XVIIth INTERNATIONAL CONGRESS
AFTES 2023

Underground space at the heart of transitions

2 to 4 OCTOBER 2023
PARIS, PALAIS DES CONGRÈS

WWW.AFTES2023.COM

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

GROUP REGISTRATION PROCESS

Quick access

Accessing the group platform

Access your group space through the link and login details sent by email.

AFTES 2023 WEBSITE   INDIVIDUAL REGISTRATION   GROUP REGISTRATION

WELCOME ON THE GROUP REGISTRATION PLATEFORM!

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

DOWNLOAD THE EXHIBITORS ACCREDITATION TUTORIAL HERE.

User name   Login

Password   ••••••••

CONNECT

Features

The group space displays several features. You can fill out your group information, register your participants, modify or cancel registrations, download your invoices and pay your registrations fees by Credit Card.
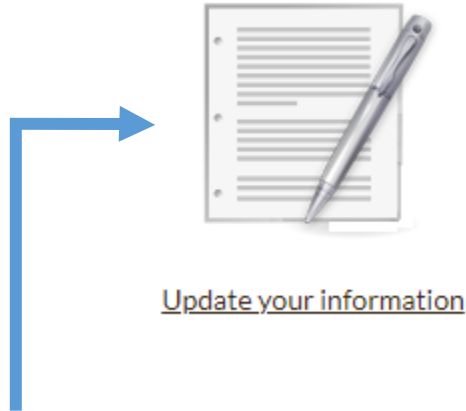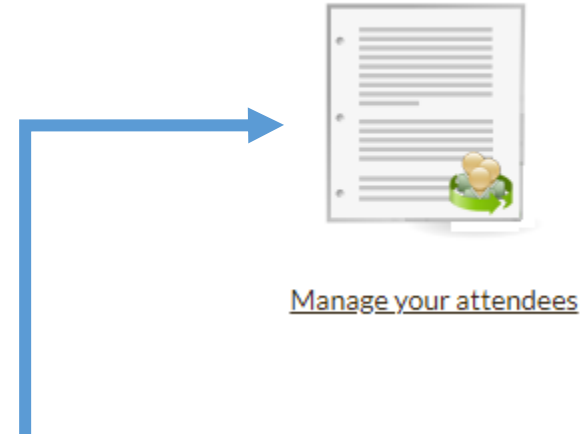

Click here to log out

Click here to go back to the previous page

Features

Fill out your information / Manage your registrations

Update your information

Manage your attendees

Click here to modify or complete your group information

Click here to manage your registrations and to download your invoices

Registering participants

Etape 1 : Nouvelles inscriptions	Etape 2 : Gérer les inscriptions	Etape 3 : Facturation
Nouvelle inscription	Gérer les inscriptions du groupe	Saisissez vos références et réglez vos commandes

If your participants have not yet been imported to your group space, you **can import an Excel file** containing all the information on your participants, or you can **register them one by one**.

Careful consideration must be given <u>to selecting the right registration profile</u>.

Please choose a profile for new registrations

1- Global import
Download the import model before importing your participants

Choisir un fichier | Aucun fichier choisi
Download the template

2- One by one registration

Register someone

Boxes marked with an asterisk are mandatory

Registering participants

Exhibitor: Exhibitor badge

Visitor: Visiting the exhibition is free of charge. This badge gives access to the exhibition and coffee breaks. It does not give access to the conferences.
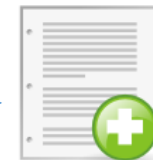
Attendee: congress registration for 1 or 3 days. The congress badge gives access to the conferences, exhibition, coffee breaks, congress briefcase and the gala dinner.

Before registering any participant, please select the right registration profile.

Please choose a profile for new registrations

Choisir un fichier   Aucun fichier choisi
Download the template

Register someone

And click here to start registering them

Individual registrations

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

To register one participant, please fill in the required field, and click on « *Save* » to validate the registation.

Boxes marked with an asterisk (*) are mandatory.

Please make sure to use **a unique email address per registration**. This will allow participants to access their personal space and connect to the mobile app.

