

# BUILDING THE FUTURE



## HOW TO REGISTER

sponsored by

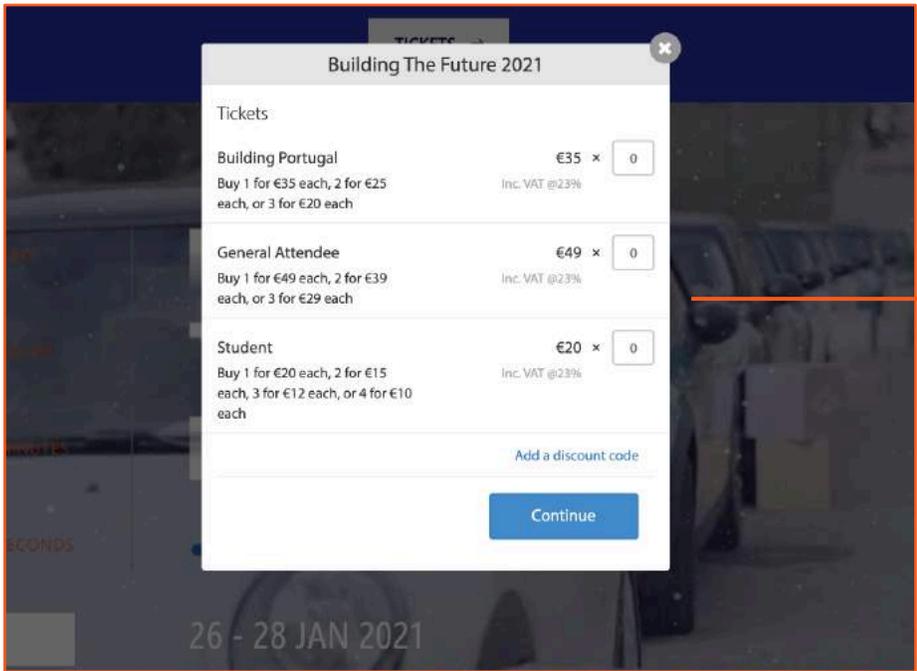


built by





**STEP 1**  
Go to Building the Future website (buildingthefuture.pt), select Tickets.

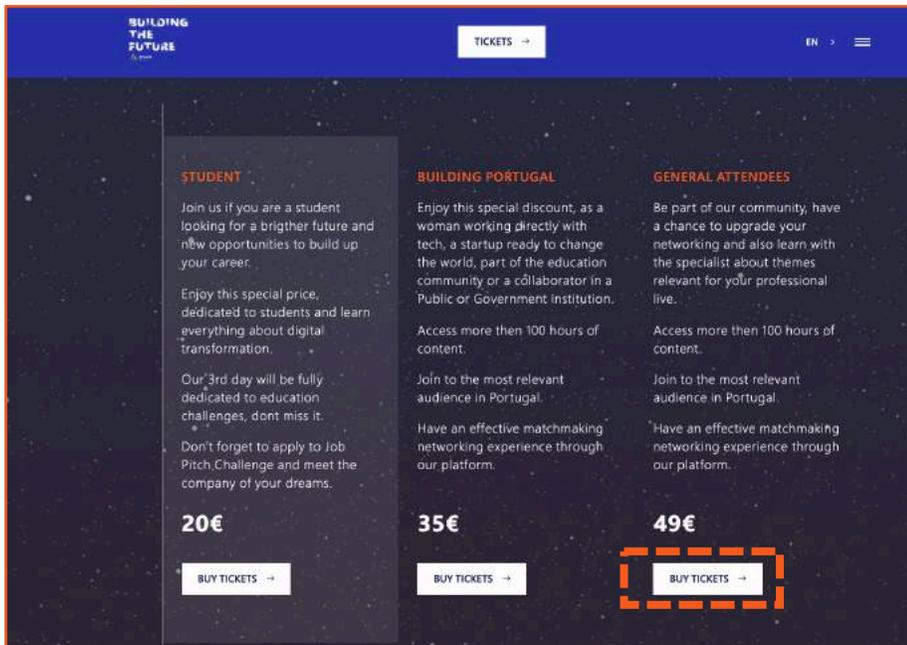


**STEP 2**  
Click > **Select** in **GENERAL ATTENDEE\***  
\*This step is valid for early bird and regular.



