

# BUILDING THE FUTURE



## HOW TO REGISTER

sponsored by

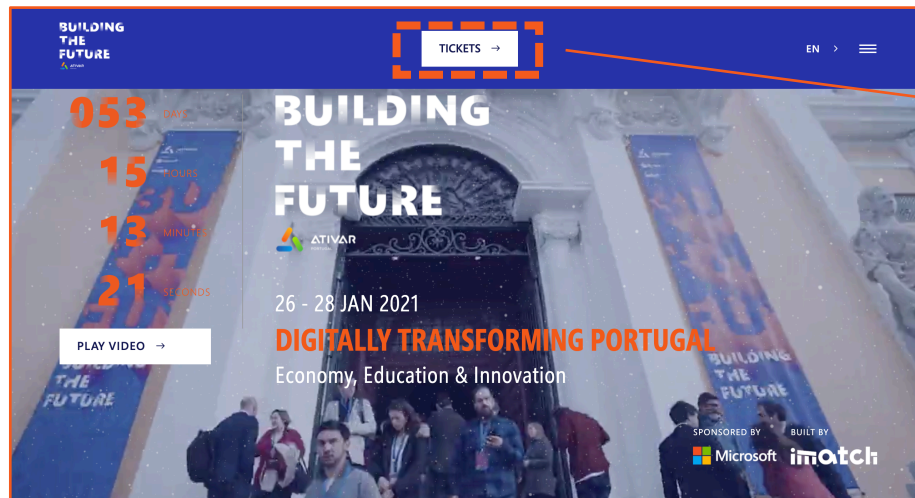


Microsoft

built by

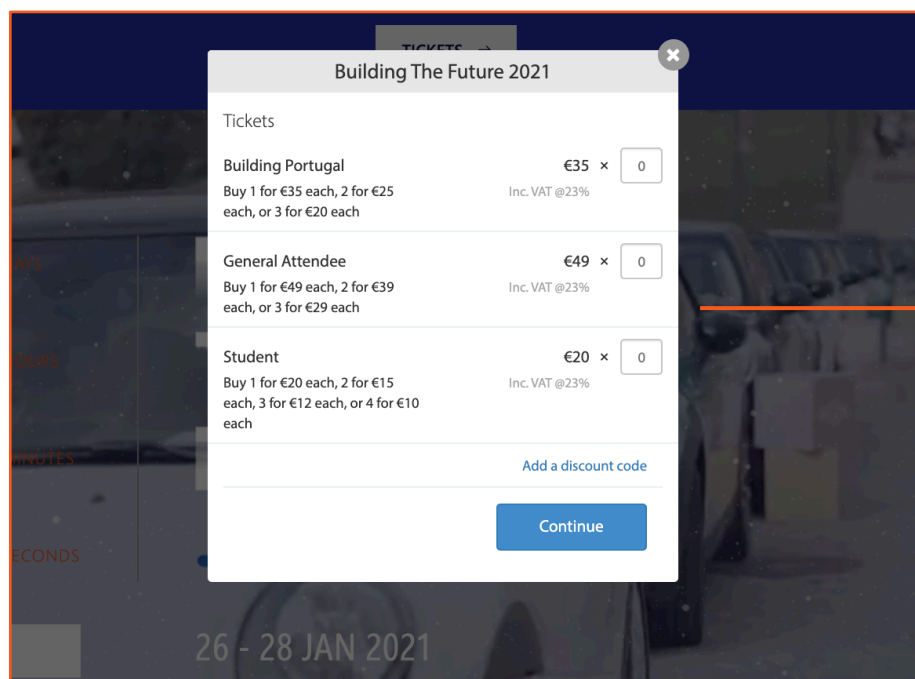
imatch





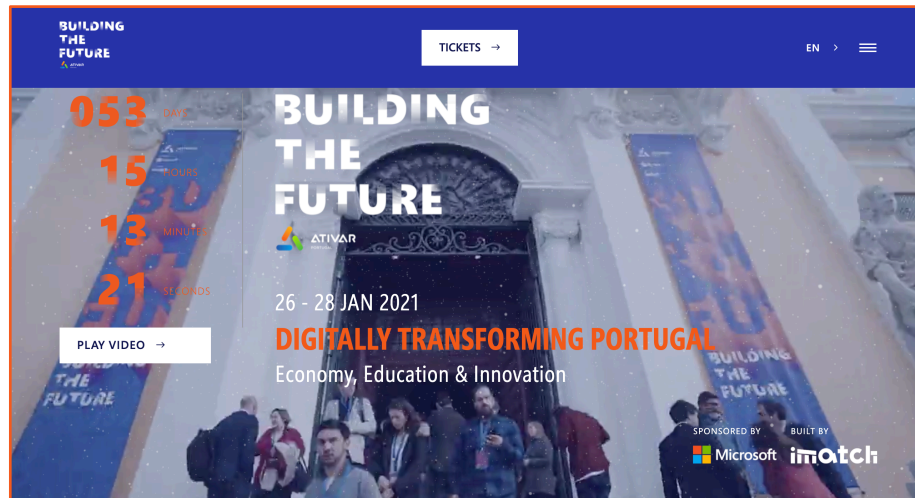
### STEP 1

Go to Building the Future website (buildingthefuture.pt), select Tickets.



