



European Centre for Disease Prevention and Control

Events Portal

User Manual for Event Participants

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ECDC Events Portal

User Manual for Events Participants

Introduction

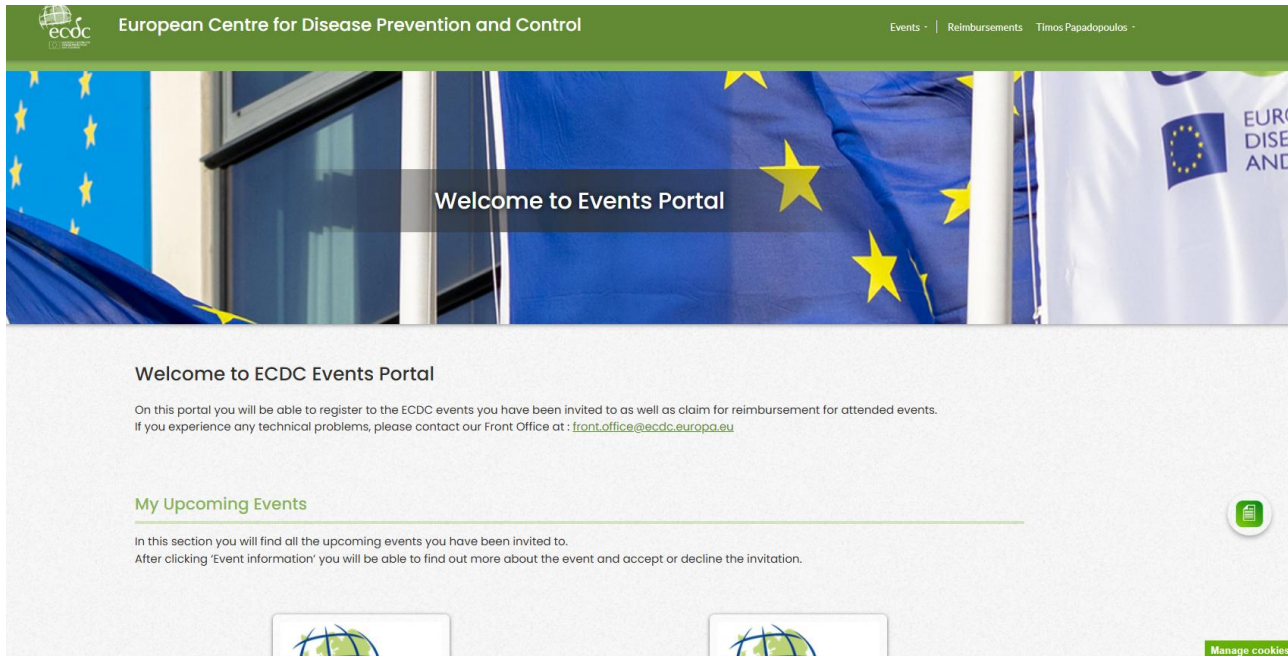
The Events Portal is a centralized platform designed to provide a personalised space for each participant in which they can view all the events they have been invited to, register to events, and claim their reimbursement if they are eligible. The participant has all this information centralised in their own personal space by creating and managing their own profile.

Purpose of This Manual

This user manual provides step-by-step guidance on how to effectively navigate and utilize the Events Portal. The Event Portal provides a personalised space for each participant in which they can view all the events they have been invited to, register to events, and claim their reimbursements if they are eligible. The participant has all this information centralised in their own personal space by creating and managing their own profile.

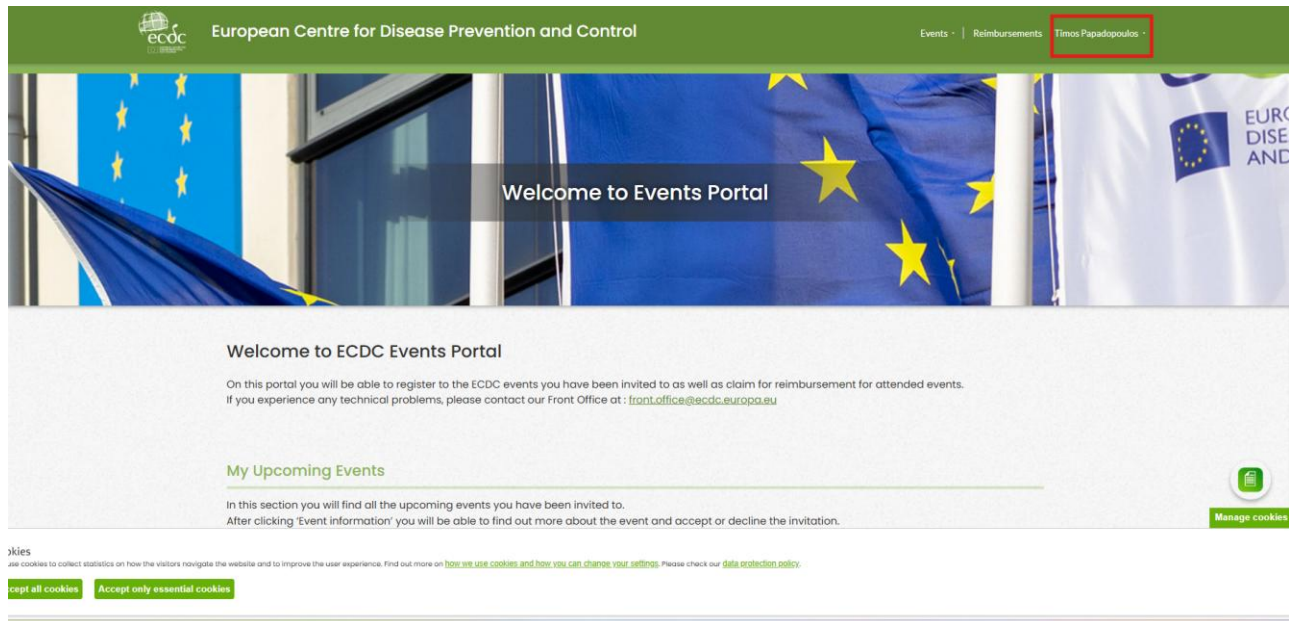
Home Page

Upon logging into the **Events Portal**, you will see the homepage displaying the **European Centre for Disease Prevention and Control (ECDC) Events Portal**.



