



## **WUF11 Online Registration Guidelines**

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

# FIRST STEP - Registration

Landing page

**WORLD  
URBAN  
FORUM**  
ELEVENTH SESSION




KATOWICE, POLAND | 26-30 JUNE 2022

WUF11

LOG IN

REGISTER

[Forgot your password?](#)

REGISTRATION GUIDELINES 

To start your registration, create a profile using your email address as the USERNAME, select a password and submit. Afterwards, please activate your account through the email you have received to finalize your registration. WUF11 personal profile, event application and exhibition booking is found at your profile dashboard. In case of problems please contact [unhabitat-registration@un.org](mailto:unhabitat-registration@un.org).

REGISTRATION WILL CLOSE ON 22 JUNE  
2022

If you have not yet registered, click **REGISTER** to activate your account.

If you are already registered with an activated account, click **LOG IN**.





## FIRST STEP - Registration


### Create your personal credentials


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**.

REGISTER

Enter a valid email address 

Enter your password   
Password must contain at least 6 characters, with a number, an uppercase character, a lowercase character.

Repeat your password 

 **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.

PLEASE CHECK YOUR EMAIL AND CLICK ON THE LINK TO CONFIRM YOUR REGISTRATION.  
IF YOU DO NOT GET THE EMAIL, PLEASE CHECK THE SPAM FOLDER.

## FIRST STEP - Registration

Create your credentials

### 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.

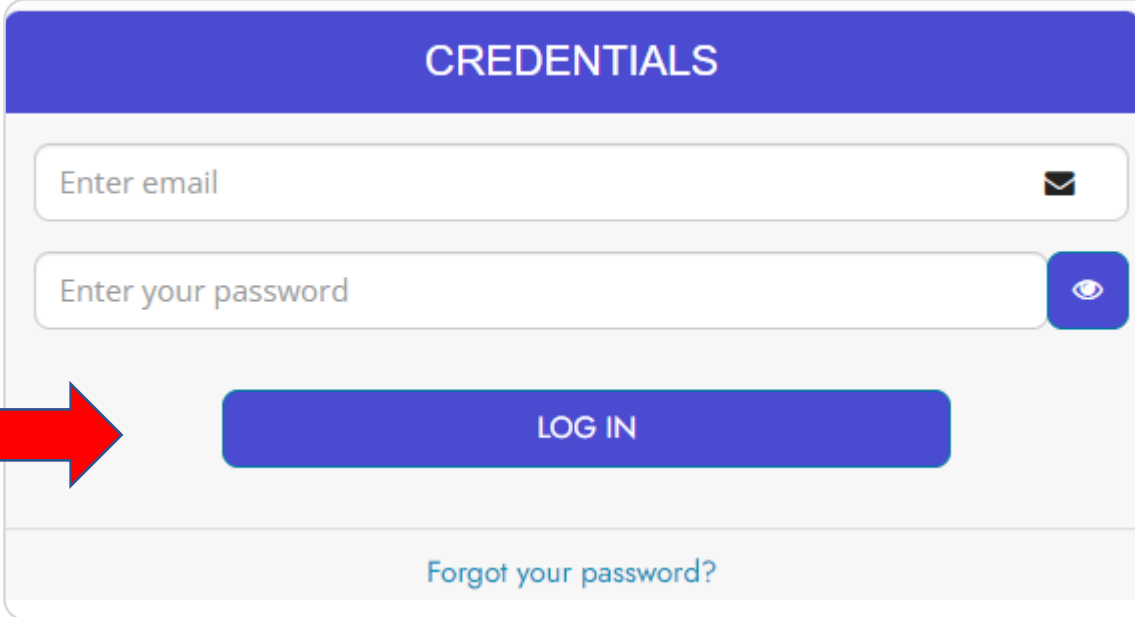
UN-Habitat

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

LOG IN page



The screenshot shows a login interface with a blue header labeled "CREDENTIALS". Below the header are two input fields: "Enter email" with an envelope icon and "Enter your password" with an eye icon. A blue "LOG IN" button is positioned below the fields, with a red arrow pointing to it from the left. At the bottom of the form is a link that says "Forgot your password?".

Enter your email address, password and click **LOG IN**.

