

Registration IDM –EDA Events

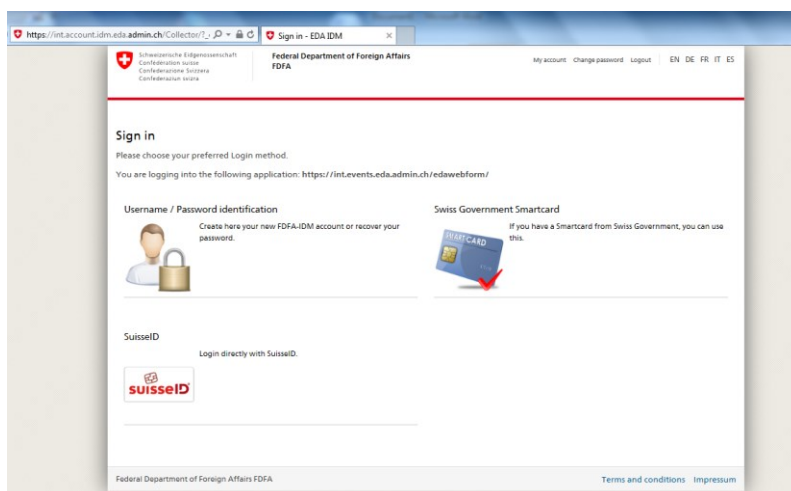
LOGIN IDM

In order to access the registration site for the conference you have to follow a few simple steps to be authorized to do so.

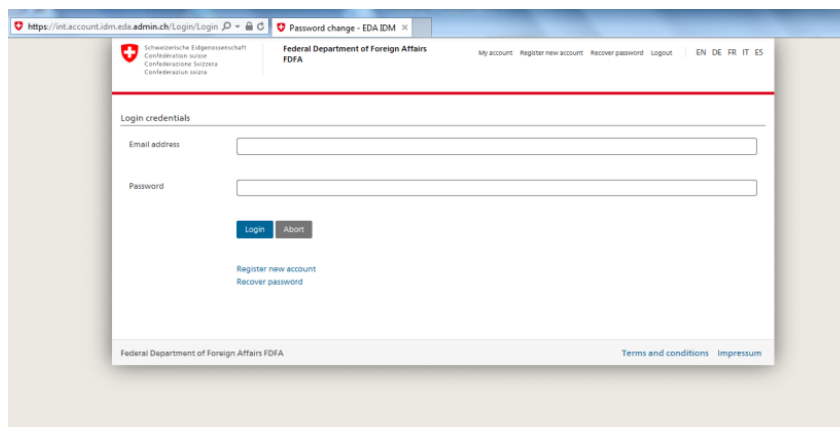
1. Please click on your preferred registration category (Chair and Speaker, International Participant, Swiss Participant or Official Delegation).
2. You will be redirected to the following website where you will be able create your personal password.

**A password will be required, should you wish to amend your registration.
Please keep your personal login email and password in a safe place.**

1. Please select the following option and double click



2. Please choose “Register new account”



3. Please enter your E-mail address and click “Register”

The screenshot shows the registration portal for EDA IDM. The page title is 'Registration portal - EDA IDM'. The header includes the Swiss Confederation logo and the Federal Department of Foreign Affairs (FDFA). The main content area is titled 'User Information' and contains an 'Email address' input field with the text 'stephan@'. Below the email field is a CAPTCHA widget with a green checkmark and the text 'I'm not a robot'. A note states: 'For security reasons you are required to proof that you are a human (not a computer)'. Below the CAPTCHA is a link: 'By registering you agree to the terms and conditions located here [Terms and conditions](#)'. At the bottom of the form is a blue 'Register' button. The footer contains 'Federal Department of Foreign Affairs FDFA' and links for 'Terms and conditions' and 'Impressum'.

4. Follow the instructions provided

- You will receive an email to your account.
- Please confirm your registration in the email.

The screenshot shows the registration portal after a successful registration. The page title is 'Registration portal - EDA IDM'. The main content area is titled 'User registration' and contains the text: 'Registration was successfully requested. You will receive an email with further instructions within the next few minutes.' The footer contains 'Federal Department of Foreign Affairs FDFA' and links for 'Terms and conditions' and 'Impressum'.

The screenshot shows an email confirmation message. The text reads: 'Hello, Welcome to EDA IDM. Please confirm your registration with the link below. Confirm Registration https://int.account.idm.eda.admin.ch/Login/SelfRegistration/SetPassword?blob=BQNKKhvTqZa%2b2KLID67Tsmz3Kdb1oFRK4h7EGi7E%2bepXn%2b4X1IM7Cn%2b%2bcdKQojHIMhk%2bEJ%2b2rVmKm6mFFoJZ3bumuhlap2GnglswP7B%2b2SibX2ZajuK7LJgAylGZ4wWz6kq25QEvsF81WVYqzJA67n%2bhaGYeiVl95gVxslQtc%3d Thanks, have a nice day. This is an automatically generated email, for any questions please contact the [helpdesk](#).' The footer contains 'This is an automatically generated email, for any questions please contact the [helpdesk](#)'.

5. Finish your application

- Please fill in the form provided and click “Finish”
- You will be automatically redirected to the Registration Website
- Please store your email address and password
- You will need it to amend your registration

The screenshot shows the 'Set password' form. The page title is 'Set password'. The text reads: 'To help protect you and your information, we require strong passwords. First thing to consider when creating a new password are the rules for passwords'. The rules are: 'Passwords being created or changed must contain: At least one lowercase letter, At least one uppercase letter, At least one number'. 'Must be a minimum length of eight characters'. 'Passwords may not contain any form or part of your name or your username'. 'The system remembers passwords you have already used, and will not allow you to reuse an old password'. The form includes fields for 'New password*', 'Repeat new password*', and 'Additional details' (Title, First name, Last name, Address, Postal code / City, Country, Organization, Mobile number, Phone number, Notes). A 'Finish' button is at the bottom. The footer contains 'Fields marked * must be completed. By registering you agree to the terms and conditions located here [Terms and conditions](#)'.