

NOVENTO USER GUIDE: MEDIA REGISTRATION

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 one or several events.

2. LOGIN AND IDENTIFICATION

Step 1

The official website of the Presidency provides a link to the platform to apply for media accreditation.

If you are not yet registered (i.e., you have not received login details):

- > Click on "Create a new account";
- > Go on **Step 2**

If you are already registered and you have received your login details:

- > Enter your e-mail address and password;
- > Click on "Log in";
- > Skip to **Step 3**

If you have lost your login details:

- > Click on "Request a new password";
- > Skip to **Step 6**

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Accreditation platform for the media

Only accredited journalists and media staff may access the venues of the Presidency.

This space will allow you to request for accreditation for several meetings of the Presidency of the Council of the European Union and obtain all elements necessary for your participation. For more information, click here.

Authentication

E-mail

Password

Log in

Not registered yet ? [Create a new account](#)

Forgot your password ? [Request a new password](#)

Step 2


If you are registering as a new user (i.e., you have not received login details):

- > Enter your e-mail address;
- > Select the password you want to use;
- > Indicate your first name and surname;
- > Select the language you will use to request your accreditation;
- > Enter the verification code displayed on screen (an audio version is also available);
- > Click on "Validate".

The account activation link will be sent to the e-mail address you have provided (do not forget to look in your spams). When you activate your account, start again from the login page (see Step 1).

Create a new account All fields are required

Please enter your e-mail address. An e-mail containing an account activation link will be sent to you. Note that the registered (current) e-mail will be used as your username.

E-mail *	<input type="text"/>	Verification code *	<div>CAPTCHA technology is used for security reasons. Please enter the verification code concealed on the image. If you have any difficulties to decipher the code, click on the image to generate a new code or click on the audio file which will enunciate the code.  Please enter the verification code</div>
Confirmation *	<input type="text"/>		
Password *	<input type="password"/>		
	<small>The password must contain at least one lowercase letter, one uppercase letter, one number and one special character (? ! - _ + : @). It must contain a minimum of 12 and a maximum of 64 characters, spaces are not allowed.</small>		
Confirmation *	<input type="text"/>		
Password strength	<div></div>		
First Name(s) *	<input type="text"/>		
Surname *	<input type="text"/>		
Language *	<div>Dutch</div>		

Step 3

When you first log in:

- > You must take note of the terms and conditions applicable to the automated processing of personal data under the Belgian Presidency of the Council of the European Union:

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Accreditation platform for the media

Privacy notice

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.

Data gathered on this website will be used for press accreditation, 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.

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.

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.

☒ I confirm that I have read and understood the above privacy notice.

3. PERSONAL DATA

Step 4

Fill in the form:



1. Fields marked with an asterisk must be completed.
2. Please upload your ID photo and a copy of your press card or a reference letter from your employer or other proof of journalistic activities if you do not have a press card. (jpg, png, gif or bmp format: less than 5Mb).
3. If you are independent, enter your own information under "editor-in-chief".
4. Click on "Save and next", and go to **Step 5**.

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Meetings

Personal information

First Name(s) *	Surname *
<input type="text" value="James"/>	<input type="text" value="Brown"/>
Function *	
<input type="text" value="Select an option"/>	
Recent identity photo *	
<div><div> Edit image</div></div> <div>Formats: .jpg, .png, .gif Maximum weight: 5 MB Recommended size: 640x640 pixels</div>	
Date of birth *	Country of birth *
<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="Select an option"/>
Nationality *	Address
<input type="text" value="Select an option"/>	<input type="text"/>
Postcode	City
<input type="text"/>	<input type="text"/>

Step 5

You must now select the meetings for which you wish to be accredited. Here you can filter by name, date, theme of the event and whether any previous applications have already been denied or accepted. Only events open to the media are visible for accreditation.

Click on "Request Accreditation" to select the events.

You can click on "Documents" to see the documents related to the meeting, and click on "View Programs" to see the list of programs that are open to media.

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Meetings

List of the meetings

Here is the list of meetings in which you are enrolled or to which you can subscribe, in order to be able to attend a meeting, you must apply via this screen and your application will be approved by our administrators. The status of your request is displayed in the list below.

Find a meeting

From To

Filters

☐ Agriculture

☐ Budget

☐ Business and Industry

☐ Climat

☐ Commerce

☐ Requested ☐ Accredited ☐ Refused

Prev 1 2 3 4 5 ... 8 9 Next

Display of elements 1 to 5 of 44

TEST Incert M.

Request accreditation

Place: 30/10/2023 - 31/10/2023

Informal European Council

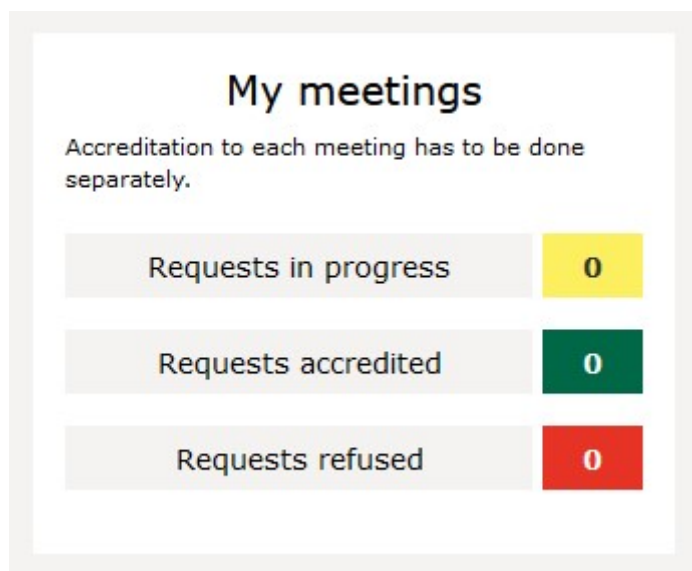
Request accreditation

Place: 01/01/2024 - 01/01/2024

Step 6

Dashboard "My meetings":

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



Step 7

If you have registered but have lost your login details:

- > Enter your e-mail address (the same one you gave when you first registered);
- > Enter the verification code displayed on screen (an audio version is also available);
- > Click on "Validate".

Your login details will be sent to your e-mail address. You will be required to change the password when you next login.

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The screenshot shows a form titled "Request a new password" with the subtitle "All fields are required". The instructions state: "Please enter your e-mail address. An e-mail containing a password change link will be sent to you." The form has two main input fields: "E-mail*" and "Verification code*". The "Verification code*" field is accompanied by a CAPTCHA image showing the code "nBA6N". Below the CAPTCHA, there is an "Audio file" link. At the bottom of the form, there are "Cancel" and "Validate" buttons.