## SECOND STEP - Registration

Welcome page

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 \*

Gender \*  ▼

Date of birth \*  📅

Nationality \*  ▼

I've read and accepted the [Privacy Policy](#) \*

SAVE

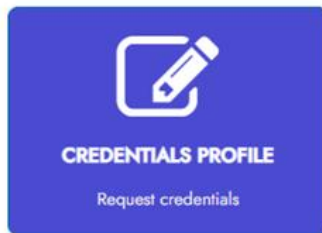
Once you've completed the first page of the registration form, tick the **check box** to accept the **Privacy Policy** and click **SAVE**.

## SECOND STEP - Registration

Welcome page



Welcome to your Personal Profile dashboard



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.

## SECOND STEP - Registration

### Registration form

1. Personal 2. Organization 3. Contact 4. Covid-19 5. Conference 6. WUF11 App 7. Additional Info 8. Final Step

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

Personal photo \* 

Name

Gender

Date of birth

Document \*

Title \*

Nationality

Need Special Assistance \*

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

### Registration form

1. Personal   2. Organization   3. Contact   4. Covid-19   5. Conference   6. WUF11 App   7. Additional Info   8. Final Step

- 
- By registering for the Eleventh Session of the World Urban Forum (WUF11), I consent to my personal data being stored and processed for the purpose of organization and management of the event and consent to be contacted by the organizing team. I understand that the event is being recorded, live streamed and photos will be taken to be used for outreach purposes during or after WUF11 and consent to my image/voice being used. \*

PREVIEW AND SAVE



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

**PREVIEW** ✕

Name	Xxxxxxxx
Last name	Xxxxxxxx
Gender	X
Date of birth	yyyy/mm/dd
Document	Xxxxxxxxxxxxxxxxxxxx
Document number	xxxxxxx
Title	Xx.
Nationality	Xxxxxxxxxxxx
Need Special Assistance	Xx

EDIT

SAVE

You can **EDIT** your personal data at the preview phase.

When you are ready to proceed, click **SAVE**.

## SECOND STEP - Registration

### Registration preview

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

## Registration confirmation email

 WUF11 <noreply@unevents.org>



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/wuf](http://www.unhabitat.org/wuf). 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://www.facebook.com/WUF11) or on the [WUF11 Facebook page](#).

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 WUF11 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-registration@un.org](mailto:unhabitat-registration@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.

## Personal Profile dashboard – fully active

## Application boxes accessible

The screenshot shows a dashboard with the following elements:

- Header:** WORLD URBAN FORUM ELEVENTH SESSION, KATOWICE, POLAND | 26-30 JUNE 2022. Includes a logo of a cityscape.
- Welcome Message:** Welcome to your Personal Profile dashboard
- Buttons:**
  - EDIT REGISTRATION PROFILE:** A large blue button with a pencil icon.
  - EDIT Exhibition booking:** A white button with a green icon of a building and the text "Exhibition Setup".
  - Networking event:** A white button with a black icon of three people.
  - Training event:** A white button with a black icon of a person at a whiteboard.
  - Voices from Cities event:** A white button with a black icon of buildings.
  - EDIT SDGs in Action event:** A white button with a colorful SDG wheel icon.
  - Urban Library event:** A white button with a black icon of an open book.
  - ONE UN event:** A white button with the UN logo.

**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.

**Important is that you SAVE your form after completion.** At this point your application is submitted.

Note: After submission you can edit the form until deadline on the respective form.

## Personal Profile dashboard – fully active

Application boxes accessible



WUF11 <noreply@unevents.org>



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

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### EVENT APPLICATION CONFIRMATION – SDG in Action event number 930150529

Dear

Thank you for submitting your event application for the Eleventh Session of the World Urban Forum (WUF11), the premier global conference on urbanization convened by the United Nations Human Settlements Programme (UN-Habitat).

Successful applicants will be notified from 30 March 2022 onwards.

We look forward to welcoming you to WUF11.

