# BUILDING THE FUTURE (A ALIVAR

## **HOW TO REGISTER**







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.



FUTURE	TICKETS →	IN >
		GENERAL ATTENDEES
Join us if you are a student	Enjoy this special discount, as a	Be part of our community, have
looking for a brigther future and	woman working directly with	a chance to upprade your
new opportunities to build up	tech, a startup ready to change	networking and also learn with
your career.	the world, part of the education	the specialist about themes
	community or a collaborator in a	relevant for your professional
Enjoy this special price, dedicated to students and learn	Public or Government Institution.	live.
everything about digital	Access more then 100 hours of	Access more then 100 hours of
transformation.	content.	content.
Our 3rd day will be fully	Join to the most relevant	Join to the most relevant
dedicated to education	audience in Portugal	audience in Portugal.
challenges, dont miss it.		
	Have an effective matchmaking	"Have an effective matchmaking
. Don't forget to apply to Job	networking experience through	networking experience through
Pitch Challenge and meet the	our platform.	our platform.
company of your dreams.		
20€	35€	49€
BUY TICKETS ->	BUY TICKETS →	BUY TICKETS →
	요즘 것, 김 영화 것같은 것,	

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.





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 Microsoft to their guests**. If you don't have any discount CODE please ask your code to Microsoft. The code will grant a free of charge ticket

#### **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.





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

#### **STEP 6**

Complete your order details:

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

Click on Continue.



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.

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	9TJX Order reference	Contact organizer	Uiew receipt		
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ur 3rd day will be fully edicated to education	Thanks for assigning your ticket. Your order is complete.			ioin to the most releva audience in Portugal	
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itch Challenge and meet th ompany of your dreams	e our p	latform.		our platform.	



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 <u>hello@buildingthefuture.pt</u> 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**



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	I don't know yet			relevant for v
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#### **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.

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#### Your Building The Future 2021 Ticket

Hi Catarina,

You have been assigned a ticket to Building The Future 2021 by Catarina.

Welcome to Building The Future 2021!

The event will be 100% digital, so be ready to have a unique experience with the most relevant speakers and themes about the future!

One week before the event starts, you will receive your personal credentials to access our platform and start networking!

If you have any doubts please reach out: help@buildingthefuture.pt

Please take a moment to verify your ticket details.



Basic info	Add a com	pany nam
Attendee first name	Attendee last name	
Catarina	Attendee last name	
Attendee email		
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O Additional info	I don't have this inf	a right no
What is your company sector?		
What is your area of expertise?		
Accounting & Finance		
Business Development		
Consulting		
Digital		
Fintech		
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Logistics / Distribution		
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Media & Communication		
Operations		
Procurement		
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Data Dissertity & 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?		

#### **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



Building The Future 2021 January 26th–28th, 2021

Hi Catarina. The Building The Future 2021 Team

Summary 1 × General Attendee



#### EMAIL 2



#### Your Building The Future 2021 Ticket

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If you have any doubts please reach out: help@buildingthefuture.of



#### **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).

#### 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 trough noreply@buildingthfuture.pt.

# LET'S BUILD THE FUTURE TOGETHER

