**Registration Procedure**

This event is open to all interested organisations and individuals. To attend, it is compulsory to register on-line in the EUDONORGAN Web App.

Please find below the step-by-step instructions for official on-line registration:

1. Open a web browser such as Google Chrome or Safari.
2. Register as a new user at the following link: <http://elearning.eudonorgan.eu/login#register>
3. Click **Sign up** and fill-in the required fields with your information
4. Fill in the knowledge, perception and attitude survey & click for data protection
5. Optionally you may access thevideos on organ donation available both for health care professionals and non-healthcare professionals. According to your profile, the web app will lead you to the right path.
6. Otherwise you may access the **event** directly. To do so go to “**sign up for an event**” section
7. Use the invitation code for event in Belgium: BE18022019BRU
8. Click the green button **“Final step validate”** and you will be successfully registered.
9. The invitation will be sent totheemail provided when registering. You may download and print it or keep it in your email. Please bring it with to the event for the purpose of on-site registration.
10. An exit survey is also available.

**Please ensure you print or save the invitation with the QR code you receive upon on-line registration and bring it with you to the event for on-site registration. Please note your registration for the event will be complete, when you register on-line in the EUDONORGAN Web App.**

**ATTENTION! Due to special security measures in place at the European Parliament, you also need to contact our local organization responsible, Elisa Vera,** ([elisa.vera@dtifoundation.com](mailto:elisa.vera@dtifoundation.com)) to

1. Inform us what type of identification document you will have with you when coming to Brussels (ID national card OR Passport)
2. Provide us with the ID number available in the document you bring with you by **FEBRUARY 5, 2019.**

Looking forward to meeting you in Brussels.

If accredited, journalists are welcome to attend and cover the event.

In case they are not accredited, all journalists/cameramen/photographers will have to provide the following information to DG COMM, media accreditation (Contact: [**media.accreditation@ep.europa.eu**](mailto:media.accreditation@ep.europa.eu)).

* name of their media
* national press card or letter from Editor-in-Chief
* purpose of visiting the European Parliament
* family name
* first name
* e-mail
* phone number (mobile)
* date of birth
* nationality
* official ID number
* type of ID document
* a photo in the European identity card format, i.e. portrait, aspect ratio 3X4, jpeg format and +/- 100 KB.

**For more information, see** [**http://www.europarl.europa.eu/news/en/press-room/accreditation**](http://www.europarl.europa.eu/news/en/press-room/accreditation)**.**