Profile

Upon signing in to the Events Portal you enter your personal space of the events portal. The information you provided (Email, First Name, Last Name) during your account creation is stored. In the top right corner, your name and last name is displayed.



Accessing and Updating Your Personal Information

1. Click on your **Name** in the top right corner
2. Select **Profile** from the drop-down menu



The portal displays your profile information

Personal Details Fields

- Surname(s) as in passport/ID
- Given Name(s) as in passport/ID
- Date of Birth
- Email (*This is a read only field and the value displayed is the email provided during the account creation*)
- Residential City and Country
- Residential Address
- Job Title
- Phone Number
- Passport Number
- Passport Date of Expiry
- Nationality
- IBAN Number (*The IBAN number is requested in case you are eligible for a reimbursement for attending an event*)

Organization Details Section

- Organisation
- Organisation City and Country
- Organisation Address
- Organisation Postal Code

Emergency Contact Details

- Emergency Contact Full Name
- Emergency Contact Phone Number
- Emergency Contact Email
- Emergency Contact Mobile Phone Number

3. Click on **save** to update your profile information
4. Once saved the information you provided is updated in the portal and when you access it again you will see the updated values.
5. A message is generated that your profile has been updated successfully.

Your Profile information

Disclaimer: To improve registration efficiency, details provided on your profile page are automatically transferred to the event registration form. This process complies with ECDC's data protection policy and ensures secure handling of personal data for meeting coordination and reimbursement.

Your profile has been updated successfully.



You can view and update your profile information at any time and each time the portal stores and displays the updated values you have entered.



ECDC Events Portal

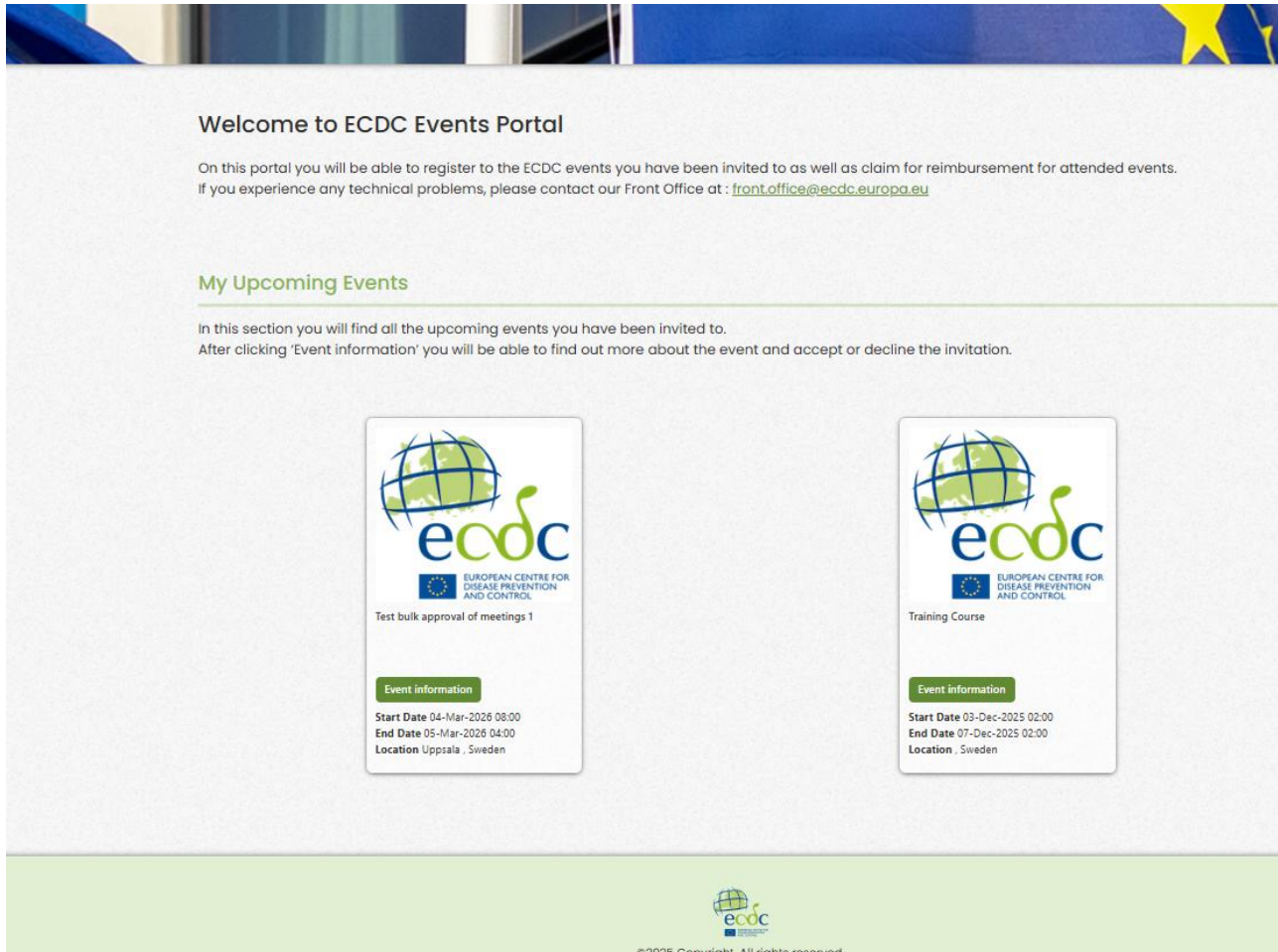
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Important Note: *The mandatory fields which require to be populated are indicated with a red asterisk next to each of the fields names.*

Important Note: *When you register to an event, the information stored in your profile will be automatically displayed in the registration form as read-only values. In order to provide a different value to any of the pre-populated fields in the registration form you need to make the appropriate changes to your profile and re-open the registration form.*

My Upcoming Events

Upon signing in to the Events Portal, within the home page there is a section My Upcoming Events. In this section, the portal displays all the events you have been invited to (if you have not been invited to any event the section will be empty). Each event under the Upcoming Events displays basic information (Name of the event, Start Date, End Date and the location).



