

# Complete Guide to Online Registration OECD Forum 2014

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## When you receive the e-invitation:

I wish to attend

Please click on “I wish to attend” if you wish to register for OECD Forum 2014.

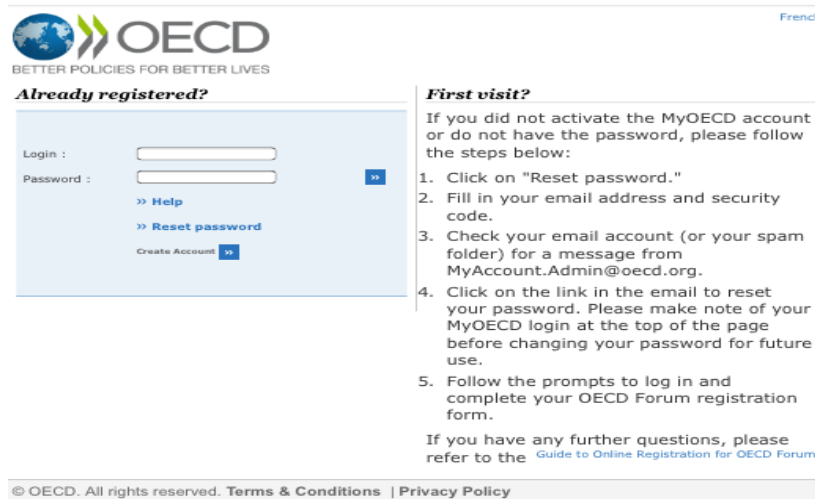
Sorry, I will not attend

Or click on “Sorry, I will not attend” if you are unable to attend.

<b><i>If your full contact details are already in the OECD system (with all the mandatory fields):</i></b>	You will be automatically registered.  If we do not have your full details, you will be asked to update your contact details before your registration can be completed ( <i>see below</i> ).
<b><i>If you do not have an account / If you do not remember your password:</i></b>	You will need to reset your password and follow the procedure See: <b>“Part I”</b> .
<b><i>If you already have a MyOECD account and you know your password BUT you need to update your contact details (with all the mandatory fields):</i></b>	Please login using your email address and password and proceed directly to the instructions outlined below in <b>“Part II”</b> .

## PART I. IF YOU DO NOT HAVE AN ACCOUNT / IF YOU DO NOT REMEMBER YOUR PASSWORD

**Step 1.** If you do not have an account / or if you do not remember your password, please use the “Reset Password” link on the page to activate the account and set a new password.



The screenshot shows the OECD MyAccount login page. The header includes the OECD logo and the tagline "BETTER POLICIES FOR BETTER LIVES". The page is in French. There are two main sections: "Already registered?" and "First visit?". The "Already registered?" section contains fields for "Login" and "Password", with a "Reset password" link highlighted in blue. The "First visit?" section provides instructions for new users and a link to the "Guide to Online Registration for OECD Forum".

**Already registered?**

Login :

Password :

[» Help](#)

[» Reset password](#)

[Create Account](#)

**First visit?**

If you did not activate the MyOECD account or do not have the password, please follow the steps below:

1. Click on "Reset password."
2. Fill in your email address and security code.
3. Check your email account (or your spam folder) for a message from MyAccount.Admin@oecd.org.
4. Click on the link in the email to reset your password. Please make note of your MyOECD login at the top of the page before changing your password for future use.
5. Follow the prompts to log in and complete your OECD Forum registration form.

If you have any further questions, please refer to the [Guide to Online Registration for OECD Forum](#)

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**Step 2.** On the next page, you will be requested to provide your email address and to enter the characters displayed in the picture. Then click ‘Next’ to receive an email that enables you to reset the *MyOECD* account password.



The screenshot shows the "My account - Reset password" page. It features an "Email:" field and a CAPTCHA image with the characters "3N03n". A "Next" button is located below the CAPTCHA. The footer includes copyright information and links for "Contact Us", "Help/FAQ", "MyOECD", "Site Map", and "Français".

