

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.

Confirm E-mail address

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.

The screenshot shows the 'NEW USER REGISTRATION' form for HSEbpm. The form is divided into three main sections: Personal data, Location, and Company | Institution information. The 'Personal data' section includes fields for Title (Mr.), Last name (Ivanov), First name (Sergey), Middle name (Type a value...), Interface language (English), and Telephone (+79011234567). The 'Location' section includes Country (Russian Federation), City (Moscow), Address (Mira st. 1), ZIP (111000), and Region (Type a value...). The 'Company | Institution information' section includes Company full name (LLC "Research"), Company short name (LLC "Research"), Legal address (Type a value...), Location address (same as Legal address), Manager (Manager), Job position (Type a value...), and Tax number (Type a value...). The 'E-mail' field contains @gmail.com, the 'Confirmation code' field contains 411851, and the 'Password' field contains six dots. A red arrow points to the 'E-mail' field, another to the 'Confirmation code' field, and a third to the 'Password' field. A fourth red arrow points to the 'Complete registration' button at the bottom right. A note next to the 'E-mail' field states: 'E-mail address is your sign in account to the system. Please confirm it to continue with the registration.'

Personal data

Title: Mr. | E-mail: * @gmail.com
Last name: * Ivanov | Confirmation code: * 411851
First name: * Sergey | Password: *
Middle name: Type a value...
Interface language: * English
Telephone: * +79011234567

Location

Country: * Russian Federation | ZIP: 111000
City: * Moscow | Region: Type a value...
Address: * Mira st. 1

Company | Institution information

Company full name: LLC "Research"
Company short name: LLC "Research" | Affiliated with HSE
Legal address: Type a value...
Location address: same as Legal address
Manager: Manager
Job position: Type a value...
Tax number: Type a value...

[Complete registration](#) [Cancel](#)

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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.

EVENTS

- Events List
- My Proposals

MESSAGES

- My messages

SETTINGS

- My Profile
- Subscriptions
- Logout

ACTIVE EVENTS

Upcoming Events

[View details](#) [Become a participant](#)

EVENT NAME	TYPE	LOCATION	START DATE	END DATE
XVIII April International Academic Conference On Economic and Social Development	conference	Higher School of Economics	11.04.2017 09:00	14.04.2017 18:00

ARCHIVE EVENTS

Archive Events List

[View details](#)

EVENT NAME	TYPE	LOCATION	START DATE	END DATE
No items to display.				

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: E-mail:

Last name: Interface language:

First name:

Middle name:

I'd like to be a participant/speaker

Participant information

Title: Speaking language: *

Last name: * E-mail: *

First name: *

Middle name:

Telephone:
(Including country and city code, please)

Job position: *

Company: *
Full name:
Short name:

Affiliated to HSE: *

Country: * ZIP:

City:

Postal address: *

Do you need a visa? Yes

Do you need a hotel? Yes

Participation option:
 Reporter
 Participant, without a report

Report information

Report title: *

Detailed annotation to report (DOC, DOCX, RTF, PDF):

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

Section 1: *

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.				

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.

CREATED ON	EVENT NAME	PARTICIPANT NAME	REPORT	STATUS
16.11.2016 13:40	XVIII April International Academic Conference On Economic and Social Development	Ivanov Sergey Anatolyevich	Reporter	Submitted

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/>).

SIGN IN РУССКИЙ

User authentication

Please enter your email and password to sign in:

Email address:

Password:

[New user registration](#) [Forgot your password?](#)

Sign In

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.