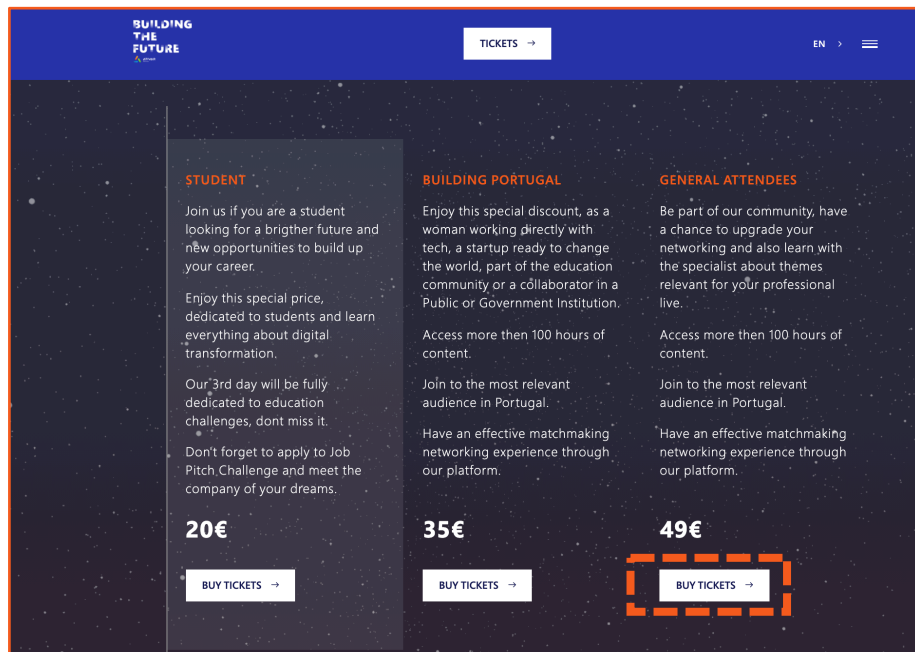
### STEP 2

Click > **Select** in **GENERAL ATTENDEE\***  
\*This step is valid for early bird and regular.



### STEP 1

You can also go to Building the Future website (buildingthefuture.pt) and scroll down until you see all the tickets displayed.



### STEP 2

Click > **BUY TICKETS** in **GENERAL ATTENDEE\***

\*This step is valid for early bird and regular.

**Building The Future 2021**

Tickets

General Attendee €49 × 1

Buy 1 for €49 each, 2 for €39 each, or 3 for €29 each

Inc. VAT @23%

Add a discount code

Continue

### STEP 3

A POP-UP window will open:

- Insert the number of tickets (1 for each person you wish to register)
- Click on **Add a discount CODE\***

\*This is an **alphanumeric CODE provided by CIP to their associations**. If you don't have any discount CODE please ask your Institution to provide you one. The code will grant a free of charge ticket

**Building The Future 2021**

Tickets

General Attendee €49 × 1

Buy 1 for €49 each, 2 for €39 each, or 3 for €29 each

Inc. VAT @23%

Discount code

Apply

Continue

### STEP 4

After entering your discount CODE click on **Apply\***  
Then click on **Continue**.

\* **You must click on "Apply" before "Continue"** for your discount to be considered.



**Building The Future 2021**

The following terms apply to General Attendee

Clicking below indicates that I am older than 18 years old and have read and accepted Building The Future [Terms and Conditions](#) and [Privacy Policy](#) and Microsoft [Privacy Policy](#).

**Accept & Continue**

#### STEP 5

In order to proceed your registration you must accept Microsoft Privacy Policy and BTF **Terms & Conditions** and **Privacy Policy** (this is mandatory).

**Building The Future 2021**

**Select** **Details** **Assign**

**Summary of your order** [Show details](#)

1 Ticket

**Your details** [Add a company name](#)

Company Name

Full name  Email address

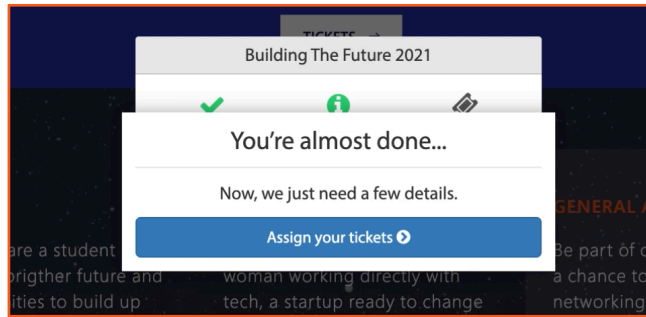
**Continue**

#### STEP 6

Complete your order details:

- Company name
- First and last name
- E-mail

Click on **Continue**.



