

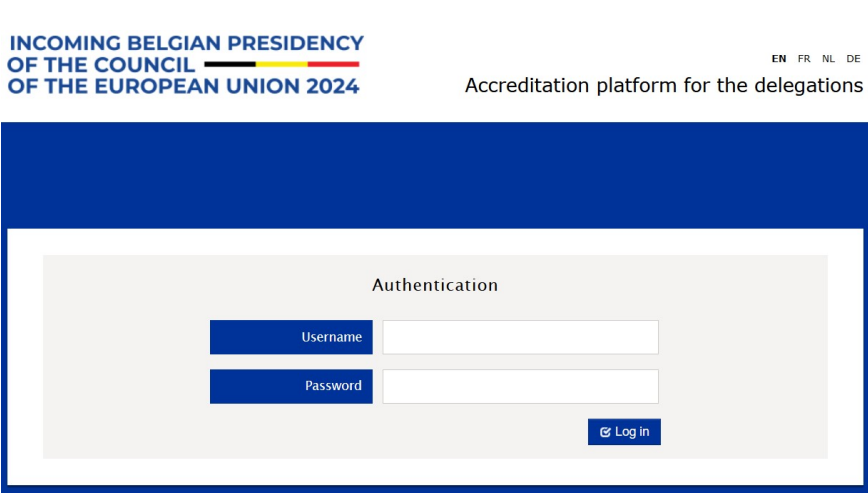
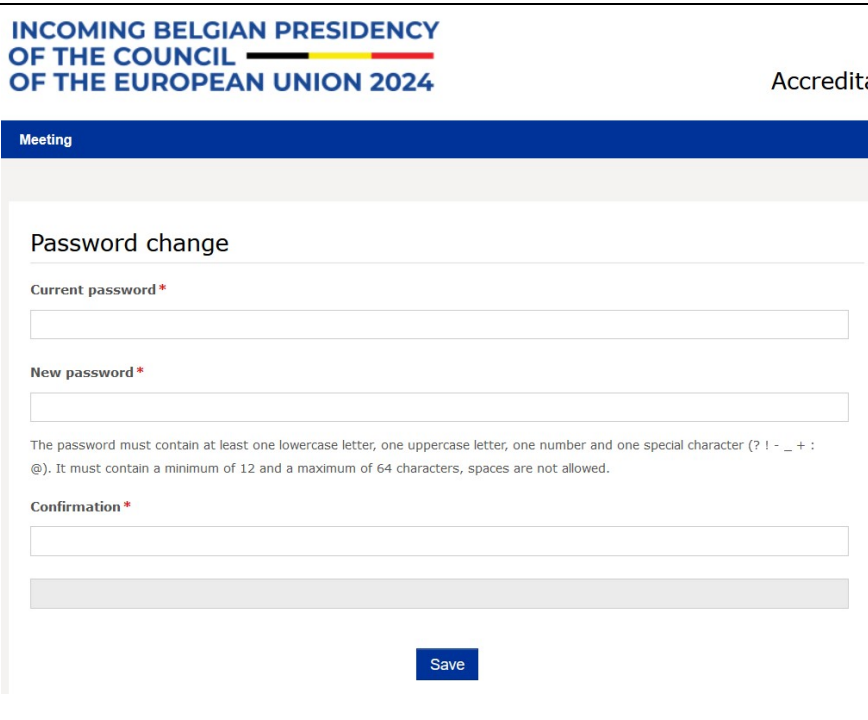
NOVENTO MANUAL: REGISTRATION OF DELEGATIONS


1. INTRODUCTION

NOVENTO is an online platform to manage accreditation requests to access events organised during the Belgian Presidency of the Council of the European Union 2024. 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 your delegation.

2. LOGIN AND IDENTIFICATION

<p>Step 1</p> <p>Go to the website: https://delegation.belgium24.eu/</p> <p>> Use the access codes (username & password) provided to you by an organiser.</p> <p>If you have lost your login details:</p> <p>> Contact your contact person at the organiser and ask to reset your access details.</p>	
<p>Step 2</p> <p>When you first log in:</p> <p>> For security reasons, you will be asked to change your password. There are specific rules about passwords. You must respect these rules in order to change your password.</p>	

