How to sign up for an event through the System for Registration and Support of HSE Events

Step 1. Registering through the System for Registration and Support of HSE Events

1. Please follow this link: https://conf.hse.ru/.
2. Select your language (Russian or English) and click on the respective link:

3. Follow the 'Register' link on the main webpage of the Conference:

4.
5. Complete all required fields marked with *.
6. To confirm your e-mail address, please insert it in the 'E-mail' field and click on the 'Confirm E-

mail address' button.

A confirmation code will be sent to the e-mail address indicated on the form. Please copy and paste this code in the 'Confirmation code' field and complete the rest of the registration form. The confirmation code is valid for 2 minutes from the time of its generation. If you do not receive a confirmation code within this timeframe, please click on the 'Confirm E-mail address'

Confirm E-mail address

link again.

7. Please add your new password to the 'Password' field. Your password must be at least 5 characters in length and may contain digits and Latin characters. It may not include symbols and Russian characters.

8. Please press the 'Complete registration' button in the lower right hand corner when you are finished completing the form.

You will then be redirected to your personal account page.

Step 2. Signing up for an event through the System for Registration and Support of HSE Events:

You must be logged in to be able to sign up for an event (see Step 1).

1. Please do the following on the landing page of your personal account:
    a. Follow the 'Events list' link;
    b. Select the Event – 'XVIII April International Academic Conference On Economic and Social Development' by clicking on it;
    c. Press the 'Become a participant' button.

2. Please complete all required fields on the 'Participation Form'.

PARTICIPATION FORM

EVENT: "XVIII APRIL INTERNATIONAL ACADEMIC CONFERENCE ON ECONOMIC AND SOCIAL DEVELOPMENT"

Applicant information

Title:	Mr.	E-mail:	Serge.maleev@gmail.com
Last name:	Ivanov	Interface language:	English
First name:	Sergey		
Middle name:	Анатольевич		

☑ I'd like to be a participant/speaker

Participant information

Title:	Mr.	Speaking language: *	English
Last name: *	Ivanov	E-mail: *	Serge.maleev@gmail.com
First name: *	Sergey	Telephone:	+79011234567
Middle name:	Анатольевич		(Including country and city code, please)

Job position: * — Type a text...

Company: *
Full name:
LLC "Research"
Short name:
LLC "Research"

Affiliated to HSE: * — No

Country: * — Russian Federation   ZIP: 111000

City: — Moscow

Postal address: * — Mira st. 1

Do you need a visa? ☑ Yes

Do you need a hotel? ☐ Yes

Participation option:
◉ Reporter
◯ Participant, without a report

Report information

Report title: * — Type a text...

Detailed annotation to report (DOC, DOCX, RTF, PDF): * — Click here to attach a file

Sections your report corresponds to (by priority of compliance):

Section 1: * — Select an item...

Section 2: —

List of Co-Authors

➕ Add Co-Author   ✏ Edit Co-Author   ✖ Delete Co-Author

LAST NAME	FIRST NAME	MIDDLE NAME	E-MAIL	ATTENDING
		No items to display.		

Submit Participation request   **Cancel**

3. Please note the following fields:

a. 'I'd like to be a participant/speaker'
   If you tick this box, some of the other fields will be automatically populated based on the information in your personal account;
b. 'Report Information' section:

In order to attach a file please click on the respective rectangular field.

4. Adding your Co-Authors:
   a. Please click on the 'Add Co-Author' box in order to add a co-author;

   b. Please fill in all required fields on the 'Adding a Co-Author' form;

   c. Click on the 'Submit Co-Author' button.
5. When you have completed the form, please press the 'Submit Participation Form' button.
6. Your registration form has now been submitted.

How to view the status of your Participation Form

You need to do the following to view the status of Participation forms that you previously submitted:

1. Open the 'My Proposals' section in your personal account;

2. A list of submitted proposals and their status will appear in the central section.

How to sign into the System for Registration and Support of HSE Events:

If you have completed the registration procedure for gaining access to the System for Registration and Support of HSE Events, you may use the link sent to you by e-mail following your registration (https://bpm.hse.ru/Runtime/Runtime/Form/LoginEN/).

Please do the following to sign in:

1. Fill in the 'E-mail address' and 'Password' fields
   (please use the e-mail and password you indicated during your registration);
2. Press the 'Sign In' button.

If you forgot your password, please click on the respective link in the lower right hand corner and follow the instructions.