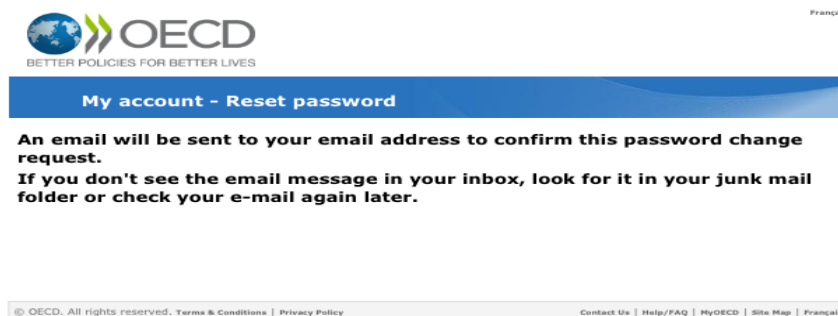
**My account - Reset password**

Email:

Type the characters you see in the picture below : \*

[Next](#)

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The screenshot shows the "My account - Reset password" page with a confirmation message. The message states: "An email will be sent to your email address to confirm this password change request. If you don't see the email message in your inbox, look for it in your junk mail folder or check your e-mail again later." The footer includes copyright information and links for "Contact Us", "Help/FAQ", "MyOECD", "Site Map", and "Français".

**My account - Reset password**

**An email will be sent to your email address to confirm this password change request.**

**If you don't see the email message in your inbox, look for it in your junk mail folder or check your e-mail again later.**

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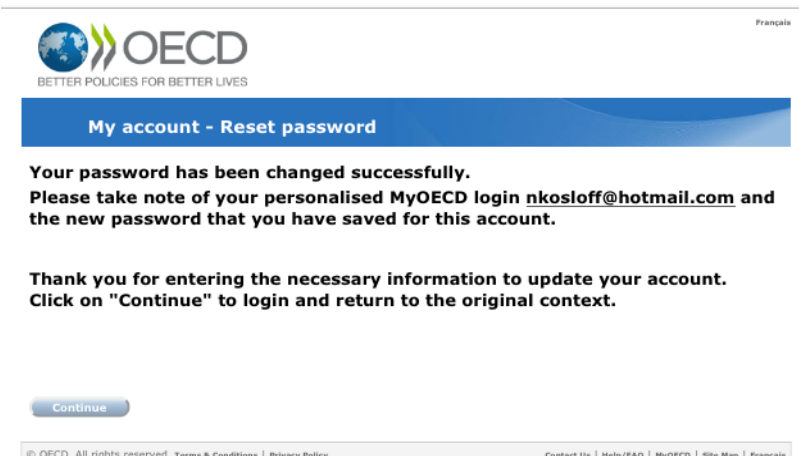
**Step 3.** Check your email inbox (or your spam folder) for a message from MyAccountAdmin@oecd.org. Please open that message and click on the link “I want to reset my password”.



**Step 4.** You will then be directed to the page where you can reset your MyOECD account password:



**Step 5.** Once your password has been changed, click “Continue” in order to update your contact details.



**Step 6.** Please update your personal information.

**Note:** all fields marked with a red asterisk are mandatory and must be completed in order to click on the "Next" button.

OECD FORUM 5 - 6 May 2014

My account update

Contact details MyOECD

**MyOECD account information**

Login: Natalie.KOSLOFF@oecd.org

Email: \* Natalie.KOSLOFF@oecd.org

**Contact information**

Title: \* Miss

Last Name: \* KOSLOFF First name: \* Natalie

Company: \* OECD

Organisation type: \* Other

Department: PAC/AFF

Job Title: \* oecd

Job function: \* Executive Management

Preferred language: \*  English  French Native language: Please select >>

**Work address**

Address Line 1: 2 rue André-Pascal

Address Line 2:

P.O. Box: City: Paris

State: Zip Code: 75016

Resident Country: \* France

Work telephone: +(33-1) 45 24 75 07 Fax:

(Ex.: +33 (1) 33 33 33 33 or +33 (1) 33333333) ⓘ

Next >> Cancel

**Step 7.** Select your centres of interest by ticking on one or several of the boxes. You must select **at least one** topic. You do not have to subscribe to the Newsletters. Once finished, please click the "Submit" button.