<p>Step 3</p> <p>When you first log in:</p> <p>> You should take note of the Privacy notice regarding the processing of personal data in the framework of the Belgian Presidency of the Council of the European Union.</p>	<div style="text-align: right;"> <p>INCOMING BELGIAN PRESIDENCY OF THE COUNCIL OF THE EUROPEAN UNION 2024</p>  <p>Accreditatio</p> </div> <div style="background-color: #0056b3; color: white; padding: 2px; text-align: center; font-weight: bold;">Meeting</div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">Privacy notice</p> <hr/> <p><small>This Online Registration System is hosted and controlled by the Belgian Federal Public Service Foreign Affairs, who is therefore considered as the controller for the General Data Protection Regulation (GDPR) of 14 April 2016.</small></p> <p><small>Data gathered on this website will be used for accreditation of delegations, logistical planning and security. For these purposes only, your data will be shared and managed in a secure manner by the Federal Public Service Foreign Affairs with an appropriate lead/host organiser when applicable, in accordance with the GDPR and the Belgian Data Protection Law of 30 July 2018.</small></p> <p><small>Relevant data will be shared with groups responsible for you and the meeting(s) you will attend. These may include other Federal Public Services and public bodies, your country's accredited embassy, event agencies, entities responsible for catering, liaison, accommodation and transport, airport authorities and security services. These organisations will handle your data with appropriate due care and attention and only for the purposes of accreditation, logistics and/or security.</small></p> <p><small>Once the Belgian Presidency of the Council of the European Union has ended, data will be stored the necessary time for the mentioned purposes and to determine responsibilities in case of misuse. After this period, data will be removed from all systems.</small></p> <p><input checked="" type="checkbox"/> I confirm that I have read and understood the above privacy notice and that the persons I wish to register have been informed.</p> <p style="text-align: center;">Validate</p> </div>
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3. PERSONAL DATA

<p>Step 4</p> <p>Fill in the forms:</p> <ol style="list-style-type: none"> 1. The first form is only for you as the responsible person for registering the members of your delegation; 2. The second form, to be filled in by you for each member of your team, contains all the details which are necessary to obtain accreditation. Please add a passport picture. Each file must be less than 5Mb and in jpg, png or gif format; 3. Click on "Save and Next" and go to Step 5. 	<div style="text-align: right;"> <p>INCOMING BELGIAN PRESIDENCY OF THE COUNCIL OF THE EUROPEAN UNION 2024</p>  <p>Accreditatio</p> </div> <div style="background-color: #0056b3; color: white; padding: 2px; text-align: center; font-weight: bold;">Meeting</div> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p style="text-align: center;">Personal information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">First Name(s) *</td> <td style="width: 50%;">Surname *</td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="width: 95%;" type="text"/></td> </tr> <tr> <td colspan="2">Mobile phone *</td> </tr> <tr> <td colspan="2"><input style="width: 95%;" type="text" value="00 + country code + number"/></td> </tr> <tr> <td>E-mail *</td> <td>Contact language *</td> </tr> <tr> <td><input style="width: 95%;" type="text"/></td> <td><input style="border: 1px solid #ccc;" type="text" value="Select an option"/></td> </tr> </table> <p style="text-align: center;">Save</p> </div>	First Name(s) *	Surname *	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Mobile phone *		<input style="width: 95%;" type="text" value="00 + country code + number"/>		E-mail *	Contact language *	<input style="width: 95%;" type="text"/>	<input style="border: 1px solid #ccc;" type="text" value="Select an option"/>
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<input style="width: 95%;" type="text"/>	<input style="border: 1px solid #ccc;" type="text" value="Select an option"/>												


Profile
Transport
Hotel
Program

Personal information


First Name(s) * **Surname ***

Position * **Function**

Recent identity photo *



Formats: .jpg, .png, .gif
Maximum weight: 5 MB
Recommended size: 640x640 pixels

Date of birth * 

Nationality * **Country**

Step 5

Now, you have to fill in, for each member of your delegation, information on transport, accommodation and participation or not in the different programs of the event. Do not forget to submit an accreditation request for yourself as well.

Please note that depending on the category of the event, information on transport, accommodation and participation in programs may or may not be requested by the organisers.

Profile
Transport
Hotel
Program

You can select a participant to pre fill the fields with the same information.


Arrival - Travel as

Departure - Travel as

Arrival

Mean of transport **Accompanying a Head of Delegation** Yes No

Provenance **Destination**

Arrival date 

Remarks

Step 6

Dashboard:

This screen gives you a summary of the status of your applications in real time. You are also informed by email when an accreditation request for an event is accepted or refused.

**INCOMING BELGIAN PRESIDENCY
OF THE COUNCIL
OF THE EUROPEAN UNION 2024**

EN FR NL DE
Accreditation platform for the delegations

Meeting Your delegation Personal information Password Dashboard Disconnect

Your delegation

Compliant	1	View
Modified	0	View
In progress	1	View
Not compliant	0	View


[Register a delegate](#) [Manage the delegation](#)

[Edit my information](#)

The accreditation is open from 16/10/2023 to 31/10/2023

Meeting

TEST Incert M.
From 30/10/2023 To 31/10/2023
in City - Bruxelles in Parlement européen



[View meeting details](#)