

How to fill in your ID data (for coordinators, speakers, moderators)

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Instructions for coordinators

- Log in to your account
- Go to My Account > Session Proposed
- Click on View/edit session blue button next to session title

European Union

European Week of Regions and Cities

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Sessions proposed

European Week of Regions and Cities 2026

Session code	Title of the session proposed	Submission status	Evaluation status
index nr	Session title	Submitted	Accepted

View/Edit

European Commission European Committee of the Regions

In the VIEW tab go to INVITEES sub section and please verify the following information:

- ACCOUNT LINKED – if all invitees (speakers, moderators and coordinators) have an account on the platform
- INVITATION STATUS – check if PENDING or ACCEPTED. If PENDING – please reach out to your invitees making sure they accept as soon as possible and before the deadline of 30 September. Instructions for speakers on [how to accept the invitation](#) are published in the event guide.
- ID DATA – is required for onsite attendance of the event. For security reasons, badges will only be granted to profiles with a valid ID/Passport number and related personal data. Make sure all your invitees have their ID DATA filled in.
- COLLIDING – if YES, means the invitee is registered to two sessions happening at the same day and time. Please contact the speaker and secretariat to solve the issue.

View my session [Download PDF](#)

Session code
index nr
Current step
1

▸ General Conditions
▸ Partnership information
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▼ **Invites**

Speakers

Order	Firstname	Lastname	Title/Function	Email	Account linked	Invitation Status	ID Data	Colliding
					Yes	Pending	No	No

Moderators

Order	Firstname	Lastname	Title/Function	Email	Account linked	Invitation Status	ID Data	Colliding
					Yes	Pending	No	No

Coordinators

Firstname	Lastname	Title/Function	Email	Account linked	Invitation Status	ID Data	Colliding	Primary Coordinator
				Yes	Accepted	No	No	No
				Yes	Accepted	No	No	Yes

▸ Event

How to fill in your ID data

- Log in to the platform
- Go to My Account > Profile
- Go to EDIT tab
- Fill in ID details required:
 - Country of origin
 - Date of birth
 - Document type
 - ID card / Passport number
 - ID expiration date
 - Date of issue

The screenshot illustrates the steps to edit a user profile on the European Week of Regions and Cities platform. Red arrows and boxes highlight the key elements:

- Top Navigation:** The user is logged in as "your name". A red arrow points to the user name.
- Main Menu:** The "My Account" link is highlighted with a red arrow.
- Account Dropdown:** The "Profile" option is selected, indicated by a red arrow.
- Profile Page:** The "Edit" tab is active, highlighted with a red box and arrow.
- ID Details Section:** A red box highlights the "ID details" section, which includes the following fields:
 - Country of origin
 - Date of birth
 - Document type
 - ID card / Passport number
 - ID expiration date