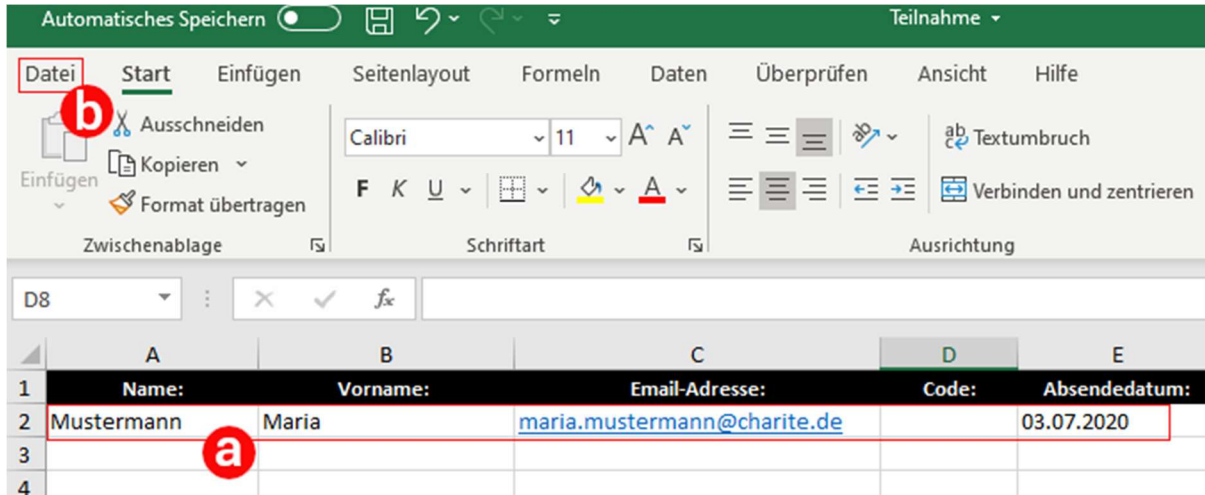


Request a certificate of participation

To receive a confirmation of participation, download the file and send it to the e-mail address below.

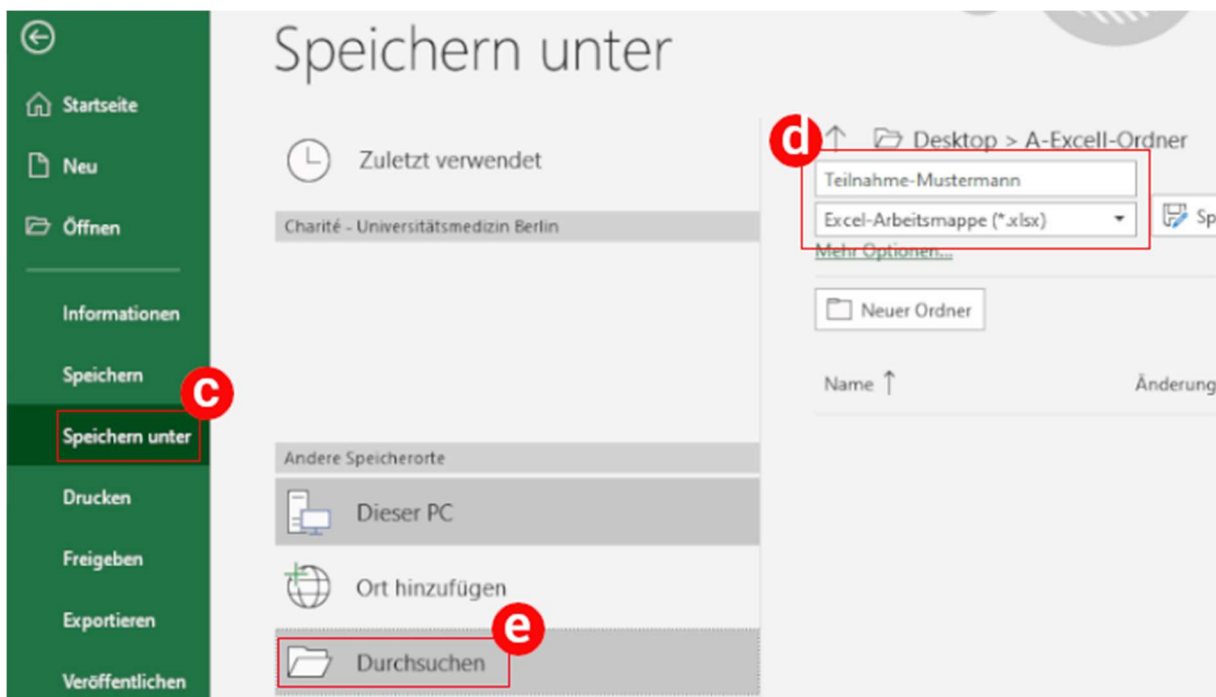
Tutorial for the application form

Open the file "Participation.xlsx" with Microsoft Excel



Please enter the desired data in the 2nd line (a). The code (column D) will be displayed during the presentation. As date please enter the date on which you send the form.

Now save the file on your computer. To do so, select the first menu item above "File/Datei" (b).



First select the menu item "Save as/Speichern unter" (c) on the left side. Then please enter the file name as follows: "Participation-YourLastName.xlsx" (d).

It is important that the file is saved as an Excel workbook (.xlsx) as before.

As the penultimate step, go to the "Search/Durchsuchen" item (e) and select a location on your computer where you can find the file easily (e.g. Desktop).

Send completed and newly saved file as a request

Now please send us an informal email to gwp-vorlesung@charite.de with the subject "Certificate of participation for the online lecture GWP + **YourLastName**" and attach the file "Participation-**YourLastName**.xlsx" which you have filled in and saved.

Now you have done everything to apply for a certificate of attendance. The certificate will be sent by email only.