### STEP 7

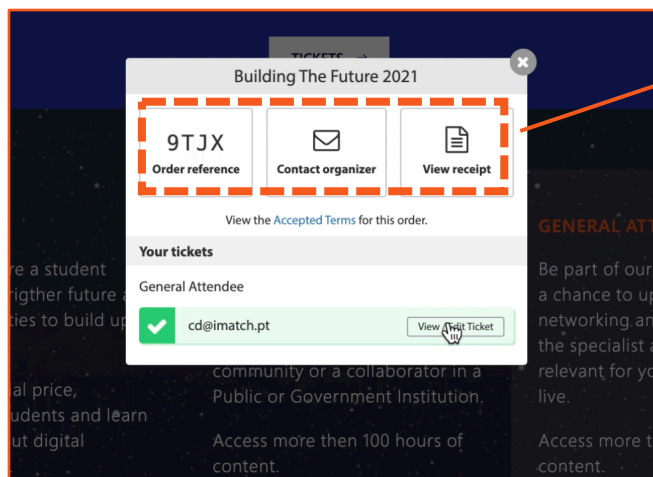
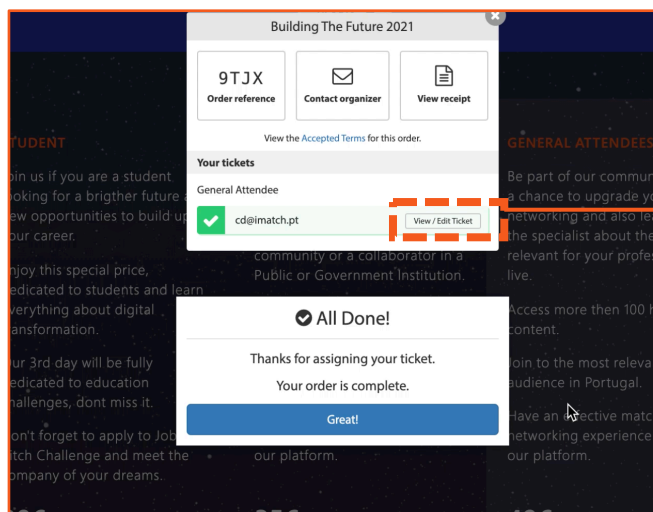
You are almost done... now you have to assign your ticket to yourself or someone else you are registering for.

- **Registering yourself:**  
You will continue with the data previously provided
- **Registering someone else – click on Re-assign > PLEASE PROCEED TO STEP 11.**

### STEP 8

Please fill out the information required – this will help us to provide you **meaningful recommendations about people and content.**

Then **Save** and proceed.



## STEP 9

Your registration is completed!

In case you need to change any of the details that you provided click on **View/Edit ticket**.

### Please note:

- Order reference: **no action required** this is just to identify your registration.
- Contact the organizer: it will open automatically an email to [hello@buildingthefuture.pt](mailto:hello@buildingthefuture.pt) in case you have any queries.
- View receipt: This is where you can change your receipt details if needed.

You can now **check your email**, we've just sent you your registration details.



## REGISTERING FOR SOMEONE ELSE





## STEP 11

### Registering someone else:

By clicking on **Re-assign** on **STEP 7**, it's now mandatory to provide name (first and last) and e-mail of the person you are registering for.

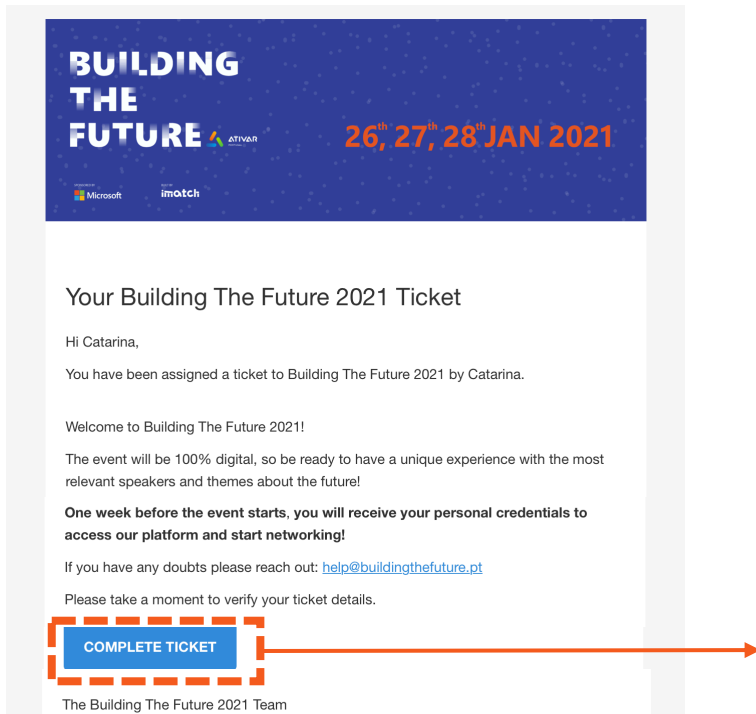
Then you have two options regarding the fill out of additional info to help us to provide **meaningful recommendations about people and content**.