OECD FORUM 5 - 6 May 2014

My account update

Contact details MyOECD

**Please select at least one subject.**

Please select your centres of interests by ticking on one or several boxes below. \*

Agriculture and Fisheries  Environment  Public Governance and Management

Chemical Safety and Biosafety  Fighting Corruption  Regional, Rural and Urban Development

Competition  Finance and Investment  Regulatory Reform

Corporate Governance  Green Growth and Sustainable Development  Science and Technology

Development  Health  Social and Welfare Issues

Economics and Growth  Industry and Entrepreneurship  Tax

Education  Internet Economy  Trade

Employment  Migration  Transport

Energy

Check all Themes Uncheck all Themes Hide all sub-themes

Receive information on OECD Books / CDs on the following subjects:

Agriculture & Food  Industry, Services & Trade

Development  National Accounts & Historical Statistics

Economics  Nuclear Energy

Education  Science & Technology/Health

Emerging Economies  Social Issues/Migration/Health

Employment  Statistics - Sources and Methods

Energy  Taxation

Environment  Transition Economies

Finance & Investment  Transport

Governance  Urban, Rural and Regional Development

Uncheck: all Books / CDs

Receive information on the following OECD Periodicals:

**Step 8.** Once you have updated your contact details, please return to your personal e-invitation (in your email account) and click on the button “I wish to attend” in order to confirm your registration.



Thank you for entering the information necessary to update your account.

If you have received a personal invitation, please return to your email account and click on the button “I wish to attend” to confirm your registration.

OR

Click on Continue to login directly to MyEvents.

Continue



**Dear**  
**We are delighted that you will be attending the OECD Forum. Thank you for taking the time to let us know.**  
**Please contact us at [oecd.forum@oecd.org](mailto:oecd.forum@oecd.org) should you have any questions or requests.**  
**With best regards,**  
**The OECD Forum Team**

**PART II. IF YOU ALREADY HAVE A MYOECD ACCOUNT AND YOU KNOW YOUR PASSWORD BUT YOU NEED TO UPDATE YOUR CONTACT DETAILS (WITH ALL THE MANDATORY FIELDS)**

**Step 1.** Connect to your *MyOECD* account with your login and password.

**Already registered?**

Login :

Password :  [»](#)

[» Help](#)

[» Reset password](#)

[Create Account »](#)

**First visit?**

If you did not activate the MyOECD account or do not have the password, please follow the steps below:

1. Click on "Reset password."
2. Fill in your email address and security code.
3. Check your email account (or your spam folder) for a message from MyAccount.Admin@oecd.org.
4. Click on the link in the email to reset your password. Please make note of your MyOECD login at the top of the page before changing your password for future use.
5. Follow the prompts to log in and complete your OECD Forum registration form.

If you have any further questions, please refer to the [Guide to Online Registration for OECD Forum](#)

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**OECD FORUM** 5 - 6 May 2014

**Browse**

- Upcoming events
- Events open for registration
- My details
- My events

**Event**

Event	OECD Forum 2014
Date(s)	05 May 2014 - 06 May 2014
Location	France, Paris
Registration	Open until: 06 May 2014

*Registration: step 1/3* [Next](#)

If you wish to register, please click on "Next".

**You are not registered to this event**

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**Step 2.** If you are unable to click “Next”, please click on “Update my details” in the screen below (see red circle below) to provide accurate and all mandatory information.

The screenshot shows the OECD Forum registration interface for the event on 5-6 May 2014. The page header includes the OECD logo and navigation links. The main content area is titled 'Contact details' and displays the following information:

Title	Miss	2 rue André-Pascal
First Name	Natalie	75016 Paris
Last Name	KOSLOFF	France
Job Title		
Organisation	OECD	
Department	PAC/AFF	
E-mail	Natalie.KOSLOFF@oecd.org	
Office Phone	+(33-1) 45 24 75 07	
Personal phone		

Below the contact details, there is a red circle around the 'Update my details' link. At the bottom of the form, it states: 'Registration: step 2/3', 'Please check your contact details.', and 'You are not registered to this event'. Navigation buttons for 'Previous' and 'Next' are also visible.

After filling in all the mandatory fields (marked with a red asterisk), you will be able to click on the “Next” button.

The screenshot shows the 'My account update' page for the OECD Forum. The form is divided into several sections:

- MyOECD account information:** Login: Natalie.KOSLOFF@oecd.org; Email: Natalie.KOSLOFF@oecd.org
- Contact information:** Title: Miss; Last Name: KOSLOFF; First name: Natalie; Company: OECD; Organisation type: Other; Department: PAC/AFF; Job Title: oecd; Job function: Executive Management; Preferred language: English; Native language: Please select >>
- Work address:** Address Line 1: 2 rue André-Pascal; Address Line 2: ; P.O. Box: ; City: Paris; State: ; Zip Code: 75016; Resident Country: France; Work telephone: +(33-1) 45 24 75 07; Fax: ;

The form includes 'Next >>' and 'Cancel' buttons at the bottom right.