UN-Habitat

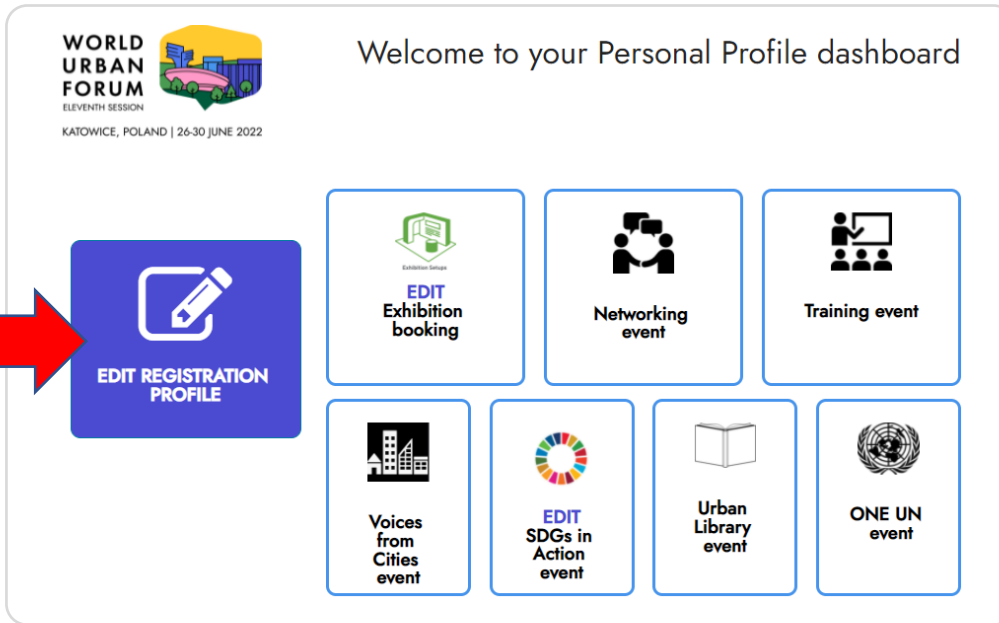
For any questions or clarifications, email us at [unhabitat-events@un.org](mailto:unhabitat-events@un.org).

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](mailto:unhabitat-events@un.org).

# Edit functions

## Personal information

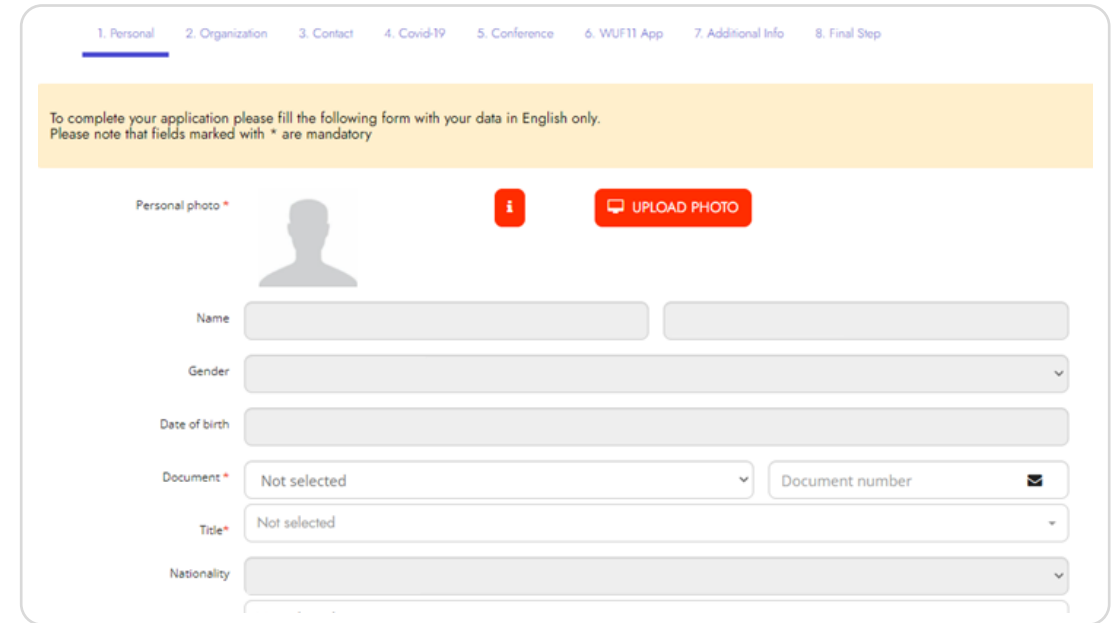


WORLD URBAN FORUM ELEVENTH SESSION KATOWICE, POLAND | 26-30 JUNE 2022

Welcome to your Personal Profile dashboard



**EDIT REGISTRATION PROFILE**

- EDIT Exhibition booking
- Networking event
- Training event
- Voices from Cities event
- EDIT SDGs in Action event
- Urban Library event
- ONE UN event



1. Personal 2. Organization 3. Contact 4. Covid-19 5. Conference 6. WUF11 App 7. Additional Info 8. Final Step

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

Personal photo \*   [UPLOAD PHOTO](#)