### STEP 1

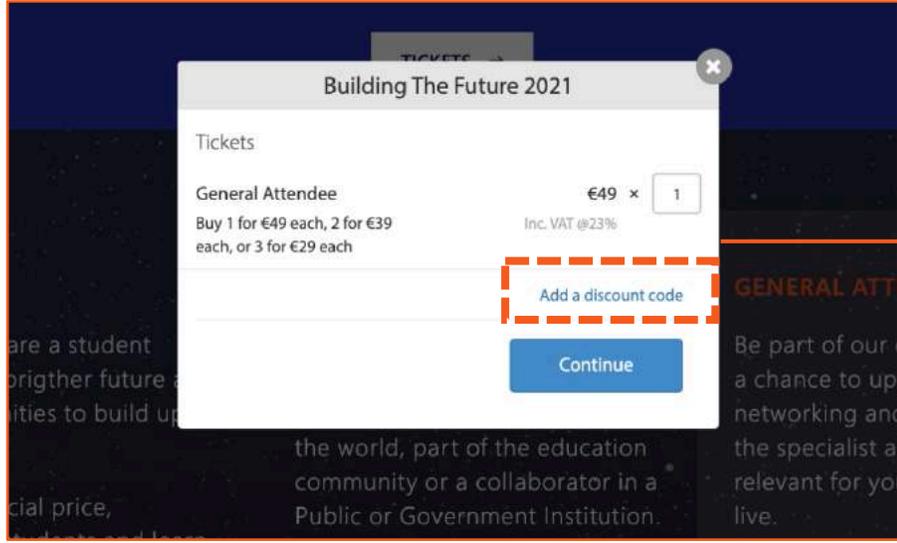
You can also go to Building the Future website (buildingthefuture.pt) and scroll down until you see all the tickets displayed.



### STEP 2

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

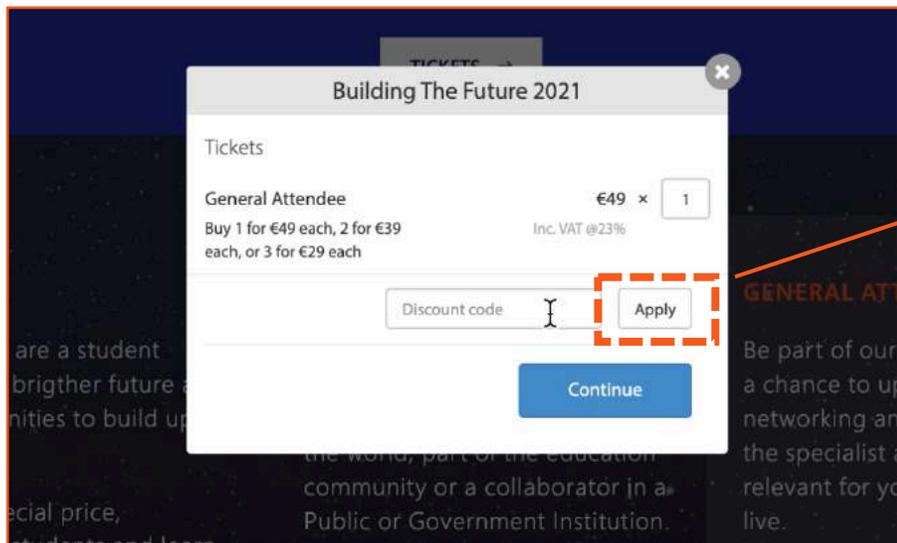
\*This step is valid for early bird and regular.