The screenshot shows the 'My Upcoming Events' section of the ECDC Events Portal. At the top, there is a banner with the text 'Welcome to ECDC Events Portal'. Below this, a message states: 'On this portal you will be able to register to the ECDC events you have been invited to as well as claim for reimbursement for attended events. If you experience any technical problems, please contact our Front Office at : front.office@ecdc.europa.eu'. The section is titled 'My Upcoming Events' and contains the text: 'In this section you will find all the upcoming events you have been invited to. After clicking 'Event information' you will be able to find out more about the event and accept or decline the invitation.' Below this text, there are two event cards. The first card is for 'Test bulk approval of meetings 1' with a start date of 04-Mar-2026 08:00, end date of 05-Mar-2026 04:00, and location of Uppsala, Sweden. The second card is for 'Training Course' with a start date of 03-Dec-2025 02:00, end date of 07-Dec-2025 02:00, and location of Sweden. Both cards have an 'Event information' button. The footer of the page shows the ECDC logo and the text '©2025 Copyright. All rights reserved.'

Welcome to ECDC Events Portal

On this portal you will be able to register to the ECDC events you have been invited to as well as claim for reimbursement for attended events.
If you experience any technical problems, please contact our Front Office at : front.office@ecdc.europa.eu

My Upcoming Events

In this section you will find all the upcoming events you have been invited to.
After clicking 'Event information' you will be able to find out more about the event and accept or decline the invitation.

Test bulk approval of meetings 1

Event information

Start Date 04-Mar-2026 08:00
End Date 05-Mar-2026 04:00
Location Uppsala , Sweden

Training Course

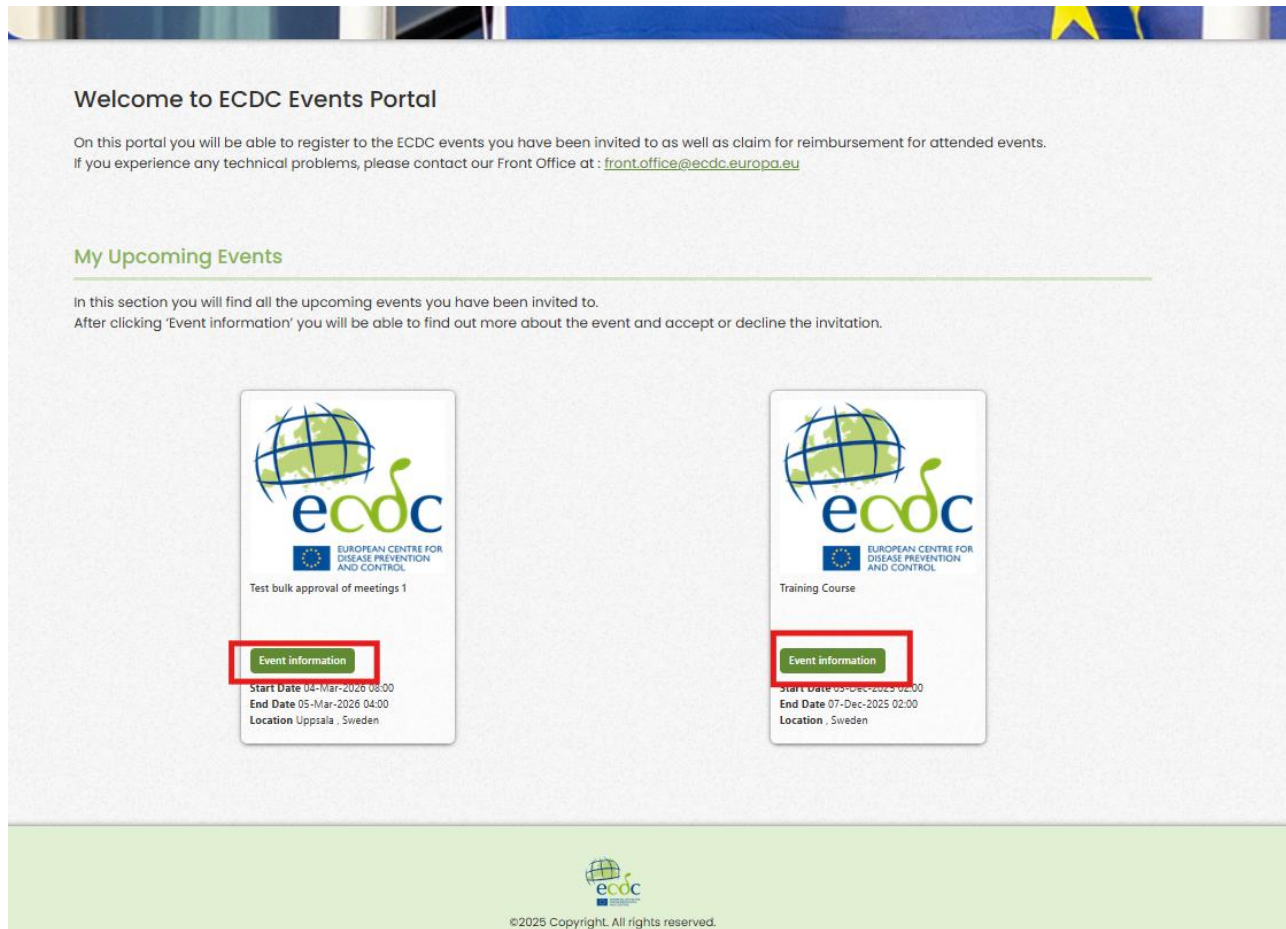
Event information

Start Date 03-Dec-2025 02:00
End Date 07-Dec-2025 02:00
Location , Sweden

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View details of an event

To view all the information of any of the events you have been invited to you simply click on the Event Information of the event.



Upon clicking on the “Event Information” of the event you want to see the full information, you are navigated to the Event Information page where all the related details of the event are displayed.

