Innovations Fair Registration Instructions for the 2016 Land Conference

Please complete the registration process for the Innovations Fair of the 2016 Annual World Bank Conference on Land and Poverty by logging into your ConfTool user account using the following link:


Instructions on how to create a user account in Conftool can be found here. The primary representative who will be present on the day of the Fair should register for the Innovations Fair, following the steps below.

Please note that the Innovations Fair registration fee covers the exhibition fee for two representatives from your company. The fee also includes a 5”x5” table, banner, WiFi, and power access. Once you log-into your Conftool account, please proceed as below:

1. From the Overview screen in ConfTool, please select Register for the Conference to begin registration.

2. Please select either:
   - Innovations Fair Registration for OGC Members
   - Innovations Fair Registration for non-OGC Members
For OGC Members, please enter your MemberID from your Account Profile in the My Account section of the OGC Web Portal.

Then:

a. Upload a **high resolution** version of your **company logo**.
b. Whether or not you would like your company to appear on the official list of participants, and
c. The rest of your personal information details on the page and click **Proceed to Step 2: Event and Item Selection** at the bottom of the page.
3. In **Step 2** of the registration process, please fill in details about **why your company is interested in participating in the 2016 Innovations Fair**, as well as details of your co-representative to be exhibiting at the conference.

Please answer, **within 200 words**:
- A brief description of your company
- Why is your product Innovative?
- How does your product align with the themes of the 2016 Conference?

Details of your co-representative from your company **who will be at the exhibition booth with you during the entire day of the Innovations Fair**. Please enter this information accurately as the Innovations Fair registration fee covers the exhibition fee for **two representatives from your company**.

- Name of co-representative
- Organization (if different from yours, for some reason)
- Email of co-representative
- OGC Member ID (if you are both from an OGC organization)

Please click **Proceed to Step 3** at the bottom of the page, to move to the next page.
4. In **Step 3** of the registration process, enter the address for your invoice and select your payment method. Please note that the payment methods for the conference are:
   - Via Credit Card
   - Visa Wire Transfer
     i. If you could like to pay via wire transfer, please select this option, and the details of the wire transfer will **appear on your home page in your Conftool account**, once you have completed registration.

   Please send landconference@worldbank.org and hhunter@worldbank.org a copy of the confirmation of the transfer and also let us know when the wire transfer has been effected. Please include the Conftool User ID of the person whose fees are being paid via wire transfer. Unless we can verify the wire transfer has occurred and for whom, the outstanding debt will show in your account.
5. In **Step 4** of the registration process, please review the details of your registration and carefully read the terms of registration and payment. Press the **Confirm Purchase** button at the bottom of the page to confirm your registration.
6. In Step 5 of the registration process, please pay your registration fees by filling out the payment information and confirming your address. Please press the **Pay Now** button at the bottom of the page to pay the registration fees for the conference. Please allow the website a few minutes to process your payment and do not click the back button during this time.
You will be sent a confirmation email, confirming the details of your registration and payment.

Please note that registration for the Fair is not complete until your full payment is received.

Questions? Email the Land Conference team at landconference@worldbank.org