



## 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:

<https://www.conftool.com/landandpoverty2016/>.

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.

The screenshot shows the 'Overview' page of the ConfTool application. At the top, there is a navigation bar with the time '3:17:47 pm EST', the user name 'User Test', and a 'Logout' button. Below the navigation bar, the page displays a welcome message: 'Welcome, Prof. User Test! You are logged in as user test.' A red banner below this message states: 'You are not yet registered as participant. You can register below.' Underneath, a section titled 'You can select from the following options:' lists several menu items: 'Your Submissions', 'Select Priority Topics', 'Register for the Conference', 'Show User Account Details', 'Edit User Account Details', 'Logout', and 'Logout and Return to the Main Website'. The 'Register for the Conference' option is highlighted with a red rectangular box, and a red arrow points to it from the right side of the page.

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:

- Upload a **high resolution** version of your **company logo**.
- Whether or not you would like your company to appear on the official list of participants, and
- 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.

**Scaling up Responsible Land Governance**  
ANNUAL WORLD BANK CONFERENCE ON LAND AND POVERTY  
WASHINGTON DC, MARCH 14-18, 2014

Settings 5:07:38 pm EST User Test Logout  
Overview - Participant Data

### Registration for Participation - Step 1 of 4: Participant Status

Here you can register for conference participation. Please select your status.  
After completing the registration process, you will receive a confirmation e-mail, and you will also be able to print out your registration confirmation.

1. Participant Status 2. Event and Item Selection 3. Payment Details 4. Confirm Registration

#### Participant Status Information

Time Discount	Early Bird
* Status	<input type="radio"/> World Bank Group/IMF Staff <input type="radio"/> Regular Participant <input type="radio"/> Participant who received a special code <input type="radio"/> Student of developing country nationality <input type="radio"/> Academic of developing country nationality <input type="radio"/> Civil-society professional of developing country nationality <input checked="" type="radio"/> Innovations Fair Registration for OGC Members <input type="radio"/> Innovations Fair Registration for non-OGC Members Please enter your OGC MemberID You can access this unique MemberID from your Account Profile in the My Account section of the OGC Web Portal.
Please enter the code provided by the conference organizers	<ul style="list-style-type: none"><li>World Bank Group/IMF staff, please enter your UPI (digits only).</li><li>OGC members, please enter your MemberID from your Account Profile in the My Account section of the OGC Web Portal.</li><li>Students, academics and CSO professionals from developing countries, please enter your nationality</li></ul>
Upload File or Confirmation	A file must be submitted to confirm your participant status and to proceed. Supported file formats: pdf, jpg. Maximum file size: 10 megabytes Choose File No file chosen
Upload Information	Please provide a high-resolution logo of your organization

#### Personal Conference Profile for this Event

\* Listed as Participant  I do not want to appear on the list of participants.  
 I want to appear on the official list of participants.  
The list will be accessible online to other conference participants.

The following details will be used for name badges and the list of participants

* Title	<input type="radio"/> Ms. <input type="radio"/> Mrs. <input type="radio"/> Mr. <input type="radio"/> Dr.
Full Academic Title / Professional Position	Doctor
* First Name	User
* Last Name / Surname	Test

#### Name Badge Data

* Full Name	User Test Please enter your name as you would like it to appear on your name badge. Please do not add your title to the text. Maximum length: 100 characters.
* Organization / Company	NGO
Department	
Country of Residence	Andorra

Proceed to Step 2: Event and Item Selection

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.

Innovations Fair		Innovations Fair Registration	USD 500.00
* Organization	Name of Organization	Geotech	←
* Description of your Organization	Description of Organization	This company was founded in 1989	←
* Innovativeness of Product	Innovativeness of Product	We are working on the latest version of the Geotech satellite	←
* Alignment with Themes of the Conference	Alignment with the Themes Land and Poverty 2016	Our product is relevant for the Urban land management strategies and affordable housing theme of the conference because we work in	←
Co-Representative Name	Co-Representative	Name: John Smith	←
Co-Representative Organization	Organization of Co-representative	Organization: Geotech	←
Co-Representative Email	Email of Co-representative	E-mail: johnsmith@geotech.com	←
Co-Representative OGC MemberID	OGC MemberID of Co-Representative	OGC MemberID (if applicable): xxxxx	←
<b>Total Discount (only visible to admins and assistants)</b>			
Discount		0.0 %	
<b>Extra Fee or Credit (only visible to admins and assistants)</b>			
* Extra Fee or Credit	Title	Amount	\$
		0.00	
This value will be added or credited (for negative values) to the subtotal of the invoice.			
<b>Miscellaneous</b>			
Remark of Participant			
Return to Step 1: Participant Status		Proceed to Step 3: Payment Details	

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](mailto:landconference@worldbank.org) and [hhunter@worldbank.org](mailto: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.

Settings 5:23:34 pm EST User Test Logout

Overview > Participant Data

### Registration for Participation - Step 3 of 4: Payment Details

Please enter your payment method and details.