Register to an Event

To register to an event, you plan to attend:

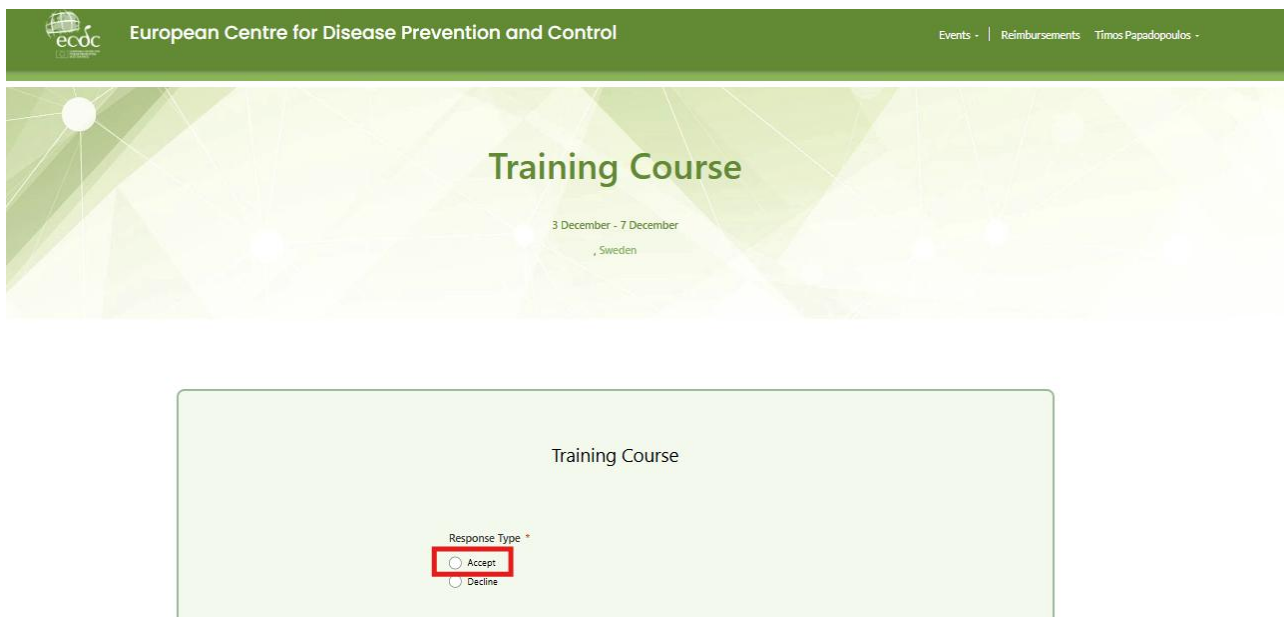
1. Click on the event you plan to attend from the events listed under “My Upcoming Events” list
2. Click on the RSVP functional button of the event



The screen displays the registration form for the event.

Important Note: *The registration form has your personal details pre-populated which have been retrieved from your Profile. In order to provide a different value to any of the pre-populated fields in the registration form you need to make the appropriate changes to your profile and re-open the registration form.*

3. In the registration form select **Accept** from the two options (Decline/Accept)

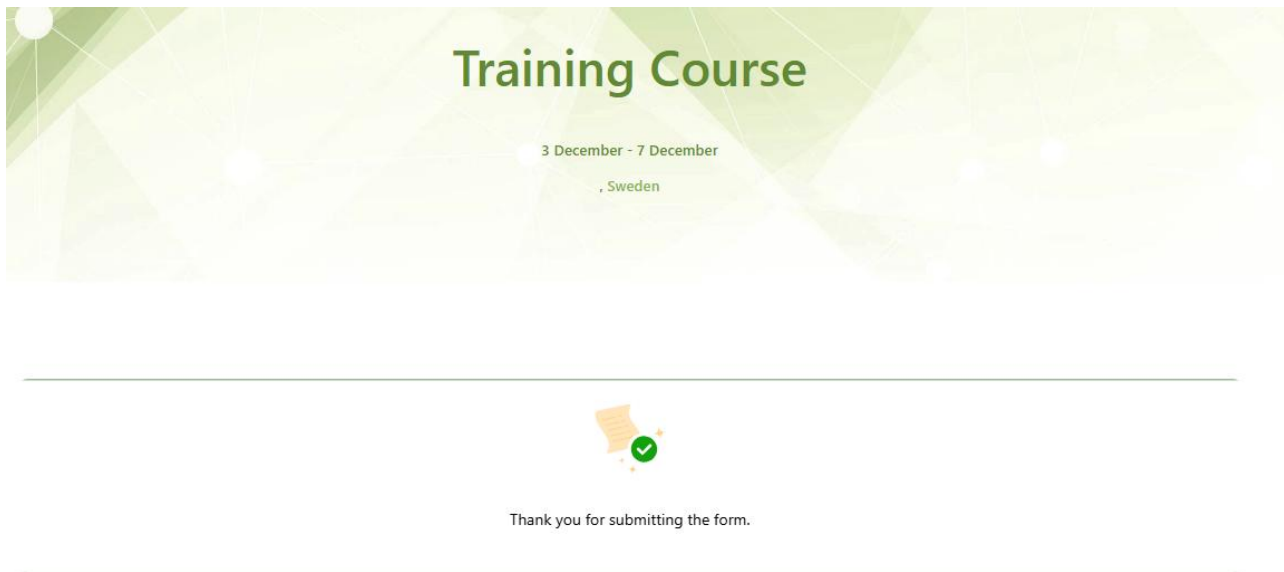


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4. Fill in all the information requested in the form. The mandatory fields to be populated are labeled as such with a red asterisk next to each field name.