- Option 1- "I don't have this information right now"

By choosing this option and clicking on **Send** – the person you just registered will receive an email asking to provide the mentioned additional info > **STEP 12**.

- Option 2 – complete the information required.

**Save** and proceed.



General Attendee

INCOMPLETE

Ticket 1 of 1

9TJX-1

Basic info

Add a company name

Attendee first name

Catarina

Attendee last name

Attendee last name

Attendee email

cd@imatch.p

Re-assign

Additional info

I don't have this info right now

What is your company sector?

What is your area of expertise?

☐ Accounting & Finance

☐ Business Development

☐ Consulting

☐ Digital

☐ Fintech

☐ HR

☐ IT

☐ Legal

☐ Logistics / Distribution

☐ Marketing

☐ Media & Communication

☐ Operations

☐ Procurement

☐ R&D

☐ Sales

☐ Sustainability & Innovation

\* I am looking for

☐ AI

☐ Cyber Security

☐ Data

☐ Diversity & Inclusion

☐ Empowering Solutions

☐ Future

☐ Industry Insights

☐ Live Chat Interaction

☐ Panel Discussions

☐ Startups

☐ Sustainability

☐ Talent Hunt

☐ Talk Presentations

☐ Teams & Operations

☐ Trust

\* What is your Job Title?

Back

Save

**STEP 12**

**Registering someone else:**

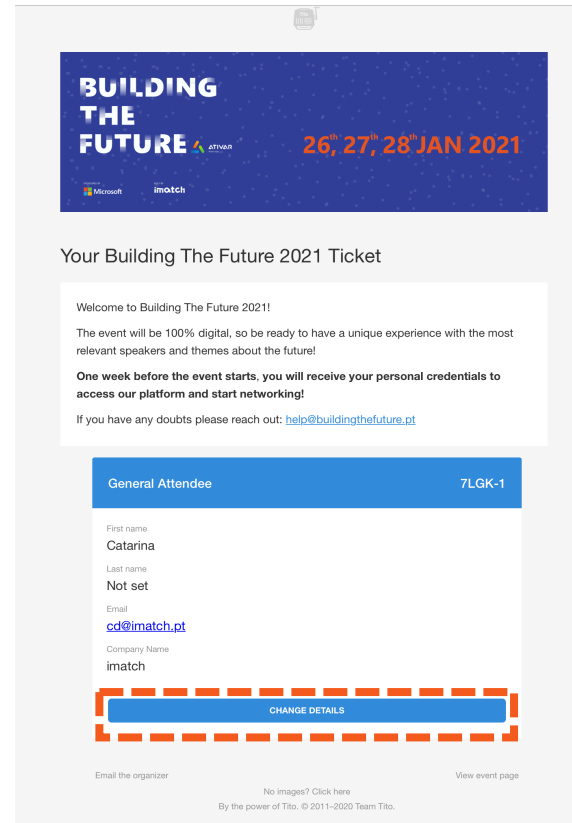
the person you just register will receive an email asking to provide the mentioned additional info (Company sector; Job title; Area of expertise; Objective) > **COMPLETE TICKET.**

**Please note:** despite registering someone else you will receive the confirmation email with the order reference. You will be able to see your order and change any receipt details if needed.

## EMAIL 1



## EMAIL 2



## STEP 13

You'll receive two e-mails:

**EMAIL 1** - Registration confirmation.

**VIEW ORDER:** See your order and change any details if needed.

**EMAIL 2** – additional information.

**CHANGE DETAILS:** You can re-assign the ticket or change any details on the information provided.

**These are not action required emails but if you don't receive them please let us know** ([help@buildingthefuture.pt](mailto:help@buildingthefuture.pt)).

### Please note:

One week prior to the event we will send you another e-mail with your credentials.

**This will be an action required email:** define your password, log in and start networking on Building The Future 2021 platform. This e-mail will be sent through [noreply@buildingthefuture.pt](mailto:noreply@buildingthefuture.pt).

LET'S BUILD THE FUTURE TOGETHER

**BUILDING**