



Slovenian Presidency of the Council of the European Union

- ACCREDITATION PROCEDURE -

Accreditation

- Attendees will have to be registered for the event in the Slovenian Presidency Accreditation Center,
- The Accreditation Center is available at: <https://dogodki.vlada.si>,
- Delegation Accreditation Officer, who is responsible for registering all members of a delegation, may be appointed by the incoming delegations,
- Information on registration procedure, along with the unique link for registering to the event, will be attached to the event invitation,
- The registration procedure must be completed **one week (7 days)** before the event at the latest.



Accreditation #2

- **Embassy representatives** wishing to take part in meetings must be registered as part of delegations, as well as any **media representatives** travelling with delegations.
- The delegation will receive their accreditation (pins and badges) from Liaison Officer upon arrival to Slovenia.
- Last-minute accreditation issues may be resolved at the Accreditation Center at the main meeting venue at Brdo Congress Centre.
- Contact: accreditation-pseu21.mzz@gov.si.



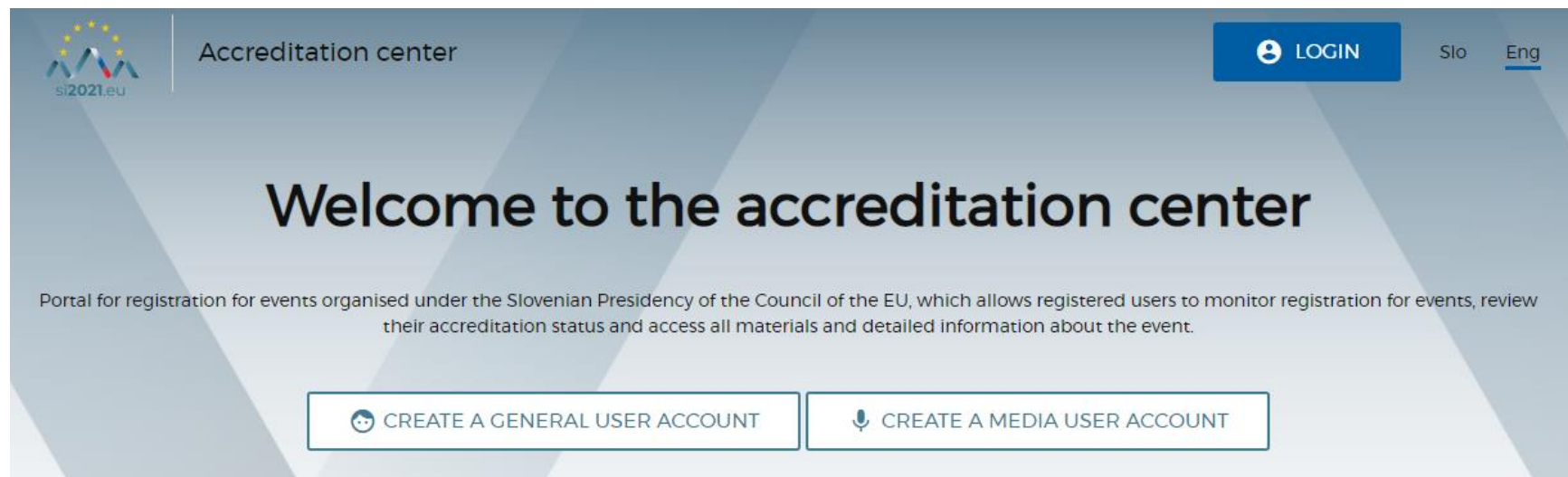
Delegation registration procedure

Step by step tutorial on how to create your User account and register participants for events organised by the Slovenian Presidency of the Council of the EU



STEP 1: Create your User account in the Accreditation centre

- Create your personal GENERAL USER or MEDIA USER ACCOUNT (unofficial media only) in the accreditation center <https://dogodki.vlada.si>
- Your account will allow you to manage accreditation status and access all the relevant information about the event(s).



