

# INDIVIDUAL MODE

## 1. INTRODUCTION

NOVENTO is an online platform to manage accreditation requests to access events organised during the Polish Presidency of the Council of the European Union 2025. For optimal use of the platform, please activate JavaScript in your internet browser. Contact your IT department should you experience any problems with this.

This guide goes step by step through the procedure to request accreditation for one or several events.

## 2. LOGIN AND IDENTIFICATION

### Step1

Go to the website:

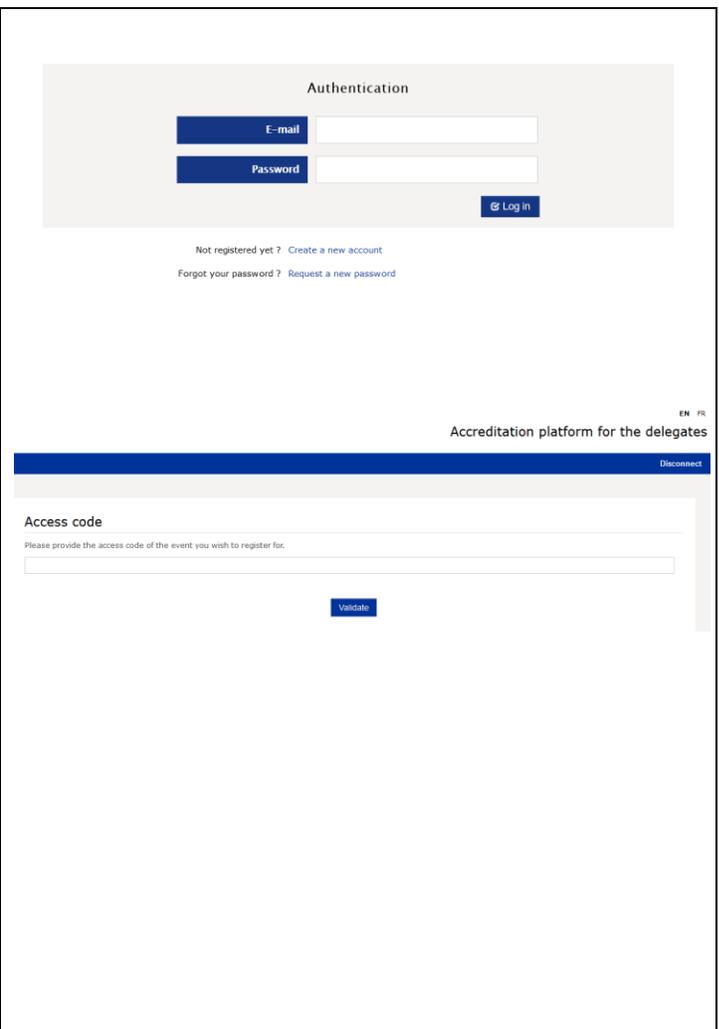
<https://delegate.poland25.eu>

**If you are not yet registered** (i.e., you have not received login details):

- > Click on “Create a new account”
- > Go on **Step 2**

**If you are already registered** (i.e., you have already created an account so you already have login details):

- > Use your login details for the authentication and click on “Log in”.
- > When you **log in for the first time**, you will be asked to take note of the Privacy notice regarding the processing of your personal data in the context of the Polish Presidency of the Council of the European Union.
- > Enter the access code for the specific event, which you received from the

