

SUSTAINABILITY OF MINERAL RESOURCES AND THE ENVIRONMENT BRATISLAVA 21 – 22 NOVEMBER 2016

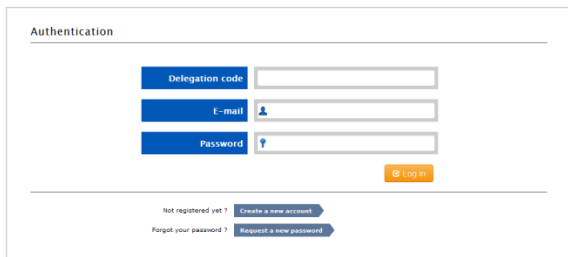
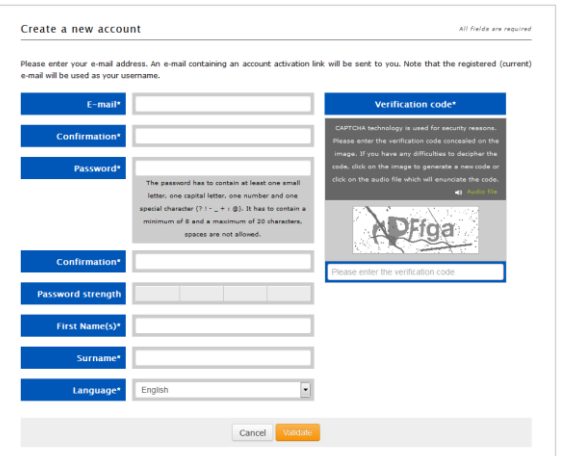
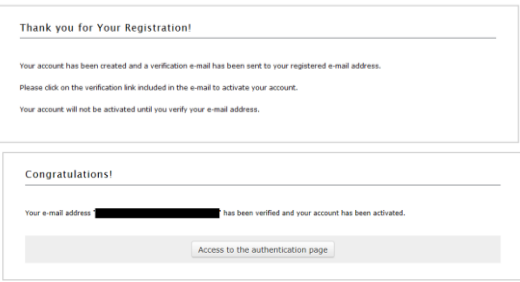


Sustainability of Mineral Resources and the Environment Bratislava, 21st – 22nd November 2016 NOVENTO manual

INTRODUCTION:

NOVENTO is a web-based online registration and events management system. Javascript must be enabled in your browser to work properly. This procedure is mandatory because of the security requirement from the Slovak Presidency of the Council of the European Union and only people with the official Slovak 2016 Presidency badges will have access to the conference venue.

LOGIN AND IDENTIFICATION:

<p>Step 1:</p> <ul style="list-style-type: none"> - go to the web page: https://delegate.eu2016.sk - create a new account 	
<p>Step 2:</p> <ul style="list-style-type: none"> - create a new account according instructions on web page, - fill all data and enter the security code displayed on screen, - click "Validate". 	
<p>Step 3:</p> <ul style="list-style-type: none"> - if all data are correct, you will receive email to activate your account, - click on activation link in your email: <i>In order to validate your e-mail and activate your account, please click on the following link: Activate your account.</i> - when your account will be activated continue to step 4. 	

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<p>Step 4:</p> <ul style="list-style-type: none"> - go to the web page: https://delegate.eu2016.sk - write Delegation code: B_MZP_ZN_1121.delegate - write e-mail and password from previous steps, when you created a new account, - click “Log in”. 	
<p>Step 5:</p> <ul style="list-style-type: none"> - please read Declaration of consent and confirm that you have read and understood the data protection statement for meeting: <i>„Sustainability of Mineral Resources and the Environment“</i>, - click “Validate”. 	
<p>Step 6:</p> <ul style="list-style-type: none"> - fill all mandatory data and data, which you prefer to specify: <p><i>Personal:</i></p> <ul style="list-style-type: none"> ▪ Title, ▪ First name(s), ▪ Surname, ▪ Position, ▪ Recent identify photo, ▪ Data of birth, ▪ E-mail, <p><i>Identify document:</i></p> <ul style="list-style-type: none"> ▪ Type, ▪ Number, ▪ Date of issue, ▪ Date of expiry, ▪ Place of issue, ▪ Issued by, ▪ Country of issue, <ul style="list-style-type: none"> - read declaration consent and confirm that you have read and understood the data protection statement, - click “Save and next”. 	

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Step 7:

- fill section *Transport* if you prefer to specify data (please note that this section is not mandatory),
- click “*Save and next*”.

Step 8:

- if you didn't do so already please fill field trip, which you prefer in section *Program*:
 - City Tour Bratislava,
 - Field trip to Volkswagen,
- click “*Save and next*”.

Step 9:

- select the option for Hotel name, which is mandatory field. If you do not book your hotel yet, please select the option “*Other*”,
- click “*Save and next*”.

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<p>Step 10:</p> <ul style="list-style-type: none"> - if you fill all previous steps correctly, you will have to receive information that “The information has been saved successfully”, - your Profile Status will be “In progress”. 	
<p>Step 11:</p> <ul style="list-style-type: none"> - you may disconnect from web page, - after verification process will be done, you will receive the confirmation of your registration within 14 days, - e-mail subject should be: EU2016.SK Delegate: Accepted, - please be aware, that this email can be generated to SPAM section. 	

The deadline for your registration and security check is **7 November 2016**. In case of any changes after the accreditation deadline and for any questions or requests concerning registration, please contact:

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