Registration instructions for the Sharing & Reuse Conference 2019

As the event is organised under the Romanian Presidency of the Council of the EU, apart from registration, an additional step - accreditation - is required for security reasons. To be able to attend the Conference, you will need to complete both REGISTRATION and ACCREDITATION, and each consists of several steps described below.

Please note that you should complete your registration as soon as possible and independently of accreditation, which can be done at a later stage when you have all required information available (e.g. travel details) but no later than 28 May.

REGISTRATION

Prerequisites: valid ID with an expiry date (the same that you will have in Bucharest).

Step 1 – Click on the registration link (the registration page will open in a new window)

If you have an EU Login account, sign in with your login details and you will be redirected to the registration page automatically.

If you do not have an EU Login (the European Commission's user authentication service), you need to create an account. Follow the instructions and after confirming your email address, you will be redirected back to the registration page.

Please note: If you do not complete your registration on the first attempt, you will have to wait a few hours to receive an email called 'Complete your registration - Sharing & Reuse Conference Bucharest, Romania 11 June 2019' with a link to the page allowing you to complete your registration.

Step 2 - Complete the registration process

Fill in all the mandatory fields and remember to confirm at the bottom of the page.

Step 3 - You will receive an email 'Acknowledgement of registration'

This email confirms that your registration has been received and will be evaluated. If you do not receive this email, please contact SCIC-CONF-REGISTRATION@ec.europa.eu or DIGIT-ISA2-COMM@ec.europa.eu.

Step 4 - You will receive a confirmation email 'REGISTRATION CONFIRMED, Sharing & Reuse Conference 2019, Bucharest, 11 June 2019'

This email contains a link to a mandatory accreditation form.

ACCREDITATION

Before you start, you should have the following ready:

- Valid ID with an expiry date (the same that you will have in Bucharest)

- Details about your arrival and departure (means of transport, transport reference number, time of your arrival and departure).

- Scan of your ID document (Format: *.jpg/*.jpeg, 3 Mpix minimum, 3 MB maximum)

- Your photo (Format: *.jpg/*.jpeg, 3 Mpix minimum, 3 MB maximum).

Step 1 – Click on the accreditation link

Once your registration is approved, you will receive a confirmation email called 'REGISTRATION CONFIRMED, Sharing & Reuse Conference 2019, Bucharest, 11 June 2019'. This email contains a link to complete a mandatory accreditation (step 4 above).

Step 2 - Complete the accreditation

Fill in all the mandatory fields and upload the required documents/scans.

After reading and accepting the terms of the Declaration of Consent, click on 'Add participant' at the bottom of the page.

Step 3 - You will receive a confirmation email '#RO2019EU – Accreditation ACCEPTED'

See you in Bucharest on 11 June!

In case of questions / problems, please contact DIGIT-ISA2-COMM@ec.europa.eu.