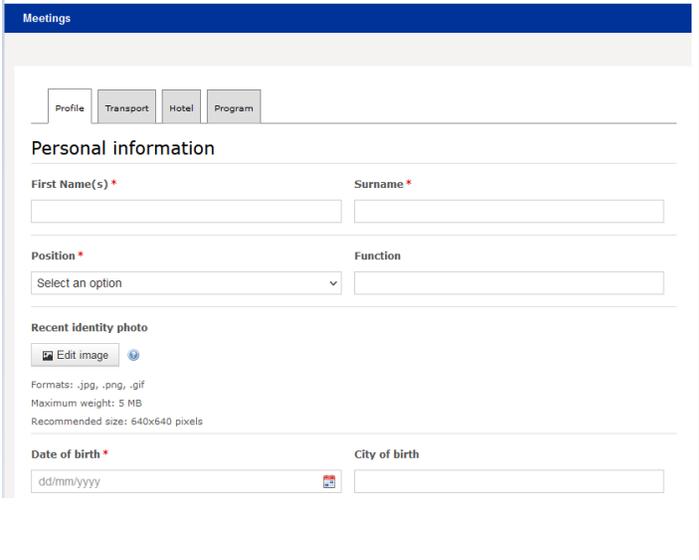
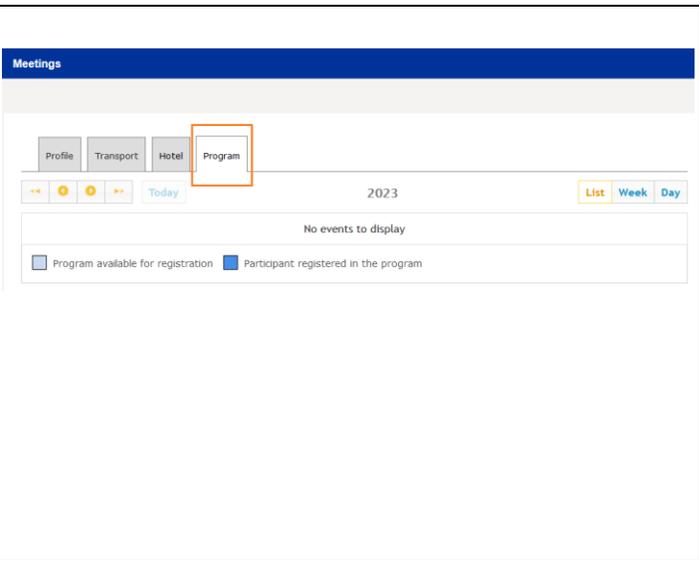
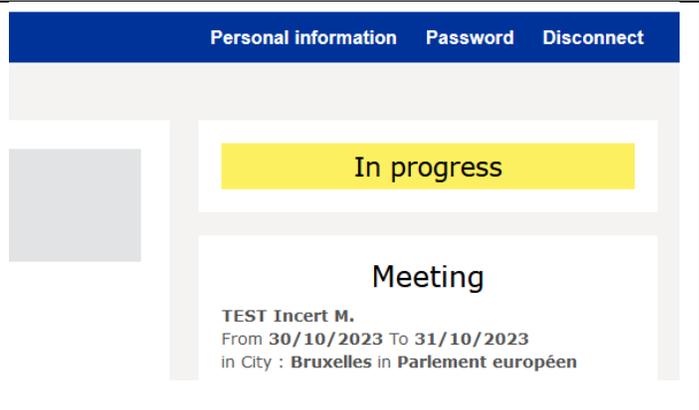


The screenshot shows the 'Authentication' page of the NOVENTO platform. It features two input fields: 'E-mail' and 'Password', both with blue labels and white text boxes. A blue 'Log in' button is positioned to the right of the password field. Below the login fields, there are two links: 'Not registered yet? Create a new account' and 'Forgot your password? Request a new password'. At the bottom right of the page, there are language options 'EN' and 'PL', and the text 'Accreditation platform for the delegates'. A blue 'Disconnect' button is located in the bottom right corner. Below the authentication section, there is an 'Access code' section with a text input field and a blue 'Validate' button. The text above the input field reads: 'Please provide the access code of the event you wish to register for.'





### 3. PERSONAL DATA

<p><b>Step 3</b></p> <p>Fill in the form:</p> <ol style="list-style-type: none"><li>1. Fields marked with an asterisk must be completed.</li><li>2. Please upload your ID photo (jpg, png, gif or bmp format: less than 5Mb).</li><li>3. Click on "Save and next", and go to <b>Step 4</b>.</li></ol>	
<p><b>Step 4</b></p> <p>Depending on the events, you can click on "Documents" to see the documents associated with this event.</p> <p><u>Please make sure</u> to click on the "Program" section to see if you need to register for specific parts of the program (e.g., the pre; or afternoon program; breakout groups; lunch, etc.).</p>	
<p><b>Step 5</b></p> <p>The dashboard gives you a summary of your current application for accreditation. An email is sent to your mailbox when accreditation is accepted or refused.</p>	



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## Step 6

If you have registered but have lost your login details:

- > Enter your e-mail address (the same one you gave when you first registered);
- > Enter the verification code displayed on screen (an audio version is also available);
- > Click on "Validate".

Your login details will be sent to your e-mail address. You will be required to change the password when you next login.

Accreditation platform for the delegates

The screenshot shows a web form titled "Request a new password" with the note "All fields are required". The instructions state: "Please enter your e-mail address. An e-mail containing a password change link will be sent to you." The form contains the following elements:

- An "E-mail\*" input field.
- A "Verification code\*" input field.
- A CAPTCHA box with the text: "CAPTCHA technology is used for security reasons. Please enter the verification code concealed on the image. If you have any difficulties to decipher the code, click on the image to generate a new code or click on the audio file which will enunciate the code." Below this is an image of a CAPTCHA with the code "YJHQO" and an "Audio file" link.
- A "Please enter the verification code" input field.
- "Cancel" and "Validate" buttons.