How to register to attend the event

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

Registration to the event is **mandatory**. Onsite access to the venue can be granted only based on a valid online registration.

Registration is considered complete **only once the user profile has been fully completed** (including your ID details) in the event platform, including all required personal data **via EU Login**. This concerns sessions coordinators, speakers, moderators and all participants.

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 **Agenda** tab in **My Account**.

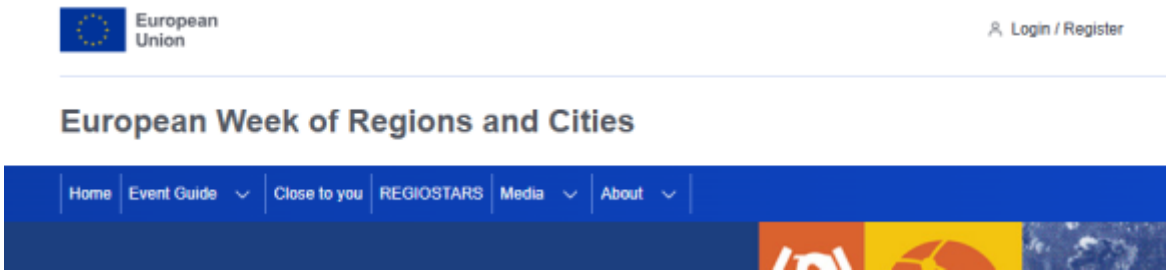
If you cannot attend a session anymore, please cancel your registration to release the spot for another participant.

The deadline for registration is **30 September**.

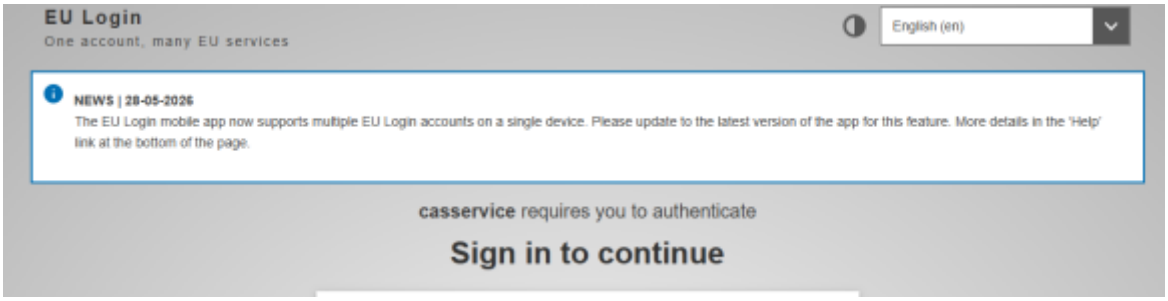
Steps to register:

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) with **two-factor authentication**.



Instructions for creating, managing and using your EU Login account

More information about two-factor authentication

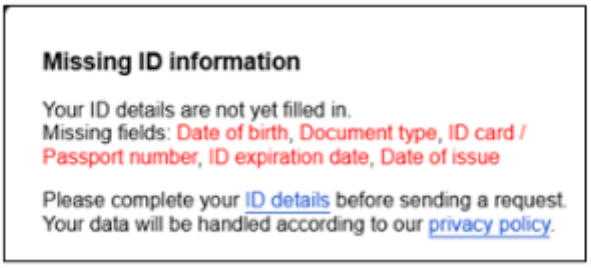
It is not recommended to use the eID option as it can cause technical problems with your account.

My profile

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



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

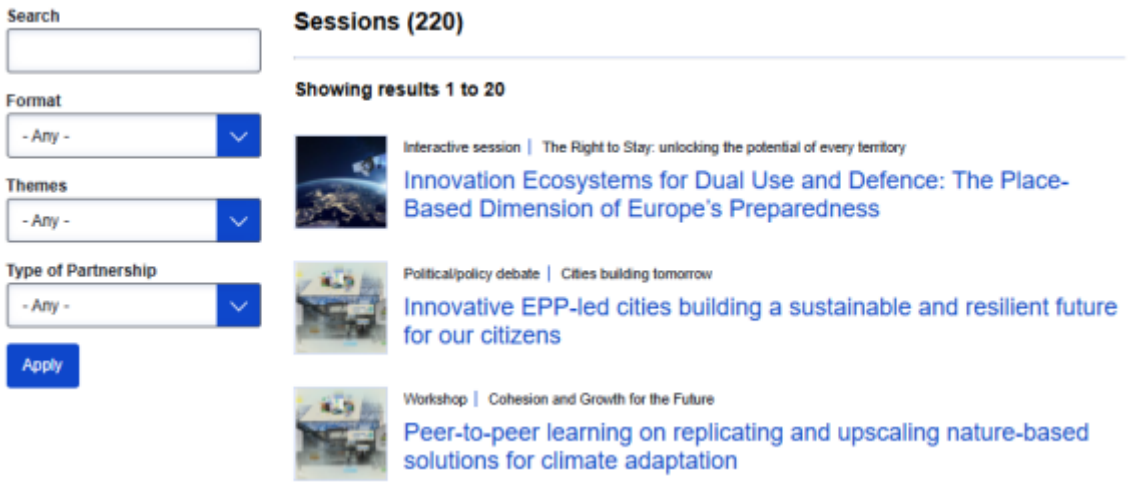


General conditions

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** tab on the main menu bar.



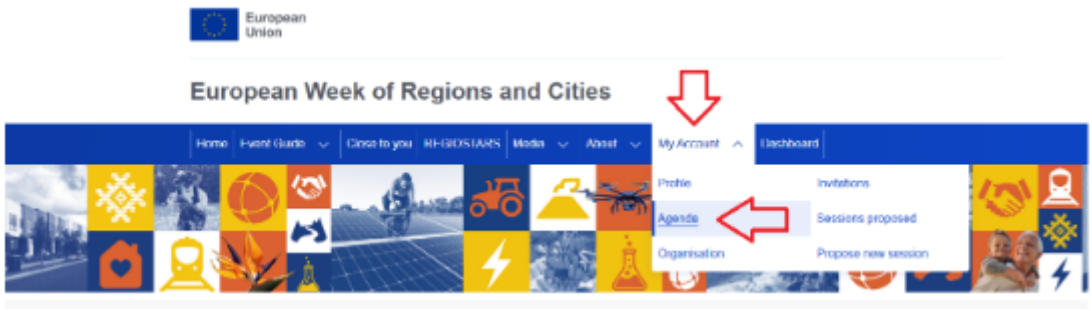
Select the session you wish to attend and click on the yellow button that says **Register**.



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 **Agenda** tab 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 as “**participant**”. You can 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. If you can no longer attend, please inform your session’s coordinator at earliest conveyance.
- 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 coordinators' website. These sessions will not appear in My Agenda.

EU Login

The European Week of Regions and Cities website requires EU Login.

EU Login is the central user authentication service of the European institutions, bodies, and agencies. It allows users to access a wide range of EU resources, including websites, applications, and services, using a single account.

Contact and Help

EU Login Most Common Issues

For further information please consult

- EU Login guides

- FAQ page

- or contact the EU Login team at: EU-LOGIN-EXTERNAL-SUPPORT@ec.europa.eu

Access Badge

Your personal badge provides access to the different event venues and to the sessions you have registered for. To review your registered sessions, please check the **Agenda** section on the event platform.

How to get your badge?

- A few days before the event, you will receive a **QR code** by email.

- Upon arrival, have your **ID and QR code** ready for scanning at the entrance. Please arrive early in case of queues.

Once admitted to the venue, **print your personal badge** at the kiosk by scanning your QR code.