POLAND25.EU

NOVENTO USER GUIDE: MEDIA REGISTRATION

1. INTRODUCTION

NOVENTO is an online platform to manage accreditation requests to access events organised during the Polish Presidency of the Council of the European Union 2025. 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

Go to the website:
https://media.poland25.eu

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**

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 * Confirmation * Password * 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. Confirmation * Password strength First Name(s) * Surname * Language * Dutch **Verification code*** 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. ◀ Audio file A8V59z Please enter the verification code Cancel Validate
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 Polish Presidency of the Council of the European Union	

3. PERSONAL DATA

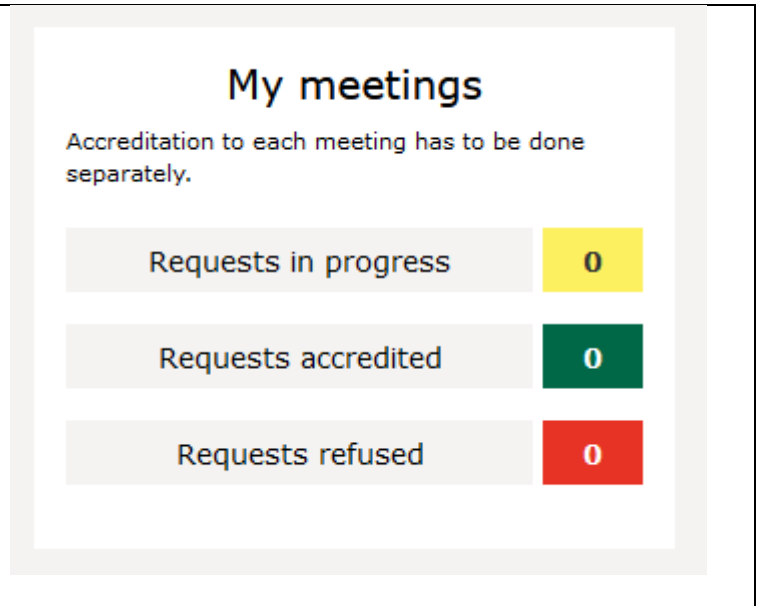|	
Step 4 Fill in the form: 1. Fields marked with an asterisk must be completed. 2. Please upload your ID photo and indicate the press card or upload a reference letter from your employer or other proof of journalistic activities if you do not have a press card. (jpg, png, gif or bmp format: less than 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**.	**Meetings** **Personal information** **First Name(s) *** James **Surname *** Brown **Function *** Select an option **Recent identity photo *** 🖼 Edit image ⓘ Formats: .jpg, .png, .gif Maximum weight: 5 MB Recommended size: 640x640 pixels **Date of birth *** dd/mm/yyyy **Country of birth *** Select an option **Nationality *** Select an option **Address** **Postcode** **City**
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.	**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.	**My meetings** Accreditation to each meeting has to be done separately. Requests in progress — **0** Requests accredited — **0** Requests refused — **0**
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.	**Request a new password** — *All fields are required* Please enter your e-mail address. An e-mail containing a password change link will be sent to you. E-mail * Verification code * 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. ◄) Audio file Please enter the verification code Cancel Validate