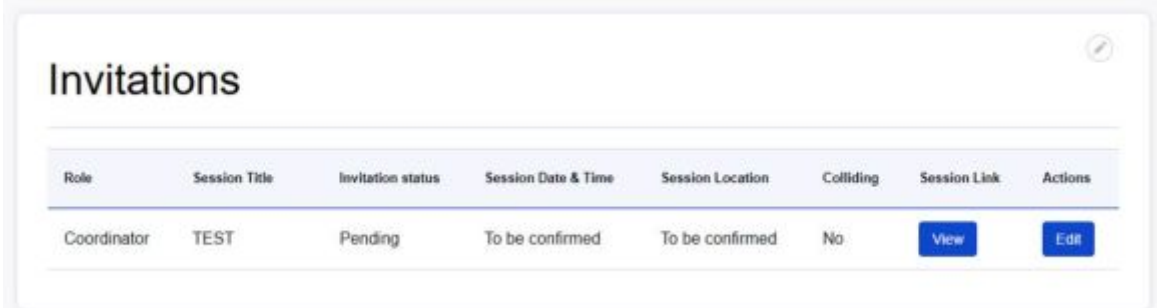


[How to accept an invitation \(for coordinators, speakers, moderators\)](#)

To accept the invitation (for coordinator, speaker, moderator) steps are as follows:

1. Click on button '[here](#)' in the email received
In case email was not received, please check SPAM box or follow the instructions below.
2. Log in to EURegionsWeek platform using EU Login
3. A screen with INVITATIONS will appear – click on EDIT in ACTIONS



Role	Session Title	Invitation status	Session Date & Time	Session Location	Colliding	Session Link	Actions
Coordinator	TEST	Pending	To be confirmed	To be confirmed	No	View	Edit

- A pop up window will appear. You need to scroll down to following box, **tick ACCEPT and click on SAVE button**

Invitation: Submission #

Email * Telephone

Organisation Title / Function

If your organisation is not registered, you can add it [here](#)

Member of the Committee of the Regions? *

Yes No

Description

Profile picture

[Choose file](#)

One file only, 10 MB limit. Allowed types: gif, jpg, jpeg, png

Session ID

Accept or decline your participation to the session:

Pending Accepted Rejected

[Save](#)

In any case invitation email cannot be found you can still:

- log in to the EURegionsWeek platform using EU Login
- **hover** over 'MY ACCOUNT' to see the drop down menu
- and choose 'INVITATIONS' section. It will take you to screen 3. from the steps above.

European Week of Regions and Cities



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