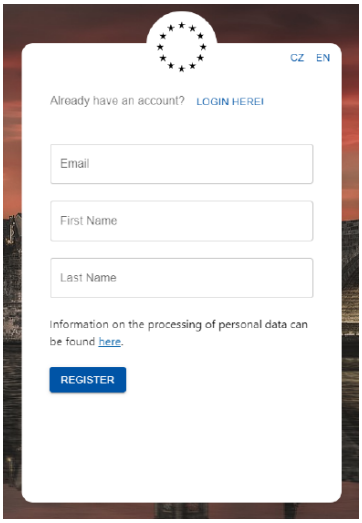
## Accreditation

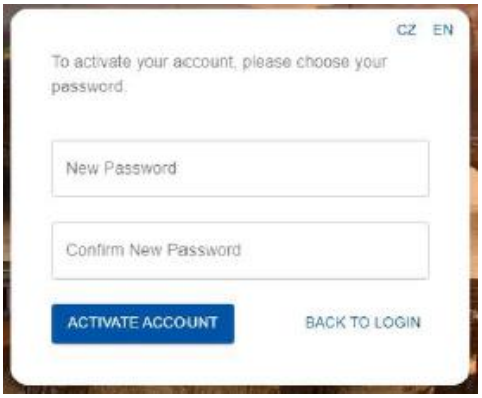
Accreditation takes place via the Czech Presidency portal - https://accreditation.eu2022.cz/.

You will receive your personal (unique) invitation to your email with information and a link that will redirect you to the page of the accreditation system, where you will be asked to register.

After filling in the data (email, first and last name) and pressing the "register" button, you will receive a verification message in your email with the "verify account" button to confirm your registration.

You will then be redirected and asked to enter a new password and confirm it. Use the "activate account" button to confirm your registration.



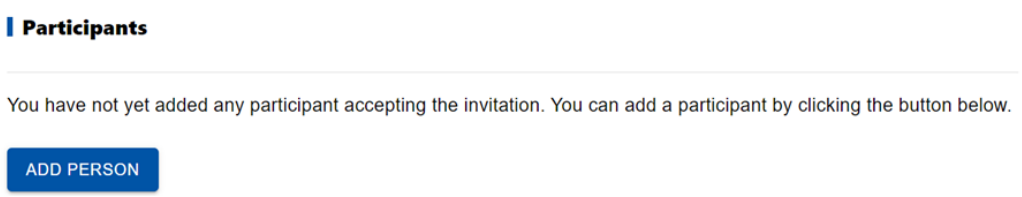



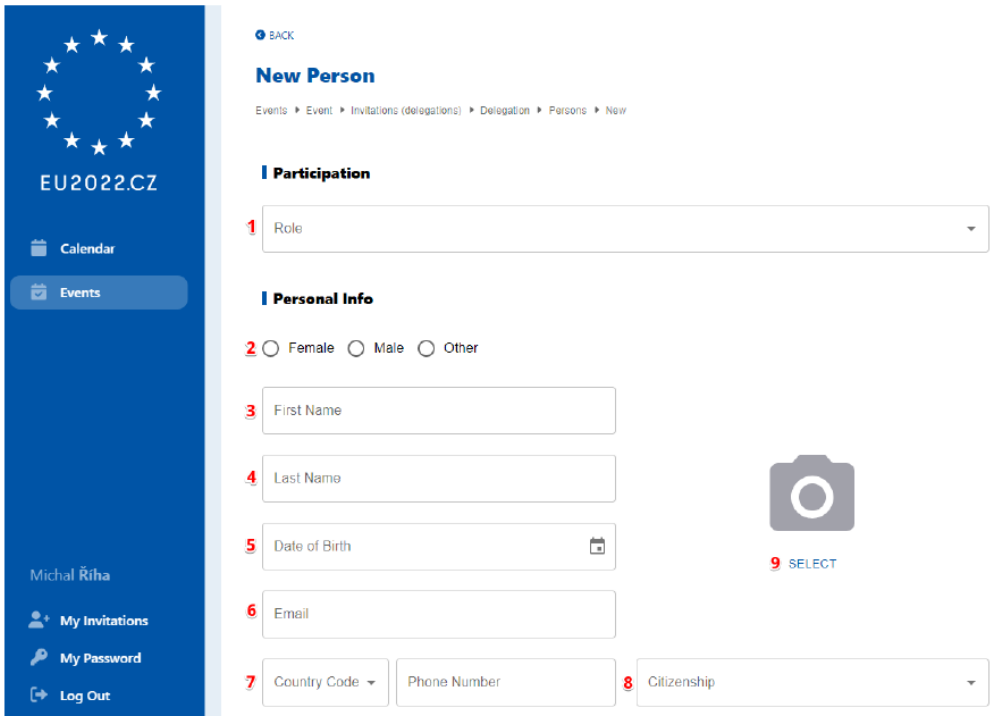

After activating the account, you will get into the system itself, where you will see 2 tabs in the main menu. "My Overview" and "Public Events".

