

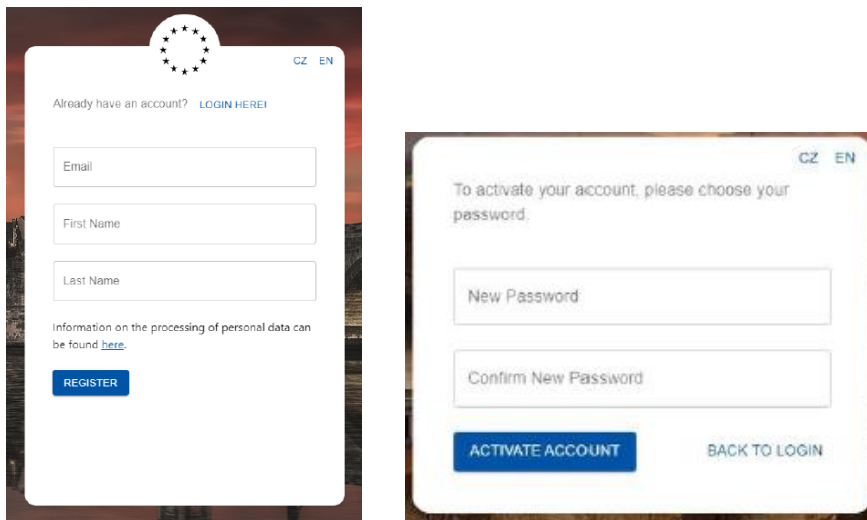
## Accreditation

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.



The image contains two screenshots of the accreditation system's registration process. The left screenshot shows the registration form with the following elements: a logo at the top left, language options 'CZ' and 'EN' at the top right, a link 'Already have an account? LOGIN HERE', three input fields for 'Email', 'First Name', and 'Last Name', a link 'Information on the processing of personal data can be found here.', and a blue 'REGISTER' button. The right screenshot shows the password activation form with the following elements: language options 'CZ' and 'EN' at the top right, the text 'To activate your account, please choose your password.', two input fields for 'New Password' and 'Confirm New Password', and two buttons: 'ACTIVATE ACCOUNT' and 'BACK TO LOGIN'.

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.

### Participants

You have not yet added any participant accepting the invitation. You can add a participant by clicking the button below.

ADD PERSON

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

### Please pay close attention to this text

Please select the hotel where you will be staying during the event. Please note that selecting a hotel does not automatically mean booking it. Hotel reservations and payments are only processed to selected delegates. Please consult the PIN (Practical Information Note) or the description of the event in your accreditation system invitation for more details. In case you chose a different type of accommodation, please fill in this information into "other accommodation" field.

**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

Name

Networking dinner

Location

Prague Congress Centre

Date & Time

28.11.2022 17:30



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