Name

Gender

Date of birth

Document \*

Title \*

Nationality

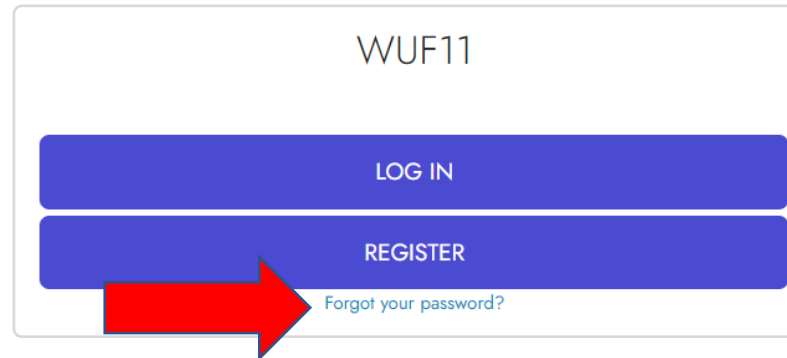
**EDIT** your information directly from your Personal Profile dashboard. Simply click on the blue field and edit any information or your registration form. Please don't forget to save your changes at the final step.

**Note:** You can edit the application form you have submitted by clicking on the ICON until the specified deadline.

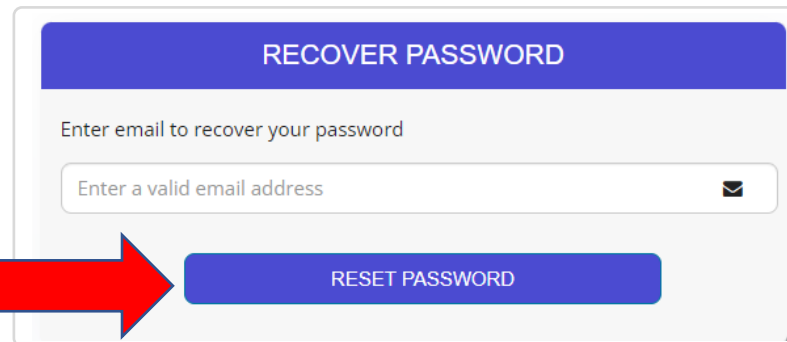
## Solutions

## Recover password

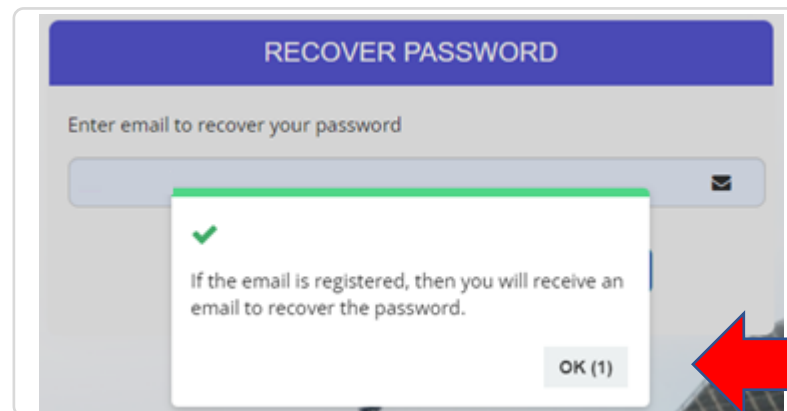
If you don't remember your password, click *Forgot your password?*



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



Click **OK** and check your email Inbox.





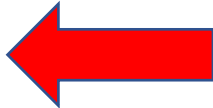
# Solutions

## Recover password

Reset password

WUF11 <noreply@unevents.org>

Dear Participant,  
to reset your password, please click [here](#).



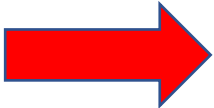
Click **HERE** to access to the Reset Password page.

RESET PASSWORD

Enter new password

Repeat new password

RESET PASSWORD



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.

**WORLD URBAN FORUM**  
ELEVENTH SESSION  
KATOWICE, POLAND | 26-30 JUNE 2022

WUF11

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REGISTER

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Contact us at:  
**[unhabitat-registration@un.org](mailto:unhabitat-registration@un.org)** for registration problems.

**WORLD  
URBAN  
FORUM**

ELEVENTH SESSION



KATOWICE, POLAND | 26-30 JUNE 2022

**Welcome to the Eleventh Session of the  
World Urban Forum.**

Please visit [www.unhabitat.org/wuf](http://www.unhabitat.org/wuf)  
for more information.