**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 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

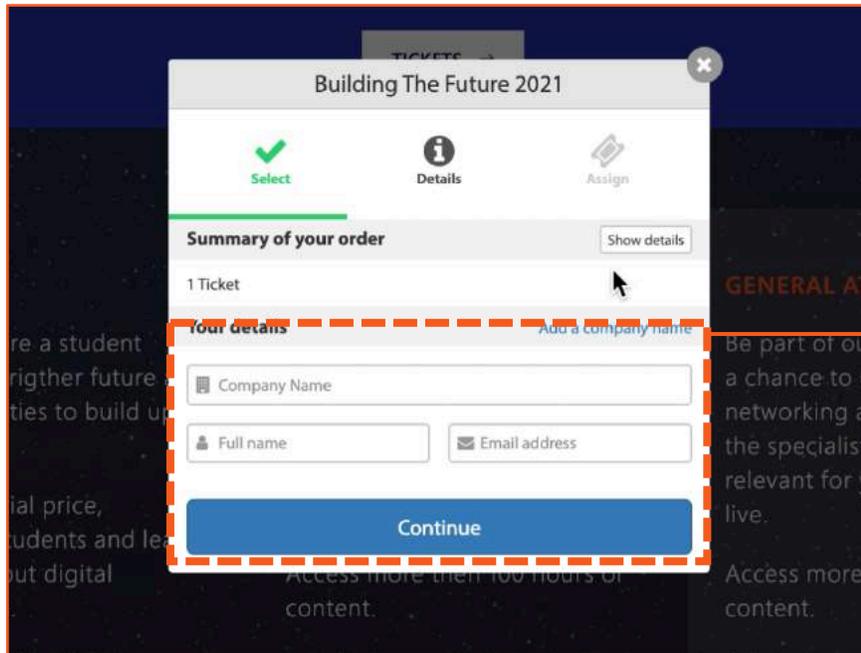


**STEP 4**  
After entering your discount CODE click on **Apply\***  
Then click on **Continue**.

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



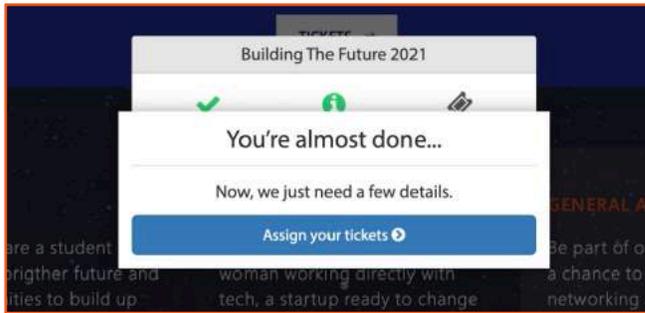
**STEP 5**  
In order to proceed your registration you must accept Microsoft Privacy Policy and BTF **Terms & Conditions and Privacy Policy** (this is mandatory).



**STEP 6**  
Complete your order details:  

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

Click on **Continue**.



General Attendee  
Ticket 1 of 1

**Basic info** Add a company name

Attendee first name Attendee last name

Attendee email 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
- Emerging Tech
- 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 7

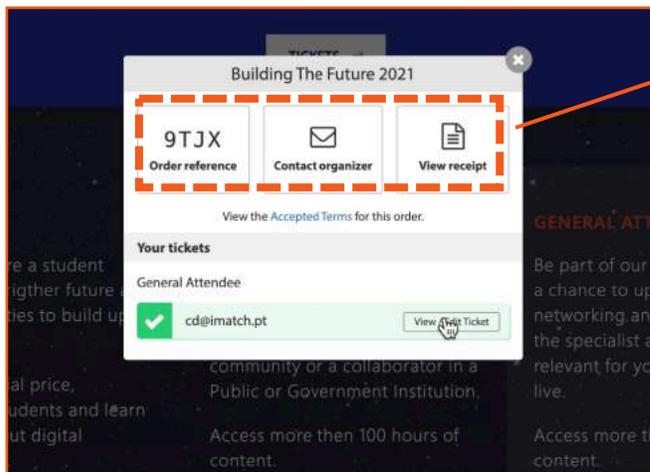
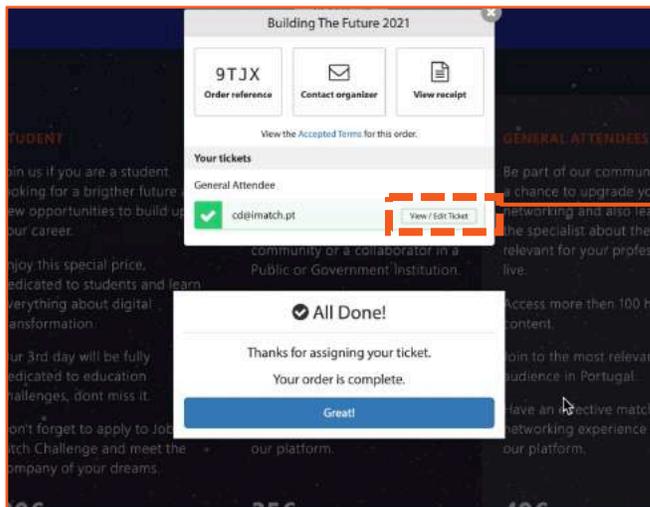
You are almost done... now you have to assign your ticket to yourself or someone else you are registering for.

