EVENT Meeting Registration Instructions for

The Difference – Global Volunteering Forum 2014

Should you have used EVENT before, you are a returning user, so please proceed directly to the registration (Step № 2)!

The following options are also available for you on the first page of the Event:

Forgot my password
Change my password
Change my e-mail address

Step 1: Creation of account for new user

1. Go to the Event site: https://event.ifrc.org
2. Click on “Create an account”
3. Enter the following conference code: GV1214 fill in all the required information and click on “submit”
4. You will receive an automatic e-mail “Create my account procedure / e-mail validation” and you have to click on the link to activate your account
5. Once your account is activated you will receive another e-mail confirming the creation of your account
6. You can only now return to the EVENT and continue with your registration!

Please note that the creation of the account is not registering you for the meeting but it is only the first step of the registration process. Thank you for taking time to create your account, which you will be able to use for any other meetings registered through EVENT in the future.

Step 2: Registration

For this meeting, you are kindly requested to proceed to individual registration

1. After the log-in, enter the conference code GV1214 and click on “Register Now”
2. Fill in all the required information:
   • If you need a visa, please make the request through EVENT by entering all required passport details as soon as possible to allow sufficient time for processing the visa application.
   • The IFRC and Thai Red Cross have pre-booked hotel rooms at the Mandarin Hotel until 15 November. After this date, booking will depend on room availability.

   Please indicate in EVENT that you require hotel accommodation.

3. Once you have submitted all required fields you will receive from EVENT a confirmation of your registration by e-mail shortly.

Do you have any question or technical problem?

Please contact IFRC Administration Department at event.support@ifrc.org

Thank you!