If you would like to receive a copy of the email confirmation, please contact the registration office:

aftes@gl-events.com

Personal information

Civilite *	○ Mr. ○ Ms.
Last/Family Name *	
First/Given Name *	
Organisation Name *	
Department	
Address *	
Post Code	
City/State *	
Country *	Please select ▼
Phone number *	🇫🇷 ▼ 06 12 34 56 78
Mobile number *	🇫🇷 ▼ 06 12 34 56 78
E-mail Address *	

Allocating registrations

Step 1 : New registrations	Step 2 : Manage registrations	Step 3 : Invoicing
New registration	Manage the group registrations	Confirm your order and go to the payment

Please allocate the right registrations to all participants by ticking the corresponding boxes.

1 registrations

		Last Name	First Name	Cost (€)	Delegate 3 days	Delegate reg 1day 21	Delegate reg <35 yo	Delegate reg 1day 22	Delegate reg 1day 23	Gala dinner	Lunch Thursday 21	Lunch Tues 22 Sep	Lunch Wed 23
✏️✖	ATTENDEE	EXPO	Test	840.00	✔	☐	☐	☐	☐	☐	☐	☐	☐

Export the list   ✔ Validate changes

Modifying registrations

1 registrations

		Last Name	First Name	Cost (€)	Delegate 3 days	Delegate reg 1day 21	Delegate reg <35 yo	Delegate reg 1day 22	Delegate reg 1day 23	Gala dinner	Lunch Thursday 21	Lunch Tues 22 Sep	Lunch Wed 23
							Delegate			Gala		Lunch	
ATTENDEE		EXPO	Test	840.00	☑	☐	☐	☐	☐	☐	☐	☐	☐

X Export the list

✔ Validate changes

The "pencil" icon allows you to modify a participant. The "cross" icon allows you to delete it.

Once the registrations have been ticked, please validate to register.

Invoices

Step 1 : New registrations	Step 2 : Manage registrations	Step 3 : Invoicing
New registration	Manage the group registrations	Confirm your order and go to the payment

You can **download your invoices** and **pay for your fees** on your group space as shown below.

You can download your invoice/proforma here

MY ORDERS

Order #42583
Reference

You can modify your reference clicking here.

Label	Quantity	Unit taxes excl.	Price taxes excl.
Inscription congressiste 3 jours	1	763.64	763.64
Déjeuner le lundi 2 octobre	1	30.00	30

PAY ONLINE				
	Total taxes excl.	793.64	Total taxes incl.	876.00
	VAT	82.36	Paid amount	0.00
			Balance	876.00

If you wish to pay for your order by credit card, click here

Confirmation email

To send a **confirmation email to a participant,** click on the « envelop » icon.

The confirmation email contains their **personal login details** and **registration information.**

1 registrations

		Last Name	First Name	Cost (€)	Delegate					Gala	Lunch		
					Delegate 3 days	Delegate reg 1day 21	Delegate reg <35 yo	Delegate reg 1day 22	Delegate reg 1day 23	Gala dinner	Lunch Thursday 21	Lunch Tues 22 Sep	Lunch Wed 23
	ATTENDEE	EXPO	Test	840.00	☑	☐	☐	☐	☐	☐	☐	☐	☐

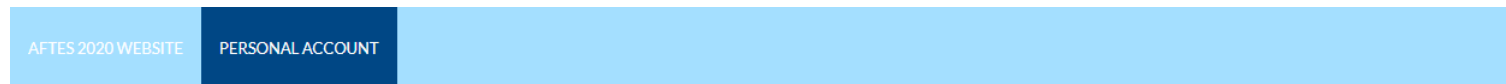Export the list   Validate changes

Participants' personal space

Participants can log into their **personal space** with the login credentials provided in their confirmation email.

On the congress website under « **registration** », click on the « **personal account** » button.

They can also connect to their space via the **link** included in this **confirmation email**.

Contact

For more information, please contact the registration team:

aftes@gl-events.com

AFTES c/o Live! By GL Events

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