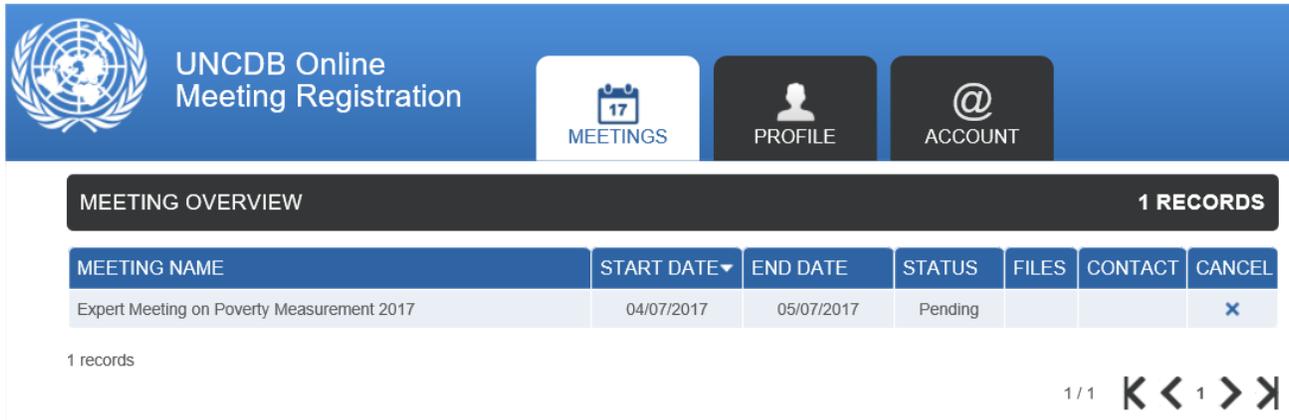


You successfully submitted your application. The application is pending approval.

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).



The screenshot displays the UNCDB Online Meeting Registration interface. At the top, there is a blue header with the United Nations logo and the text "UNCDB Online Meeting Registration". Below the header, there are three navigation tabs: "MEETINGS" (active), "PROFILE", and "ACCOUNT". The main content area shows a "MEETING OVERVIEW" section with a "1 RECORDS" indicator. Below this is a table with the following data:

MEETING NAME	START DATE	END DATE	STATUS	FILES	CONTACT	CANCEL
Expert Meeting on Poverty Measurement 2017	04/07/2017	05/07/2017	Pending			X

Below the table, it indicates "1 records" and provides navigation controls including "1 / 1" and arrows for navigation.

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.