Note: *The mandatory fields which require to be populated are indicated with a red asterisk next to each of the fields names.*

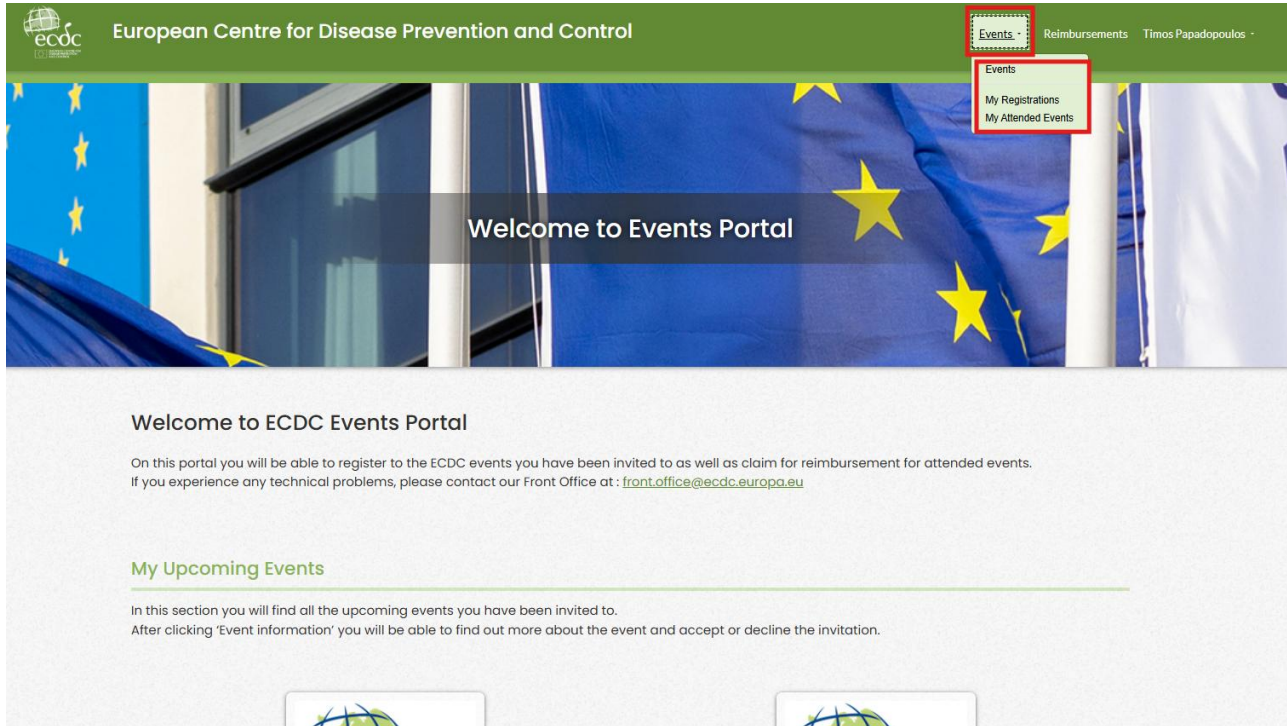
5. Once all the fields are populated click **Submit** to submit your registration.
6. Once the registration form has been successfully submitted you are presented with the confirmation message indicating that the submission was successful.



Upon successfully submitting the registration form for an event, the event you registered to appears under **My Registrations** screen.

Events

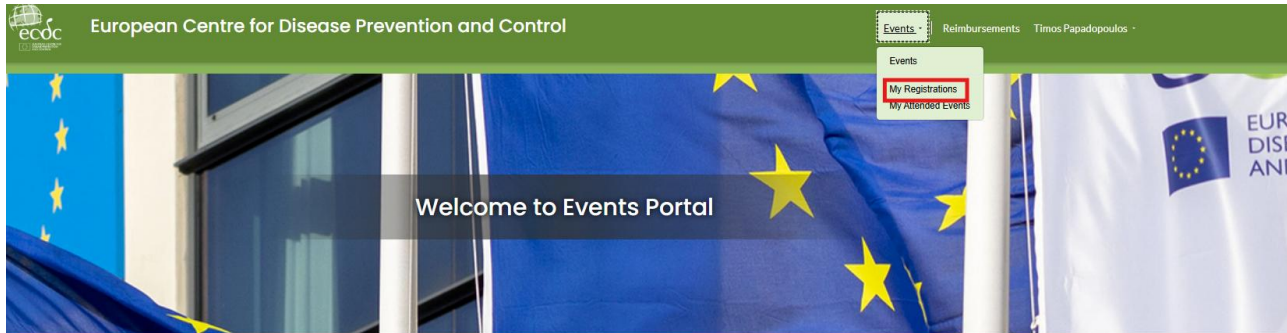
The **Events** section includes your registrations and the events you have attended. By clicking on the dropdown, you can select either **My Registrations** to view and edit your registrations or select **My Attended Events** to view a list with the events you have attended to.



The screenshot shows the ECDC Events Portal homepage. At the top is a green header with the ECDC logo and the text "European Centre for Disease Prevention and Control". On the right side of the header, there is a navigation menu with a dropdown for "Events" (highlighted with a red box), "Reimbursements", and "Timos Papadopoulos". The "Events" dropdown menu is open, showing "Events", "My Registrations", and "My Attended Events" (all highlighted with red boxes). Below the header is a large banner image of the European Union flag with the text "Welcome to Events Portal". Below the banner, there is a section titled "Welcome to ECDC Events Portal" with a paragraph of text: "On this portal you will be able to register to the ECDC events you have been invited to as well as claim for reimbursement for attended events. If you experience any technical problems, please contact our Front Office at : front.office@ecdc.europa.eu". Below this is a section titled "My Upcoming Events" with a paragraph of text: "In this section you will find all the upcoming events you have been invited to. After clicking 'Event information' you will be able to find out more about the event and accept or decline the invitation." At the bottom of the page, there are two small placeholder images for upcoming events.

My Registrations

My registrations is a section where you can view all the events you have registered to. To view the events, you have registered you click on the dropdown menu “Events” and select “My registrations”.



Once clicked the screen you will find a complete list of all the events you have registered to. Each registration includes key details such as event dates, locations, can easily keep track of your upcoming activities.



Edit my registration information.

You are able to edit the information provided when you submitted the registration form and registered to an event.

1. Click on the **Events** dropdown and select **My Registrations**.
2. Click on the **Event Information** of the event you want to edit your response.
3. Click on the **RSVP to this event** button to open the registration form
4. Make the appropriate changes to the information (you can also change the Response Type from accept to decline if you no longer planning on attending the event) in the registration form and click Submit.

Note: You can re-submit your registration form for an event as many times as you want in order to make any updates on your information you have provided, however if the button **RSVP to this event** is greyed out, it indicates that the registration period of the event has expired and the information included in your last submission will be the one stored.