**Step 3.** Select your centres of interest by ticking on one or several of the boxes. You must select **at least one** topic. You do not have to subscribe to the Newsletters. Once finished, please click the “Submit” button.

OECD FORUM 5 - 6 May 2014

My account update

Contact details MyOECD

Please select at least one subject.

Please select your centres of interests by ticking on one or several boxes below.

<input type="checkbox"/> Agriculture and Fisheries	<input type="checkbox"/> Environment	<input type="checkbox"/> Public Governance and Management
<input type="checkbox"/> Chemical Safety and Biosafety	<input type="checkbox"/> Fighting Corruption	<input type="checkbox"/> Regional, Rural and Urban Development
<input type="checkbox"/> Competition	<input type="checkbox"/> Finance and Investment	<input type="checkbox"/> Regulatory Reform
<input type="checkbox"/> Corporate Governance	<input type="checkbox"/> Green Growth and Sustainable Development	<input type="checkbox"/> Science and Technology
<input type="checkbox"/> Development	<input type="checkbox"/> Health	<input type="checkbox"/> Social and Welfare Issues
<input type="checkbox"/> Economics and Growth	<input type="checkbox"/> Industry and Entrepreneurship	<input type="checkbox"/> Tax
<input type="checkbox"/> Education	<input type="checkbox"/> Internet Economy	<input type="checkbox"/> Trade
<input type="checkbox"/> Employment	<input type="checkbox"/> Migration	<input type="checkbox"/> Transport
<input type="checkbox"/> Energy		

Check all Themes      Uncheck all Themes      Hide all sub-themes

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Receive information on OECD Books / CDs on the following subjects:

<input type="checkbox"/> Agriculture & Food	<input type="checkbox"/> Industry, Services & Trade
<input type="checkbox"/> Development	<input type="checkbox"/> National Accounts & Historical Statistics
<input type="checkbox"/> Economics	<input type="checkbox"/> Nuclear Energy
<input type="checkbox"/> Education	<input type="checkbox"/> Science & Technology
<input type="checkbox"/> Emerging Economies	<input type="checkbox"/> Social Issues/Migration/Health
<input type="checkbox"/> Employment	<input type="checkbox"/> Statistics - Sources and Methods
<input type="checkbox"/> Energy	<input type="checkbox"/> Taxation
<input type="checkbox"/> Environment	<input type="checkbox"/> Transition Economies
<input type="checkbox"/> Finance & Investment	<input type="checkbox"/> Transport
<input type="checkbox"/> Governance	<input type="checkbox"/> Urban, Rural and Regional Development

Uncheck all Books / CDs

Receive information on the following OECD Periodicals:

**Step 4.** Once you have updated your contact details, please click “Continue”.

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Help/FAQ | MyOECD | Français

Search All match Exact match More Search options

OECD FORUM 5 - 6 May 2014

My account update

Thank you for entering the information necessary to update your account.  
Click on Continue to login directly to MyEvents.

Continue

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**Step 5.** Click “Register” to complete your registration.

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OECD FORUM 5 - 6 May 2014

Browse      Event      Contact details      **Registration**

Upcoming events  
Events open for registration  
My details  
My events

No further information is required for registration. Please click on “Register” below to validate your registration.






Registration: step 3/3  
Please complete the above form.      Previous      Register  
**You are not registered to this event**

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## Congratulations! You are now registered.

[Français](#)

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### Registration

You have registered successfully. A confirmation email will be sent to you by the OECD Forum team shortly before the event.  
[Return to the presentation of the event.](#)

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If you click “Return to the presentation of the event”, you will be able to verify that your status has changed to “You are registered to this event”.

[Français](#)

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**Browse**

- Upcoming events
- Events open for registration
- My details
- My events

Event	Contact details	Registration
Event	OECD Forum 2014	
Date(s)	05 May 2014 - 06 May 2014	
Location	France, Paris	
Registration	Open until: 06 May 2014	

**You are registered to this event**  
[Cancel registration](#)

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**Important to note:** The Forum Team will send you a confirmation email with details concerning your arrival at the OECD prior to the event. Please bring a copy of this email with you to present it upon your arrival at the OECD along with your identity card.