WUF11 Online Registration Guidelines

This document explains the online registration process and offers basic tips how to troubleshoot problems.
FIRST STEP - Registration

If you have not yet registered, click REGISTER to activate your account.
If you are already registered with an activated account, click LOG IN.
1. Enter your email address in the Enter a valid email address field.

2. Create a valid password in the Enter your password field. Remember: you must enter it twice. Then click REGISTER.

3. A message will have landed in your registered email Inbox. Don’t forget to check your Spam/Junk folder!

4. Click the link in that email to confirm your registration.
Create your credentials

FIRST STEP - Registration

Confirm account

WUF11 <noreply@unevents.org>

To

Dear Participant,

thank you for signing up to the WUF11 registration. Please click here to verify your account and fill out your Personal Profile details to finalize the registration. We look forward to your participation at WUF11.

UN-Habitat

5. You must click the link in the email to confirm your account. You will be automatically taken to the registration landing page. Now you can LOG IN with your email address and password.

6. You have completed the FIRST STEP.
SECOND STEP - Registration

Enter your email address, password and click **LOG IN**.
Welcome! As it is the first time you log in to the WUF11 online form, please fill in the required fields of your profile, and please proceed afterwards with your registration.

To complete your application please fill the following form with your data in English only. Please note that fields marked with * are mandatory.

Name *
First name
Last name

Gender *

Date of birth *
Date of birth

Nationality *
Not selected

I’ve read and accepted the Privacy Policy *

SAVE

Once you’ve completed the first page of the registration form, tick the check box to accept the Privacy Policy and click SAVE.
Welcome page

SECOND STEP - Registration

Click **CREDENTIALS PROFILE** to complete the WUF11 online registration process.

**NOTE:**
The application boxes will only be accessible once you have completed the registration process.
To complete registration you must finish all steps from 1 to 8. Don’t forget to upload a passport / personal photo (preferred with a plain white background) and your head in the photo from the bottom of the chin to the top of the head. Photo should be ideally 1.5 by 1.5 inches (or 38 by 38 mm) in jpeg format with max file size if 2MB.
SECOND STEP - Registration

Once you land on step 8 (final), tick the check box to grant consent and click on PREVIEW AND SAVE.
SECOND STEP - Registration

Registration preview

You can EDIT your personal data at the preview phase.
When you are ready to proceed, click SAVE.
SECOND STEP - Registration

After clicking SAVE, you should receive a Registration Successful message.

REGISTRATION SUCCESSFUL!
Congratulations, your registration to attend the Eleventh Session of the World Urban Forum is submitted. Soon you will receive an email to confirm your registration (please remember to check also the spam folder).
Click here to access your profile or log out completely.

You have completed your WUF11 registration.
You may now access your profile, or log out. You may log in at any time before 22 June 2022 to make changes.
Please check your email Inbox (or Spam/Junk folder) for the automated “WUF11 Acknowledgement of Registration” confirmation email.
SECOND STEP - Registration

This is an automatically generated email. Emails sent in reply to this automatic form will not be answered.

REGISTRATION CONFIRMATION

Dear,

Thank you for registering for the Eleventh Session of the World Urban Forum (WUF11) convened by the United Nations Human Settlements Programme (UN-Habitat) to explore solutions and innovations to transform our cities for a sustainable urban future.

We look forward to welcoming you to Katowice, Poland from 26-30 June 2022. For more details about Katowice and the WUF11 programme, please visit the WUF11 website [www.unhabitat.org/wuf11](http://www.unhabitat.org/wuf11). Details about speakers, events, networking opportunities and more will be regularly updated on the website. You can also follow us on social media at [@WUF_UNHabitat](https://twitter.com/WUF_UNHabitat) or on the [WUF11 Facebook page](https://www.facebook.com/WUF11)

Your registration reference number is 8673674

To make changes to your profile before 22 June, click [here](#). Online registration will close on 22 June 2022 and after that, no profile changes may be made.

Entrance to WUF 11 is free of charge. Arrangements for travel to Katowice and accommodation are the responsibility of individual participants. For more information about where to stay and how to get around, visit the Practical Information section of the WUF11 website [here](#).

The United Nations will not issue invitation letters; please use this registration confirmation to apply for a visa, if required. Please note that this registration confirmation does not automatically guarantee a visa. Normal visa application procedures apply, as per national protocols established by the Government of Poland. Please contact your nearest Polish Embassy or Consulate for further details.

Please carry a copy of this registration document with you to Katowice, to facilitate your accreditation and entry to WUF11, at the Katowice International Conference Centre. You will not be issued a badge without this document and proof of identification used for your online registration.

We look forward to welcoming you to WUF11.

UN-Habitat

For any questions or clarifications, email us at [unhabitat-registrations@un.org](mailto:unhabitat-registrations@un.org)

DO NOT DELETE this email that includes your **confirmation number** or **QR code**. You need these to be accredited to get access to WUF11.
LOG IN to your profile to access your dashboard.

In this phase the application boxes are accessible, appear on white background.

You are all set to fill the forms by following each step. You can preview, edit and print your applications before submission.

Note: After submission you can edit the form until deadline on the respective form.
Once you have completed an application form you will receive and automated confirmation email. Please keep this email as it has a unique identification number of the application you have submitted. Remember, you can edit the form until the mentioned deadline on the respective form.

For questions on applications contact us at unhabitat-events@un.org.
**Edit functions**

**Personal information**

EDIT your information directly from your Personal Profile dashboard. Simply click on the blue field and edit any information or your registration form. Please don’t forget to save your changes at the final step.

**Note:** You can edit the application form you have submitted by clicking on the ICON until the specified deadline.
If you don’t remember your password, click *Forgot your password?*

Enter your email in the *Enter a valid email address* field and click *RESET PASSWORD.*

Click *OK* and check your email Inbox.
Click HERE to access to the Reset Password page.

Enter your new password in the Enter new password field, repeat your new password again in the Repeat new password field and click RESET PASSWORD.

Log in with the same email and the new password.

Contact us at: unhabitat-registration@un.org for registration problems.

Please visit www.unhabitat.org/wuf for more information.