

IATA Conferences – Group Registration Guide

As a sponsor / exhibitor, you have been allocated a certain number of badges for the members of your company. Below, you will find a guide to help you with the registration process.

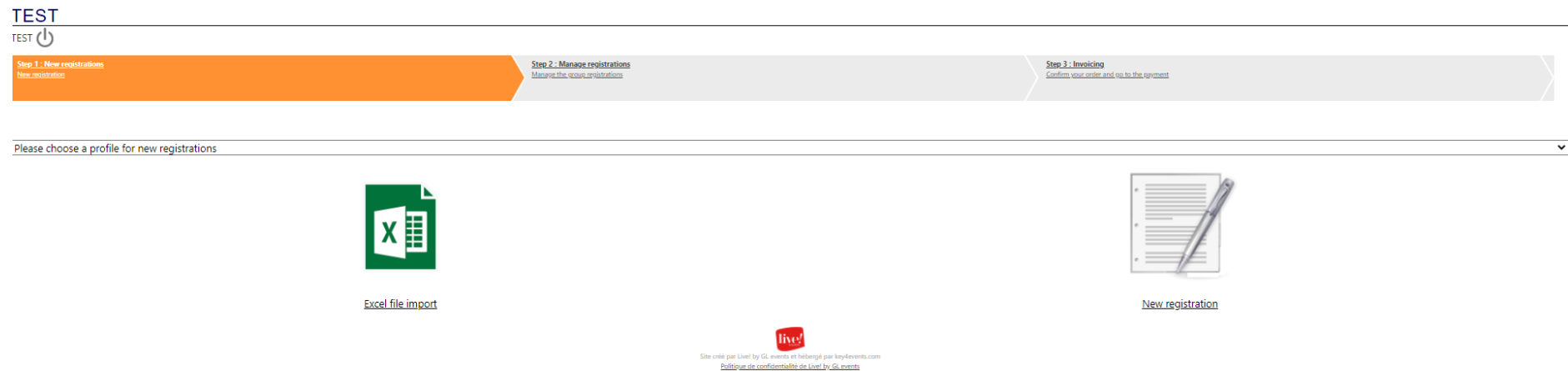
There are 2 ways of registering your members:

- One by one registrations (page 2)
- File upload registrations (skip to page 5)

If you encounter any difficulties, do not hesitate to contact us using the registration team email address corresponding to the event.

OPTION 1 – One by one registrations

- 1) Log in to your personal space by using the link, IDs and password provided in the email called *Group members registration*, you should end up on this page:



2) Select the « Exhibitor / Sponsor » profile like below then click on « New registration »:

TEST

TEST 

Step 1 : New registrations
[New registration](#)

Step 2 : Manage registrations
[Manage the group registrations](#)

Step 3 : Invoicing
[Confirm your order and go to the payment](#)

Exhibitor / Sponsor



[Excel file import](#)



[New registration](#)



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- 3) Fill out the form for the 1st member of your group, you may choose « **sponsor/exhibitor registration fee – included in sponsorship** » as your badges are included in your contract. Then, click on « **SAVE AND INSERT A NEW PERSON** »:

CONDITIONS

☐ I accept the general sales conditions below. *

☐ I agree to share my contact details with other delegates via various means and be accessible via the networking event tool and receive registration communication. *

☐ I agree that I can be contacted by the event organizer on my phone during the conference for the meeting and other networking purposes. *

☐ I agree that accepting these terms and conditions means I agree that any picture, video and other marketing material taken during the conference or the event can be used for promotional purposes.

GENERAL SALES CONDITIONS

In accordance with the amended Law No. 78-17 dated 6 January 1978 and the Regulation (EU) 2016/679 dated 27 April 2016, LIVE! by GL events, controller, informs you any data shall be processed primarily for the following purposes: registration, communication and marketing. The communication of these data is optional. As your consent constitute the legal basis for the processing, it can be revoked at any time.

The recipients of the personal data are : the relevant LIVE! by GL events departments, partners of LIVE! by GL events if applicable, and potentially some processors. LIVE! by GL events shall only keep personal data for such time as is necessary for the purposes mentioned above and implement a data protection system reinforced by the use of physical and logical security methods.

You have the right to access, question, correct and challenge any data that refers to you, the right to data portability, the right to obtain restriction of processing and the right to set out general and specific guidelines establishing the manner in which your data is processed.



You are expressly informed that you also have the right to challenge the use of your personal data for legitimate reasons, as well as the right to object to the use of this data for commercial prospecting purposes.

To exercise your rights, please send an email including a photocopy of a signed identity document to the following address: _____

You also could have the right to lodge a complaint with a supervisory authority.

SAVE AND QUIT

SAVE AND INSERT A NEW PERSON




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- 4) Once this is done, don't hesitate to **email the registration team in order for them to send the confirmation emails** to your registered members as well as their visa invitation letters if applicable.

OPTION 2 – File upload


- 1) Log in to your personal space by using the link, IDs and password provided in the email called *Group members registration*, you should end up on this page:


TEST 


Step 1 - New registrations
[New registrations](#)


Step 2 - Manage registrations
[Manage the new registrations](#)

Step 3 - Invoicing
[Confirm your order and go to the payment](#)

Please choose a profile for new registrations 



[Excel file import](#)


[New registration](#)


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2) Select the « sponsor » profile like below and download the Excel file import:

TEST

TEST 

[Step 1 : New registrations](#)
[New registration](#)

[Step 2 : Manage registrations](#)
[Manage the group registrations](#)

Exhibitor / Sponsor



[Excel file import](#)



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- 3) Fill in the file and upload it at the same spot of in *Step 1: Excel file import*.
- 4) Once this is done, don't hesitate to **email the registration team in order for them to send the confirmation emails** to your registered members as well as their visa invitation letters if applicable.