- **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**.

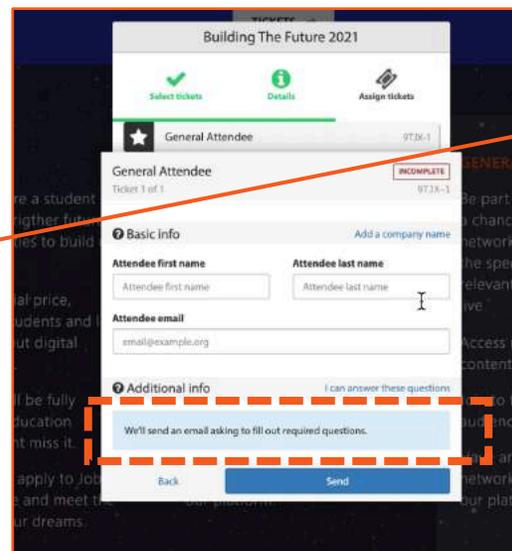
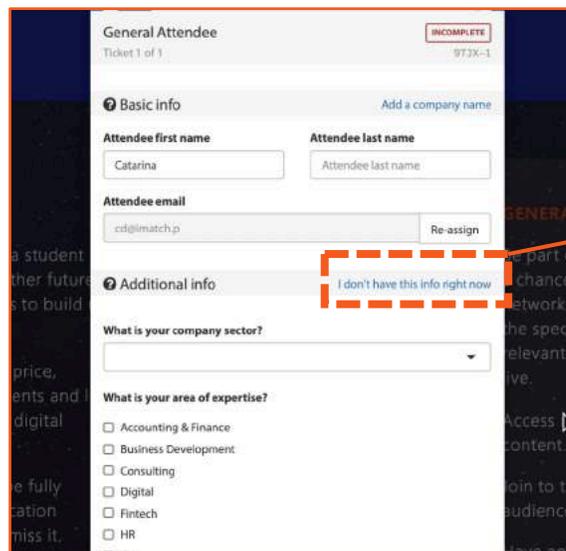
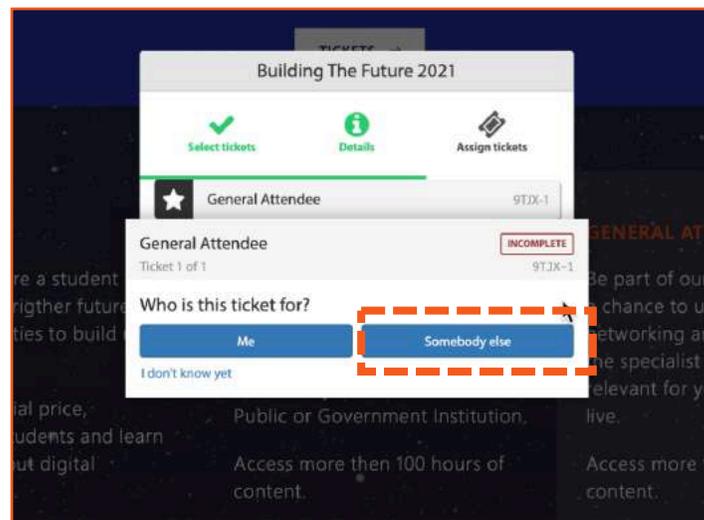
**Please note:**

- 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.