My Attended Events

By clicking on the Events dropdown and selecting My Attended Events, the screen displays a list of all the events you have attended. Each entry includes key information such as dates, locations, and highlights, giving you a complete overview of your participation history.



The screenshot shows the ECDC Events Portal interface. At the top, there is a header with the ECDC logo and the text 'European Centre for Disease Prevention and Control'. On the right side of the header, there is a dropdown menu labeled 'Events -' with a 'Reimbursements' link. The dropdown menu is open, showing options: 'Events', 'My Registrations', and 'My Attended Events' (which is highlighted with a red border). Below the header, the main content area is titled 'My Attended Events'. A paragraph below the title states: 'On this page, you'll find a record of all the events you've attended. Each entry includes key information such as dates, locations, and highlights, giving you a complete overview of your participation history.' Below this text, there are two event cards. The first card is for 'European Immunization Week' on '28 April 2025, 13:30 to 15:30 CET'. It includes a placeholder for an image, a title 'Uat Event Real Time #1', a placeholder for a description, and an 'Event information' button. The second card is for '(F2F)_Training course' on '05-Jun-2025 03:00' to '01-Jul-2025 03:00' in 'Stockholm, Sweden'. It includes the ECDC logo, a title '(F2F)_Training course', a placeholder for an image, and an 'Event information' button.

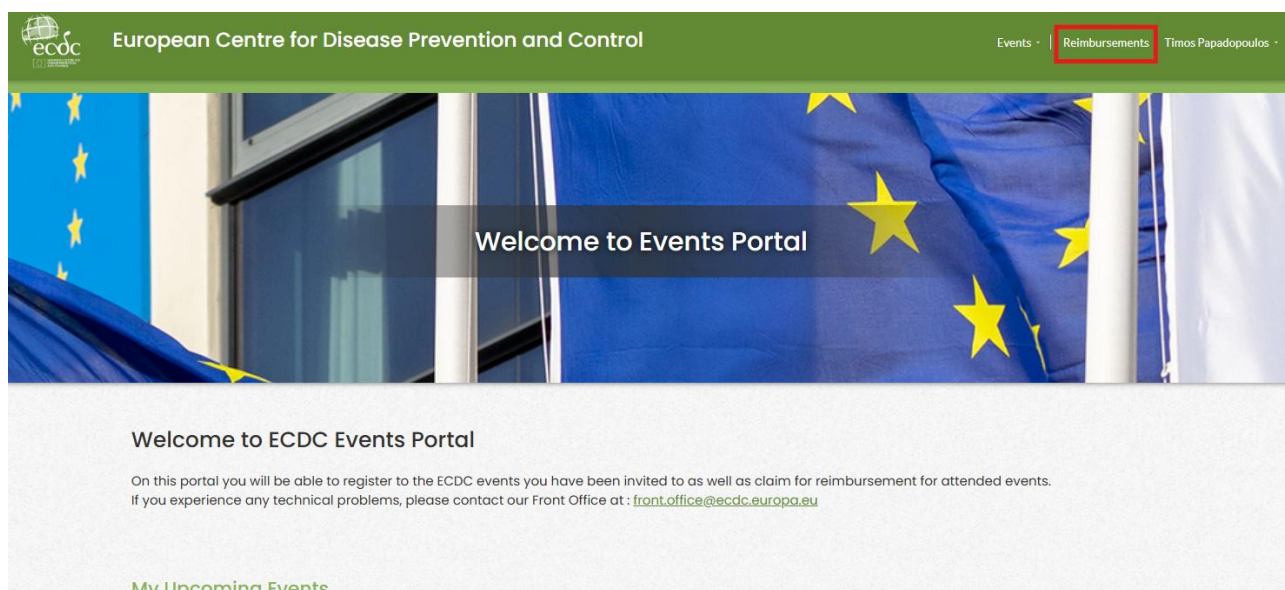
Reimbursements

My Reimbursement is a section of the portal where you can manage your claims for events you have attended only in the case you are eligible for a reimbursement for an event.

Submit a reimbursement claim for an event.

After you have attended an event you had registered to, and the reimbursement process has started, under the section My Reimbursements you can find the event(s) for which you can submit your claims.

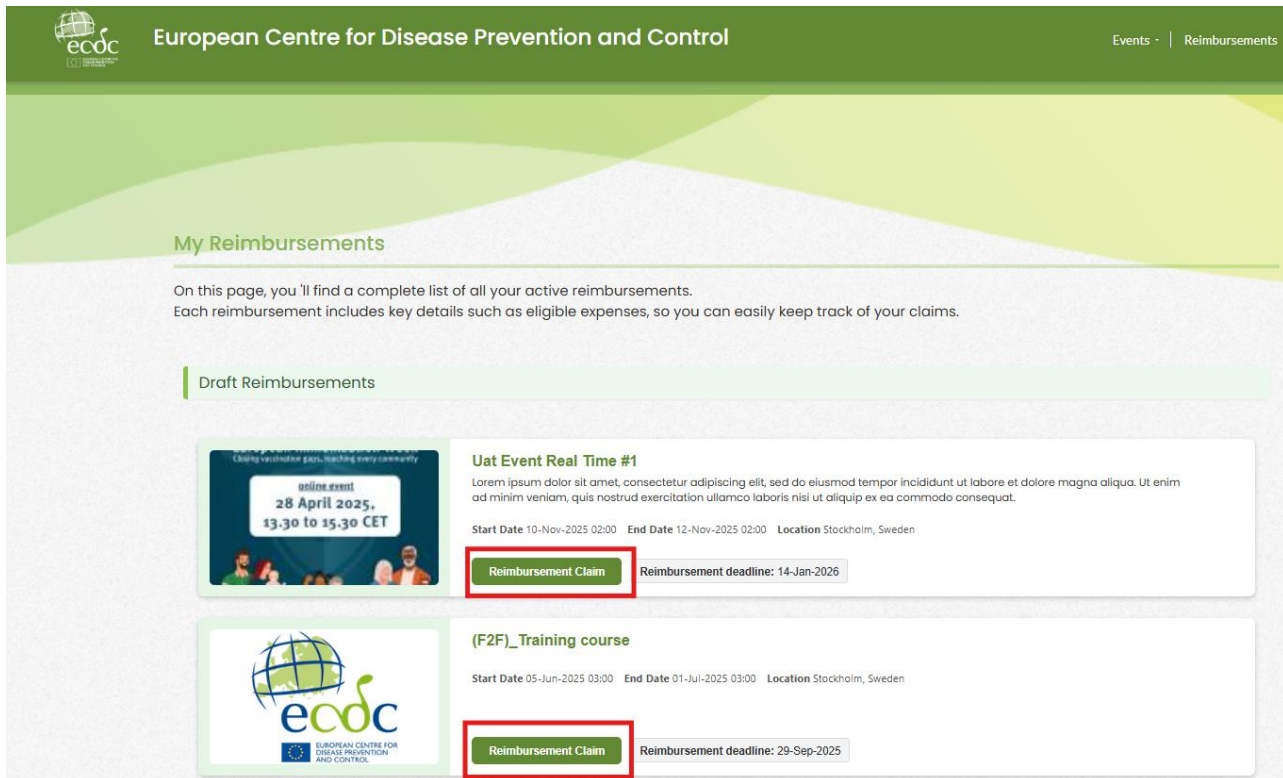
1. Click on **My Reimbursements** on the right top corner.



