## How to register to attend the event

# In order to attend the event, you must register to one or more event sessions.

**Important**: To increase security, <u>Two Factor Authentication</u> has been implemented on the platform. This means you need to perform two steps to log in: first your password and then an additional verification method.

Registrations are done on a first-come-first-served basis. Please keep in mind that the capacity of the rooms is limited.

- Once you register to a session, it will appear in My Agenda.
- If you cannot attend a session anymore, please cancel your registration so another participant can take your place.

# Steps to register

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# Log in

Click on **Login/Register** in the top right corner of the homepage.



Sign in with your **EU Login** (or create an account if you don't have one).



You will be redirected to your profile page. Complete your profile and save it.

<ul> <li>Status message</li> <li>You have been logged in.</li> </ul>	Close this message $ imes$					
View Edit						
/iew my profile	Delete my account					

**Important:** You must complete your ID details in order to register to a session. Valid ID details are mandatory to be able to access the event venue.

#### **General conditions**

You must agree with the conditions to be able to register.

### **Register to the sessions**

The list of sessions can be found in the Programme on the main menu bar.

#### 2025 Sessions

Search	Sessions (212)
Day	Showing results 1 to 20
- Any -	
1941-1941-1	13 EU Seeson   Mon 13/10/2025 - 14/00 CET
Start time	OCT Opening Session of the #EURogram/Week 2025
- Aty -	× 7095
Venue	
- Алу -	Stard   Two 5415/2025 - 09-30 to Wed 15/10/2025 - 18:00 CET
Format	ENTRACK Empowering local and regional authorities to design clean ENergy TRAnsition plans
-hay -	2005     through Cepecity and Knowledge building actions
Themes	
- Any -	Stand   Twe N/18/2025 - 09:30 to Wed 10/16/2025 - 18:00 CET
Type of Partnership	14 Think Local Act Tagetheri
-Arry -	2025

#### **Registering to a session**

Select the session- you wish to attend and click on the yellow button that says **Register**.



The platform does not allow you to register to two sessions that take place at the same time.

### Verify your registration

You can check and modify your registrations in **My Agenda** via the **My Account** tab on the main menu bar.

gister to anothe	r session							
ession colle	Title .	Role(s)	Dey	Start time	End time	Verse	Room	Action
415252520	Digital Education for Rural Resilience: Tools, Stories and Strategies from Across Europe		14/10/2025	11:30	13:00	Jacques Delors building	Atrium 5	Unregister

**My agenda** provides a complete overview of what you will participate in, where and when during the event.

This page displays:

- Sessions you have registered for. Your role will be shown as "participant" in the role column. You can also unregister from any session directly on this page.
- Sessions for which you are the coordinator. You will not be able to remove these sessions from your agenda.
- Sessions where you are appointed as a speaker or moderator. You cannot unregister from these sessions.
- The agenda displays your sessions in chronological order, helping you better manage your free time between them during the event.
- The system allows you to export your sessions to your personal calendar (google, outlook, etc.) making it easy to integrate with your work schedule.
- Registrations to the EURegionsWeek close to you sessions are handled through the coordinator's website. These sessions will not appear in My Agenda.
- After the event, you will be able to give us your feedback via the button Satisfaction survey.