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AFTES
ASSOCIATION FRANÇAISE DES
TUNNELS ET DE L'ESPACE SOUTERRAIN
42 Rue Boissière, 75116 Paris

XVIIth INTERNATIONAL CONGRESS
AFTES 2023

*Underground space
at the heart of transitions*

2 to 4 OCTOBER 2023
PARIS, PALAIS DES CONGRÈS

**USER MANUAL
EXHIBITORS ACCREDITATION**

ACCESING THE PLATFORM

You can access your exhibitor group space by using the login credentials and the link sent by email or the one below:

Platform link: <https://livebyglevents.key4register.com/key4register/group.aspx?e=131&c=1479>



WELCOME ON THE GROUP REGISTRATION PLATFORM!

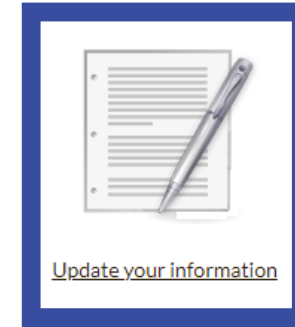
IF YOU DID NOT RECEIVE YOUR ACCESS CODES, PLEASE CONTACT: AFTES@GL-EVENTS.COM

DOWNLOAD THE EXHIBITORS ACCREDITATION TUTORIAL [HERE](#).

A login form with a dark blue border. It contains two input fields: "User name" with the text "Login" inside, and "Password" with "*****" inside. Below the fields is a light blue button labeled "CONNECT".

PRE STEP

Complete your information form



← TEST EXPO



Address

Zip code

Country

Phone

Website

Logo
*.jpg, *.png

Divers

Description

Please enter your billing address in case you would like to purchase additional badges.

City

France

Fax

Select

STEP 1

Register your participants



[Update your information](#)



[Manage your attendees](#)

← TEST EXPO



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](#)

The first step consists in registering your attendees. Please choose a profile and then you can register them:

- **one by one** by clicking on "Register someone" then validate by clicking on "Validate and register a new person".

- **import an Excel file** by uploading and filling the "template". *The mandatory fields are indicated by **.

Once you have imported or registered all your attendees, click on Step 2.

Please choose a profile for new registrations

↑
Select "Exhibitor"



[Download the template](#)



[Register someone](#)

2 OPTIONS :

1 Import an Excel file using the template

OR

2 One by one manual entry registrations (see next slide)

Please choose a profile for new registrations



Choisir un fichier
[Download the template](#)

1



[Register someone](#)

2

1

Personal information

Title Mr. Ms.

First/Given Name *

Last/Family Name *

Organisation Name *

Department

Address *

Postal Code *

City/State *

Country *

Phone number

E-mail Address *

E-mail for billing address

VALIDATE AND REGISTER A NEW PERSON

2

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

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

Manual entries

1

Complete the form
Required fields are marked with *.
The name of the company will appear on the badge.

Click on “validate and register a new person”
to validate the registration.

2

To go to the next step, click on "Step 2:
Manage registrations".

STEP 2

Step 2 allows you to affect registrations to the attendees. You must link a registration to a participant. You can research them by last name and first name.


[Affecting registration to a participant ?](#)

Click on the appropriate fees next to the attendee's name. Then click on "**Validate changes**" to save changes.

If you have pre-ordered registrations, the quota are indicated above the participants list. Countdown is automatic when you affect registrations.

If not, you can add registrations out of quotas prereserved. The order will be created and the proforma will be issued in Step 3.


[Modifying a participant ?](#)

Click on the pencil symbol  and then "**Validate changes**" to save changes.

[Cancelling a participant?](#)

Click on the cross symbol . Registration will be available in your quota.

[Sending confirmations to your attendees?](#)

You can send your attendees a confirmation with their access codes to their personal account. They will be able to download their certificate of attendance. You simply need to click on the envelope symbol  to send the email automatically.

STEP 2

How do I allocate a registration to the participant?

You pre-ordered registrations. **The remaining quotas are shown above the attendee list.** You can add extra registrations, they will be invoiced in step 3.

To allocate a registration, tick the corresponding box, then click on "Validate changes" at the bottom right. If this registration fits in the quotas, the countdown is automatic. If this is an extra registration, it will be automatically added to your order.

4 registrations



You have reached the maximum number of registrations to Exhibitor Badge.

				Exhibitor pass		
		Last Name	First Name	Cost (€)	Exhibitor Badge	Add exhibitor badge
	Exhibitor	DO	Ma		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Exhibitor	EXPO	Test	200.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Exhibitor	EXPO	Test		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Exhibitor	PO	Test		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Export the list

Validate changes

STEP 3

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

Once all your participants have been allocated their registration, click on "**Step 3: Invoicing**" at the top.

Step 3 allows you to download and/or pay your invoice. Paid invoice can only be issued once the payment is received.

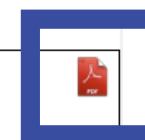
You can [download your invoice](#) by clicking on the **PDF symbol**. You can also pay by credit card online by clicking on the button.

If you need to [indicate a purchase order](#) or other reference on the invoice, please use the sidebar "**Reference**" below the invoice number.

Please send us a proof of payment in order to identify the payment more easily.

You have finished group registrations !

Your invoice



My orders

Order #12003

Reference

You can modify your reference clicking here.

Label	Quantity	Unit taxes excl.	Price taxes excl.
Additional exhibitor badge	1	166.67	166.67

[PAY ONLINE](#)

Total taxes excl.	166.67 €	Total taxes incl.	200.00 €
VAT 20 %	33.33 €	Paid amount	0.00 €
		Balance	200.00 €

If you have pre-ordered additional badges, we invite you to confirm the order once you have completed your purchases. By clicking on the **PDF icon** you can download the proforma with the terms of payment. **Registrations will be confirmed upon receipt of payment.**

Contact

If you have any questions, don't hesitate to contact the registration team:

aftes@gl-events.com

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