2. The screen displays a complete list of all the events for which there are active reimbursements including information on the deadline of each reimbursement claim.

Important note: *For an event to be included in the **Reimbursements** section you must be eligible for a reimbursement claim. Even if you have attended an event, if you are not eligible for a reimbursement for the particular event, it is not included in the list.*

3. Click on the **Reimbursement Claim** functional button of the event you want to submit your claim.




European Centre for Disease Prevention and Control

Events | Reimbursements

My Reimbursements

On this page, you'll find a complete list of all your active reimbursements. Each reimbursement includes key details such as eligible expenses, so you can easily keep track of your claims.

Draft Reimbursements



Uat Event Real Time #1

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Start Date 10-Nov-2025 02:00 End Date 12-Nov-2025 02:00 Location Stockholm, Sweden

Reimbursement Claim Reimbursement deadline: 14-Jan-2026



(F2F)_Training course

Start Date 05-Jun-2025 03:00 End Date 01-Jul-2025 03:00 Location Stockholm, Sweden

Reimbursement Claim Reimbursement deadline: 29-Sep-2025

4. The screen displays the Reimbursement form

Important Note: When you open the reimbursement application form, any personal information stored in your profile will be automatically displayed in the reimbursement application form as read-only values. In order to provide a different value to any of the pre-populated fields in the reimbursement form you need to make the appropriate changes to your profile and re-open the reimbursement application form.

- Ensure that you have populated all the required fields. If any of the required fields is missing a value, a message is displayed indicating the field(s) which do not have a value.



ECDC Event Reimbursement

The form could not be submitted for the following reasons:

- Name of bank account owner is a required field.
- Bank Information is a required field.

- You can add any eligible expenses by clicking on the **Add** button of the Eligible Expenses section of the form.

Eligible Expenses

Add

Expense Type	Travel Type	Specifications	Number of Nights	Price Per Night	Kilometres	Total Fare	Currency
There are no records to display.							

DSA Estimation: 180.00 €

7. Select the Expense Type you want to add from the dropdown list and populated the required fields for each expense type. You can also attach files to your expense by clicking on the **Upload** button.

Add Eligible Expense

Total Fare *

Currency *

Q

Comment

In case the receipts you are uploading are not in Latin alphabet, we would be very grateful if you could provide a short description for us regarding the receipt, ticket, etc. to facilitate the reimbursement process. Please note that you are not required to do any exchange rate calculations between different currencies, original proof of payment will suffice.

Attach Files (Please upload your proof of payment)*

You can upload a maximum of 1 file, up to 10MB. Supported files include pdf, tiff, jpeg, bmp, gif.

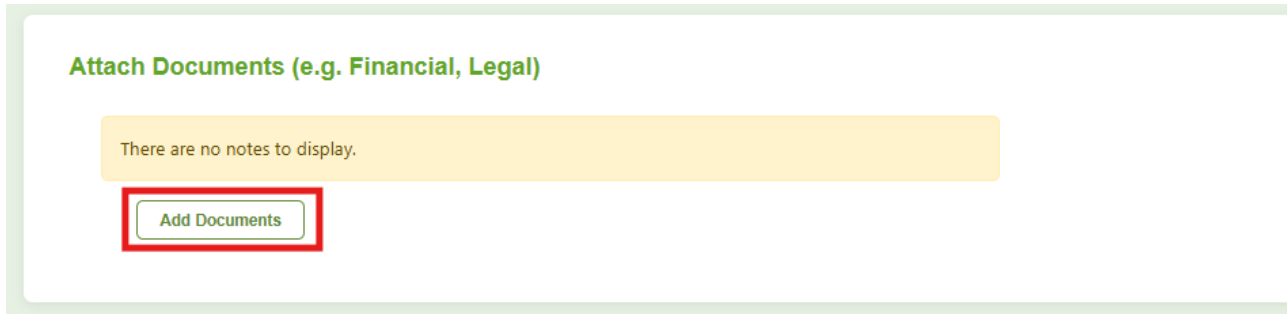
↑ Upload

Save

Important Note: You can only upload one file for your proof of payment upload and the file type must be either PDF, JPEG, TIFF, BMP or GIF and it can be up to 10MB in size.

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8. You can attach document to your reimbursement form by clicking Add Documents button under the Attach Documents section of the form.



