## Instrukcja rejestracji - IGF 2021

1) Wchodzimy na stronę: <u>https://www.intgovforum.org/en</u> po czym w górnym prawym rogu rozwijamy menu "**Profile**" i klikamy na **"Login / Register".** 



2) Następnie klikamy na "Join the Community".

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3) Wypełniamy pola rejestracji i zatwierdzamy kilkając na "Create new account".

4) Po prawidłowo zakończonej rejestracji na stronie głównej wyświetli się zielony pasek, a na podaną przez nas skrzynkę mailową przyjdzie potwierdzenie rejestracji.



5) Po kliknięciu w link aktywacyjny z maila od organizatorów IGF wybieramy nowe hasło do konta.

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6) Jesteśmy już zalogowani i nasz login jest widoczny w górnym prawym rogu ekranu.





7) Z rozwijanego menu IGF2021 wybieramy **Registration**.

Wypełniamy pola rejestracji i zaznaczamy wybrane opcje.
 Jeżeli chcemy wziąć udział w wydarzeniu na miejscu zaznaczamy opcję *"l intend to attend onsite in Katowice"* i zatwierdzamy przyciskiem **Register**.

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9) Po zakończonej rejestracji strona wyświetli nam najważniejsze informacje dot. uczestnictwa w wydarzeniu na Platformie IGF. Do udziału w poszczególnych sesjach wymagane będzie korzystanie z aplikacji Zoom.

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10) Następnie z górnego rozwijanego menu IGF2021 wybieramy Interactive Schedule.

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11) Aby wziąć udział online w warsztacie Urzędu Patentowego i WIPO nt. "Videogames and their Uniting Power" należy wybrać 8 December. Wydarzenie znajduje się na ścieżce tematycznej: *Emerging and cross-cutting*.

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12) Warsztat UPRP-WIPO rozpoczyna się 8 grudnia o godz. 11:00 CET tj. o godzinie 12:00 czasu polskiego. Zjeżdżamy suwakiem do właściwego czasu i klikamy na przycisk z nazwą warsztatu.

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 Strona wyświetli nam szczegółowe informacje nt. sesji. Klikamy na "Add this session to my Schedule".



14) Jesteśmy już zarejestrowani na właściwy warsztat. Możemy teraz kliknąć na "**Open my** Schedule to join my sessions".



15) W ramach "Personal Schedule" wyświetlają się sesje, na które się zarejestrowaliśmy. Zgodnie z zaznaczoną informacją, dzień przed wydarzeniem w wyznaczonym miejscu pojawi się przycisk "Register and Attend", na który należy kliknąć, aby otrzymać link do połączenia w aplikacji Zoom.

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Dalsze wskazówki dotyczą możliwości udziału w wydarzeniu na miejscu (onsite).

16) Jeżeli w kroku 8. zaznaczyliśmy opcję *"I intend to attend onsite in Katowice"*, wówczas otrzymamy maila od organizatorów o tytule: *"IMPORTANT – YOUR ACTION REQUIRED*: Get your badge for Katowice at IFG 2021".

Będzie w nim link, na który należy kliknąć aby wypełnić wniosek akredytacyjny na platformie indico.un.org

Na tej stronie klikamy na "**Register now**" w dolnym prawym rogu ekranu.

16th Annual Meeting of the Inter: X +

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	For practical information about the venue and access arrangements, vis	as, accommodation and more, please check the Host Country website (igf2021@mc.gov.pl)							
	For information and contact details of the meeting itself, please refer to	https://www.intgovforum.org.							
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17) Jeżeli nie posiadamy konta na platformie indico.un.org należy je stworzyć klikając na "create one here".

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18) W tym kroku podajemy nasz adres mailowy do korespondencji.

19) Na podanej przez nas skrzynce mailowej klikamy na link aktywacyjny, który przesłała nam platforma indico.un.org po czym wypełniamy pola rejestracji i zatwierdzamy przyciskiem "Create my Indico profile".

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20) Następnie strona automatycznie przeniesie nas do formularza wypełniania wniosku akredytacyjnego. Alternatywnie można się do niego dostać powracając do kroku 16. Do wypełnienia wniosku potrzebujemy podać dane ważnego paszportu. Za pomocą przycisku Upload przesyłamy swoje oficjalne zdjęcie. Rejestrację wniosku kończymy klikając na niebieski przycisk "Register".

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