1. Participant Status ✓ 2. Event and Item Selection ✓ 3. Payment Details 4. Confirm Registration

Description	Unit Price	Fee
Information Sharing Confirmation if presenting, I give permission for my paper/presentation to be made available on the conference website Innovations Fair	\$ 500.00	\$ 500.00
<b>Innovations Fair Registration</b> Innovations Fair <b>Name of Organization</b> Organization: Gedtech Innovations Fair <b>Description of Organization</b> Description of your Organization: This company was founded in 1989 Innovations Fair <b>Innovativeness of Product</b> Innovativeness of Product: We are working on the latest version of the Gedtech satellite Innovations Fair <b>Alignment with the Themes Land and Poverty 2016</b> Alignment with Themes of the Conference: Our product is relevant for the Urban land management strategies and affordable housing theme of the conference because we work in Innovations Fair <b>Co-Representative</b> If you are bringing a co-representative to exhibit at the Innovations Fair, please enter their information below <b>Co-Representative Name</b> Name: John Smith Innovations Fair <b>Organization of Co-representative</b> Co-Representative Organization: Organization: Gedtech Innovations Fair <b>Email of Co-representative</b> For your co-representative, please also enter their email below <b>Co-Representative Email:</b> E-mail: johnsmith@gedtech.com Innovations Fair <b>OGC MemberID of Co-Representative</b> If applicable, please also enter their OGC MemberID Co-Representative OGC MemberID: OGC MemberID (if applicable): xxxxx		
<b>Total Amount</b>		<b>\$ 500.00</b>

**Invoice Address: Choose Recipient of Invoice and Receipt**

\* Recipient of invoice and receipt  Use the address of the participant

Participant's address: NGO, Prof. Uber Test, ABC, 20043 Seoul, Andorra, nismailas@hotmail.com

Invoice address if different to the address of the user account holder

\* Recipient of invoice and receipt  Use an alternate address. Please select this option and enter details below.

**Customer Reference ID**

Reference: You may enter a reference ID, e.g. a purchase order number or a VAT number to be printed on the invoice.

Via credit card, using a secure online payment service.  
Your credit card details will be required after the participant registration process.  
The following cards are accepted:

- Visa
- MasterCard
- American Express

**Miscellaneous**

Remark of Participant

Return to Step 2: Event and Item Selection **Proceed to Step 4: Confirm Registration**

- 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.





Settings 5:20:57 pm EST User Test Logout

Overview > Participant Data

### Registration for Participation - Step 4 of 4: Confirm Registration

Please confirm your entries by clicking on "Confirm Purchase".  
Only then you are registered as a confirmed conference participant.  
After completing the registration process, you will receive a confirmation e-mail, and you will also be able to print out your registration confirmation.

1. Participant Status ✓ 2. Event and Item Selection ✓ 3. Payment Details ✓ 4. Confirm Registration

#### Name and Organization of User

Prof. User Test  
NGO  
ABC  
20043 Seoul  
Andorra  
E-mail: nismaelias@hotmail.com

**6121**

#### Participant Status Information

Registration Date: 15th Oct 2015, 05:10:27pm (Early Bird)  
Status: Innovations Fair Registration for non-OGC Members  
Submitted File/Confirmation: Cadastre 5.jpg

Description	Unit Price	Fee
If presenting, I give permission for my paper/presentation to be made available on the conference website Innovations Fair Registration	\$ 500.00	\$ 500.00

Name of Organization  
Organization: Geotech  
Description of Organization  
Description of your Organization: This company was founded in 1999  
Innovativeness of Product  
Innovativeness of Product: We are working on the latest version of the Geotech satellite  
Alignment with the Themes Land and Poverty 2016  
Alignment with Themes of the Conference: Our product is relevant for the Urban land management strategies and affordable housing theme of the conference because we work in

Co-Representative  
Co-Representative Name  
Name: John Smith  
Organization of Co-representative  
Co-Representative Organization:  
Organization: Geotech  
Email of Co-representative  
Co-Representative Email:  
E-mail: johnsmith@geotech.com  
OGC MemberID of Co-Representative  
Co-Representative OGC MemberID:  
OGC MemberID (if applicable): xxxxx

Total Amount \$ 500.00

#### Payment Details

Via credit card, using a secure online payment service.  
The organizers have not yet printed this invoice. **No payment has been recorded yet. Registration is not complete until your full payment is received.**

#### Confirmation of Registration Terms

**Terms of Registration and Payment**

- The registration of participation is binding.
- If you have to cancel the registration, you are eligible to receive 50% back, effective until two weeks after the date of payment. In all other cases, the financial responsibilities of the participants remain fully effective.
- The participation fees are owed upon registration and registration is effective only once registration fees have been paid.
- If you cannot attend the conference, you can transfer the registration fee to a colleague. Please email landconference@worldbank.org the Conftool User ID and Full Name of the participant who is not attending, and the Conftool User ID and Full Name of the participant who is attending (both participants need to have user accounts in Conftool). The transfer cannot be made without this information.

Confirm  I have read and understood the above terms of registration and payment and declare acceptance.


[Return to Step 3: Payment Details](#) [Confirm Purchase](#)

- 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.

Users 4:54:01 pm EST Nisma Elias Logout

Overview > Payment Details

**Please pay now using our secure online payment system**



Payment Reference	Land and Poverty Conference 2016: Nisma Elias (ID: 1012), Invoice: LP2016-00013
Total Amount	USD 200.00
Paid in total	USD 0.00
Amount due	USD 200.00

**Please enter your credit card details below**

The following cards are accepted:

- Visa
- MasterCard
- American Express

\* Credit Card Number

\* Valid Until Jan 2015

\* Card Validation Code

The CVC code (also called CVV or CSC) is printed on Visa- and MasterCard in the signature panel on the back of the card. It is the digits after your credit card number. The American Express verification number (CID) is a small 4-digit number on the front of your card.

*Address of Credit Card Holder (required, must match monthly statement address)*

\* Print Name of Credit Card Holder Test User

\* Street & House Number or PO Box Number 1818 H st NW

\* City Washington

\* Postal Code / Zip Code 20043

State / Territory / Province District of Columbia

\* Country of Residence United States of America

\* E-mail Address of Card Holder testuser@email.com

**Pay now**

Overview > Payment Details Print View

Contact and Legal Notice - Contact Address: landconference@worldbank.org  
Conference: Land and Poverty 2015

Conference Software - ConfTool Pro 2.6.86  
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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](mailto:landconference@worldbank.org)