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,* [*Two Factor Authentication*](#) *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.
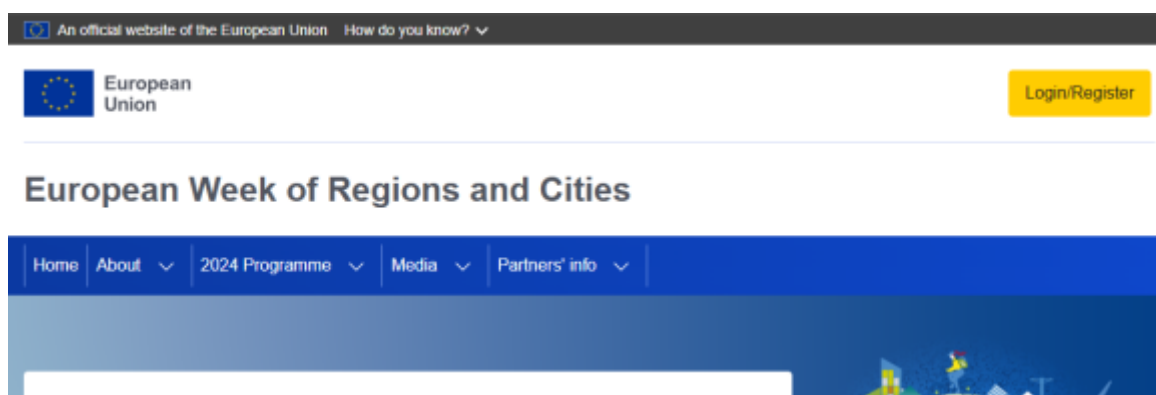
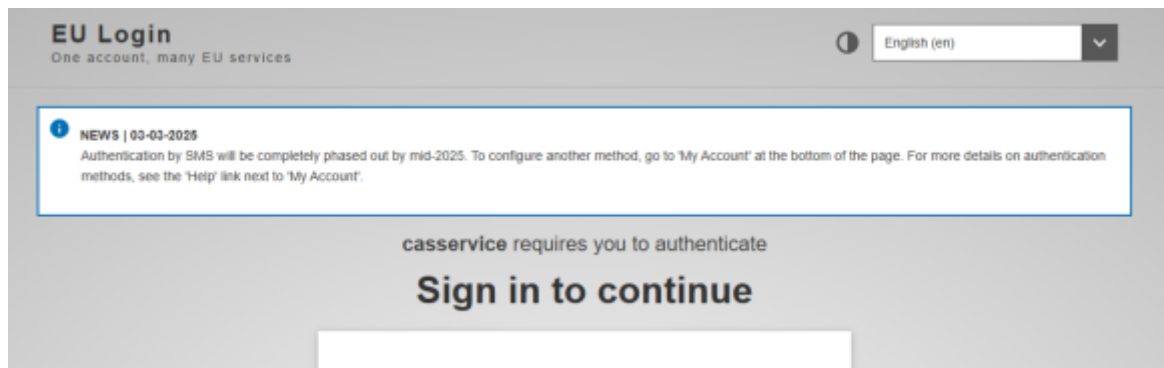## Steps to register

Page contents
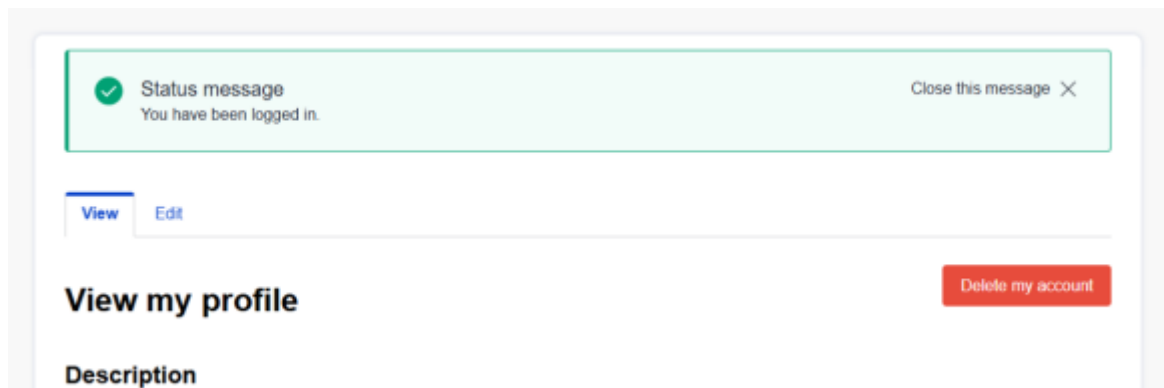
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Log in

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.

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.

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.

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.