In "My Overview" you will see the invitation itself with the basic information that was sent to you, including an "accept" button to confirm your invitation.

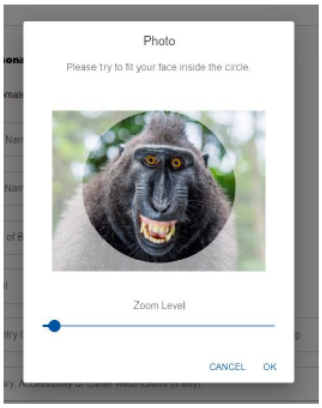
In "Public Events" it is possible to see other events that are public and for which you can also register.

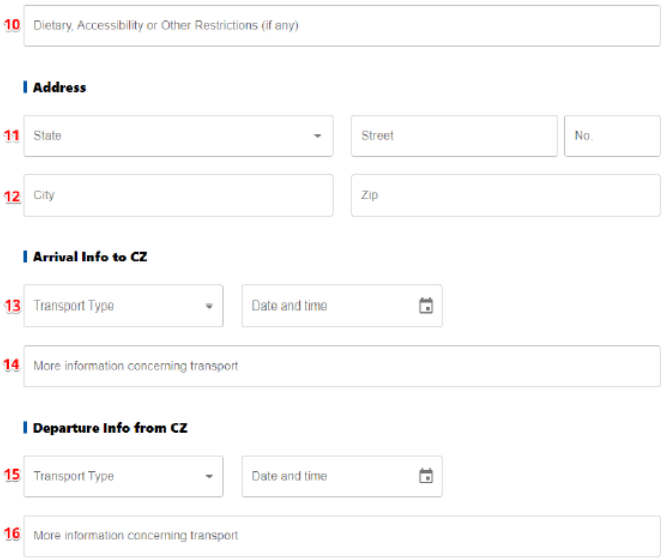
After accepting the invitation, you will see a new tab "Add person", where we kindly ask you to fill in all the data.



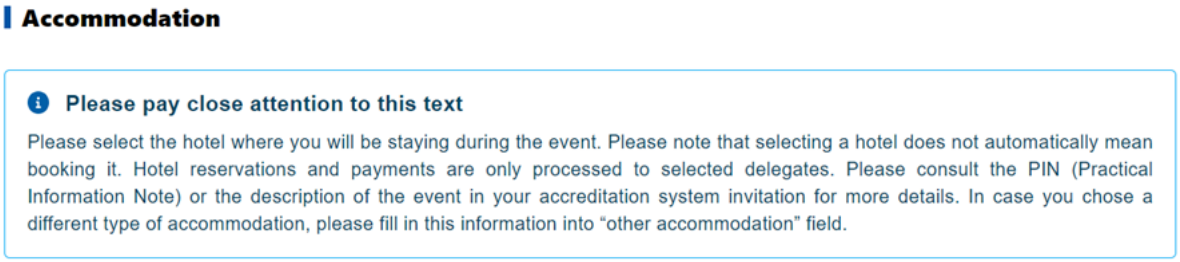



**9.** Uploading the photo - the photos will be used when printing for the subsequent badge, it is important to use the zoom to adjust the photo so that you can see the whole face of the person in the circle. Formats JPG, PNG images etc.

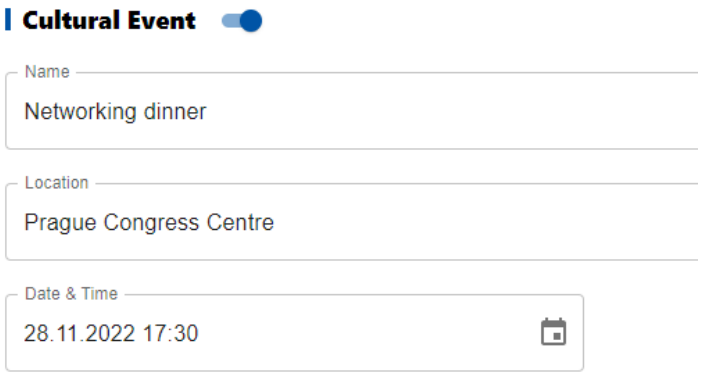



**10.** This note is used to indicate if the person has any limitations, whether in diet, movement or otherwise.




**Accommodation** - Here you can choose your accommodation during your stay in the Czech Republic. Accommodation for speakers is booked and paid for at the Panorama Hotel Prague. There is no need to book a room in advance. Please just confirm here whether you will use the hotel selected by us or not.




**Cultural Event** - Please confirm whether you will attend the cultural event or not.