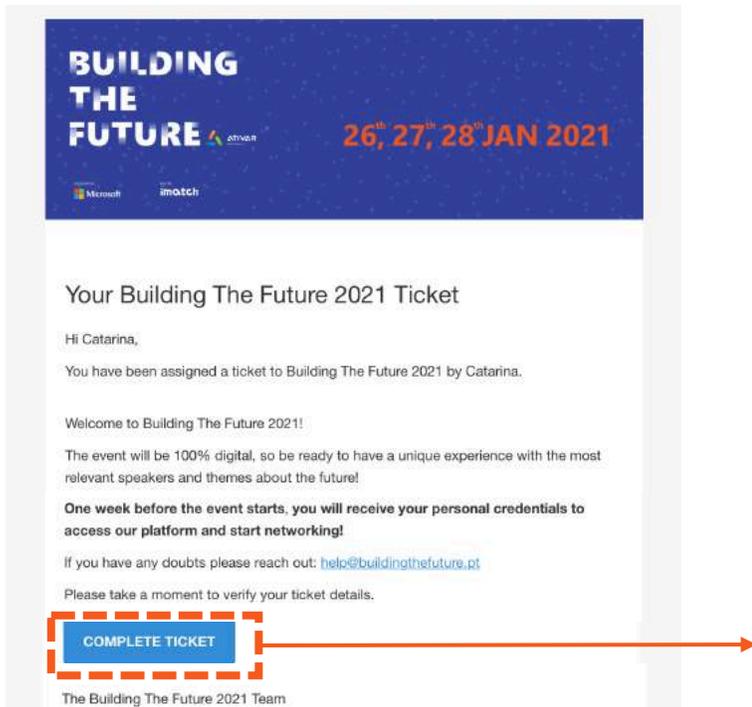
Then you have two options regarding the fill out of additional info to help us to provide **meaningful recommendations about people and content**.

- 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.



**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.**

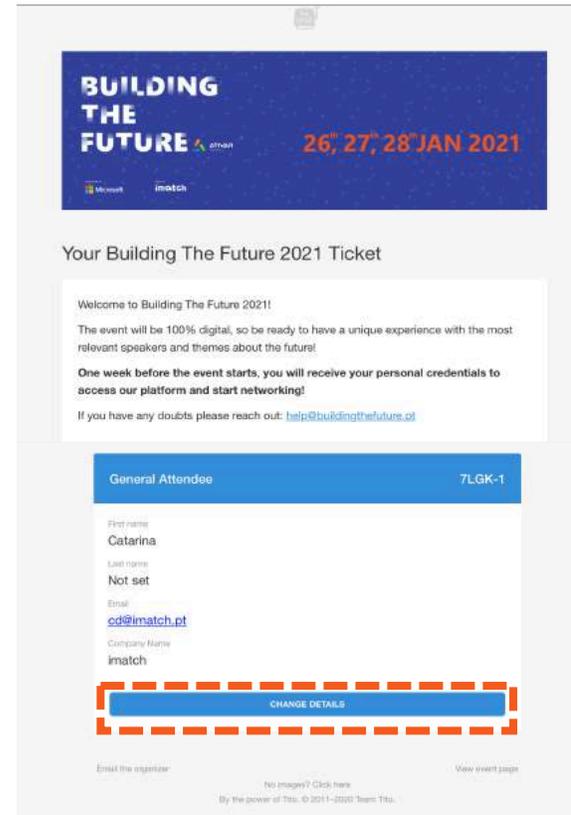
**Please note:** despite registering someone else you will receive the confirmation email with the order reference. You will be able to see your order and change any receipt details if needed.



## 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**