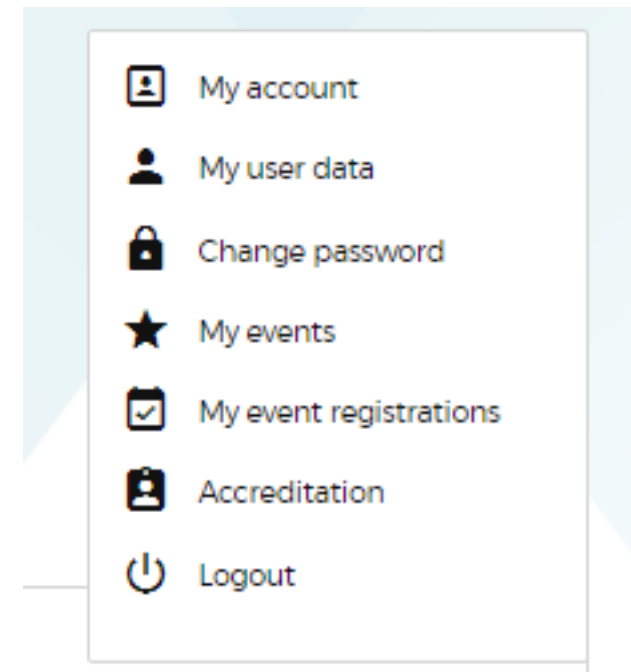
STEP 2: My account

- To access your account, click on LOGIN and enter your username and password.



- Your account gives you access and editing options to:

- My account – Overview of your account
- My user data
- Change password
- My events
- My event registrations
- Accreditation



STEP 3: Registering for the event

- Login to your User account and click on the accreditation link sent to you and you will be automatically redirected to the registration form for your event. You can also access the event you want to register for in the calendar, where you will be able to register yourself or, if you are DAO, several people for the event.
- Enter your personal data, organisation information and information about the number of persons you want to register.
- After clicking on SAVE AND CONTINUE your application will be available to register the delegation or yourself.

How many people do you want to register for this event?

I am the only participant I would like to register myself and other participants

No. OF MEMBERS OF THE DELEGATION I WANT TO REGISTER: *

Select the number of delegation members you want to register including yourself.

5

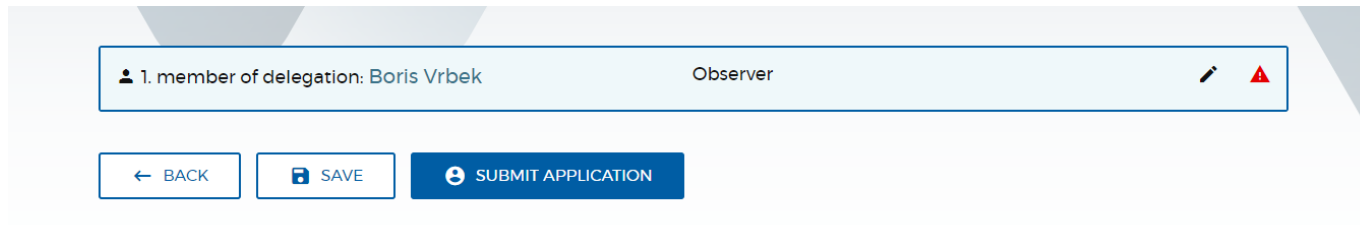
 SAVE

 SAVE AND CONTINUE



STEP 4: Registering for the event

- Click on the pencil icon to enter the necessary information on delegate(s).



- We recommend you to register HoD first.
- You are obliged to fill in the data marked with *.
- After entering the data for each person press SAVE and press SUBMIT APPLICATION when you have entered all the data.
- In case you have not filled all the necessary fields, you can always save the application and edit it at a later time – up to 7 days prior to the event.



STEP 5: Editing the event registrations

- You can edit or delete your event registrations in MY ACCOUNT (YOUR NAME) – My event registrations

My event registrations

EVENT REGISTRATIONS |
 ACCREDITATIONS

TIME OF EVENT	EVENT	EVENT REGISTRATION DATE	DATE OF LAST CHANGE	NO. OF PEOPLE	STATUS	
03.06.2021 - 03.06.2021	AVK: Informal meeting of State Secretaries and Secretaries-General of the Foreign Ministries of the EU member states	26.05.2021	26.05.2021	0	Open	EDIT ✖



STEP 6: My Accreditations

- By clicking on MY ACCREDITATIONS you will get an overview of all accreditations you have submitted.

My accreditations

EVENT REGISTRATIONS ACCREDITATIONS

Accreditations

All (23) In processing (10) Approved (10) Denied (2) Cancelled (1)

Selected event

All events ...

NAME AND SURNAME	ORGANISATION	FUNCTION	TIME OF EVENT	EVENT	STATUS AND LAST CHANGE
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FAQ

- **I was not automatically redirected to the registration for my event.**

Find your event in the interactive calendar and register for the event. If the application forms are not available, the accreditation period is not yet open or is already closed.

- **I don't have all the necessary information to complete the registration.**

You can always save your application form by clicking on SAVE and edit the application at a later time.

- **Where can I find saved applications?**

You can access your applications in Your account – My event registrations.

Accreditations helpline

accreditation-pseu21.mzz@gov.si

+386 1 478 2742; +386 1 478 2389





THANK YOU