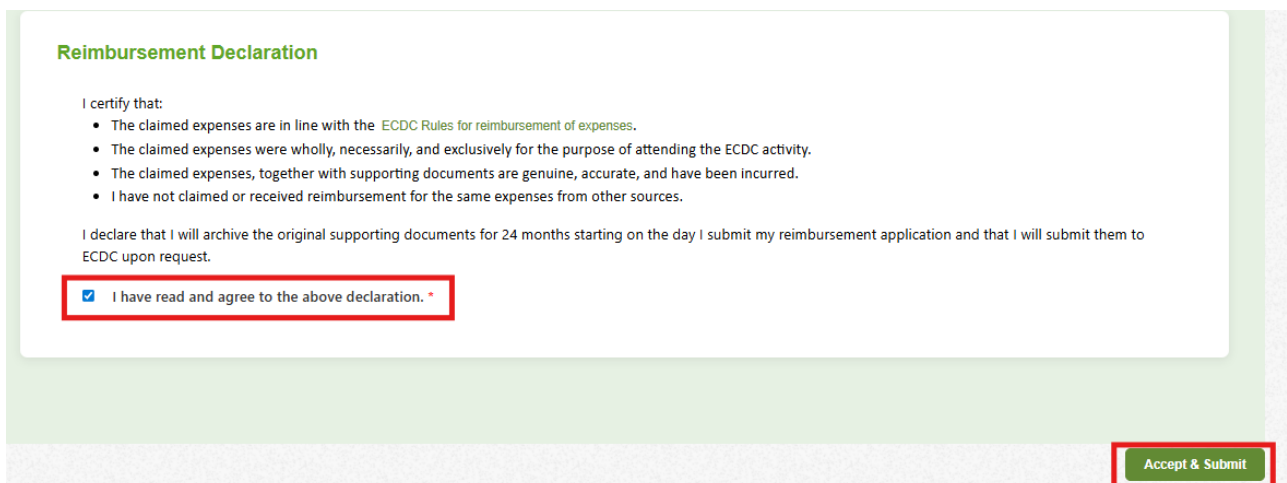
Attach Documents (e.g. Financial, Legal)

There are no notes to display.

Add Documents

Important Note: *You can only upload more than one file and the file type must be either PDF or JPEG, and it can be up to 10MB in size.*

9. Ensure that you have read and agree to the reimbursement declaration by checking the related checkbox.



Reimbursement Declaration

I certify that:

- The claimed expenses are in line with the [ECDC Rules for reimbursement of expenses](#).
- The claimed expenses were wholly, necessarily, and exclusively for the purpose of attending the ECDC activity.
- The claimed expenses, together with supporting documents are genuine, accurate, and have been incurred.
- I have not claimed or received reimbursement for the same expenses from other sources.

I declare that I will archive the original supporting documents for 24 months starting on the day I submit my reimbursement application and that I will submit them to ECDC upon request.

☒ I have read and agree to the above declaration. *

Accept & Submit

10. Click on **Accept & Submit** button to submit your reimbursement claim. Once successfully submitted you are presented with a confirmation message that your claim has been submitted successfully.



Your Reimbursement claim has been successfully submitted.

If you believe this is a mistake, please contact the event organizer.

Manage your reimbursements

In the Reimbursement section you are presented with a list of all the events you are eligible for a reimbursement claim. The statuses of each reimbursement indicate the current state from Draft, Submitted, and Processed.


Draft Reimbursements

These are active reimbursement records for the events you are eligible to a reimbursement claim. These entries are created after you have attended an event for which you are eligible to a reimbursement claim and the reimbursement process has started.

My Reimbursements

On this page, you'll find a complete list of all your active reimbursements. Each reimbursement includes key details such as eligible expenses, so you can easily keep track of your claims.

Draft Reimbursements



Uat Event Real Time #1

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Start Date 10-Nov-2025 02:00 End Date 12-Nov-2025 02:00 Location Stockholm, Sweden

Reimbursement Claim

Reimbursement deadline: 14-Jan-2026

User Manual for Events Participants

You can start your reimbursement application by clicking on the **Reimbursement Claim** functional button and the reimbursement application form is displayed.

The **Reimbursement deadline** is the final date after which you will not be able to submit your reimbursement claim for an event you are eligible to.

My Reimbursements

On this page, you'll find a complete list of all your active reimbursements. Each reimbursement includes key details such as eligible expenses, so you can easily keep track of your claims.

Draft Reimbursements



Uat Event Real Time #1

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Start Date 10-Nov-2025 02:00 End Date 12-Nov-2025 02:00 Location Stockholm, Sweden

Reimbursement Claim

Reimbursement deadline: 14-Jan-2026



(F2F)_Training course



Start Date 05-Jun-2025 03:00 End Date 01-Jul-2025 03:00 Location Stockholm, Sweden

Reimbursement Claim



Reimbursement deadline: 29-Sep-2025

Submitted reimbursements

These are the reimbursement claims which you have already submitted. These are active entries and you can still re-submit the reimbursement form to make any appropriate changes to the information originally submitted by clicking on the **Reimbursement Claim** functional button.

Submitted Reimbursements		
	sofia K Start Date 01-Nov-2025 06:00 End Date 25-Nov-2025 06:00 Location Stockholm, Sweden	Reimbursement Claim Reimbursement deadline: 25-Mar-2026 Submitted on: 28-Nov-2025 10:45
	sofia A Start Date 01-Nov-2025 12:00 End Date 25-Nov-2025 12:00 Location Burgas, Bulgaria	Reimbursement Claim Reimbursement deadline: 26-Feb-2026 Submitted on: 28-Nov-2025 10:29


The information in each of the submitted reimbursement claims includes the deadline date of the reimbursement application submission as well the date and time of the last submission.

Submitted Reimbursements		
	sofia K Start Date 01-Nov-2025 06:00 End Date 25-Nov-2025 06:00 Location Stockholm, Sweden	Reimbursement Claim Reimbursement deadline: 25-Mar-2026 Submitted on: 28-Nov-2025 10:45
	sofia A Start Date 01-Nov-2025 12:00 End Date 25-Nov-2025 12:00 Location Burgas, Bulgaria	Reimbursement Claim Reimbursement deadline: 26-Feb-2026 Submitted on: 28-Nov-2025 10:29

Processed Reimbursements

These are the reimbursement claims which you have submitted, and they are now being processed by ECDC. These entries cannot be edited but you can still view your information that you submitted by clicking on the **View** button.

Processed Reimbursements



ecdc
EUROPEAN CENTRE FOR
DISEASE PREVENTION
AND CONTROL

Sofia H

Start Date 24-Nov-2025 12:00 End Date 30-Nov-2025 12:00 Location Burgas, Bulgaria

View

Reimbursement deadline: 01-Mar-2026