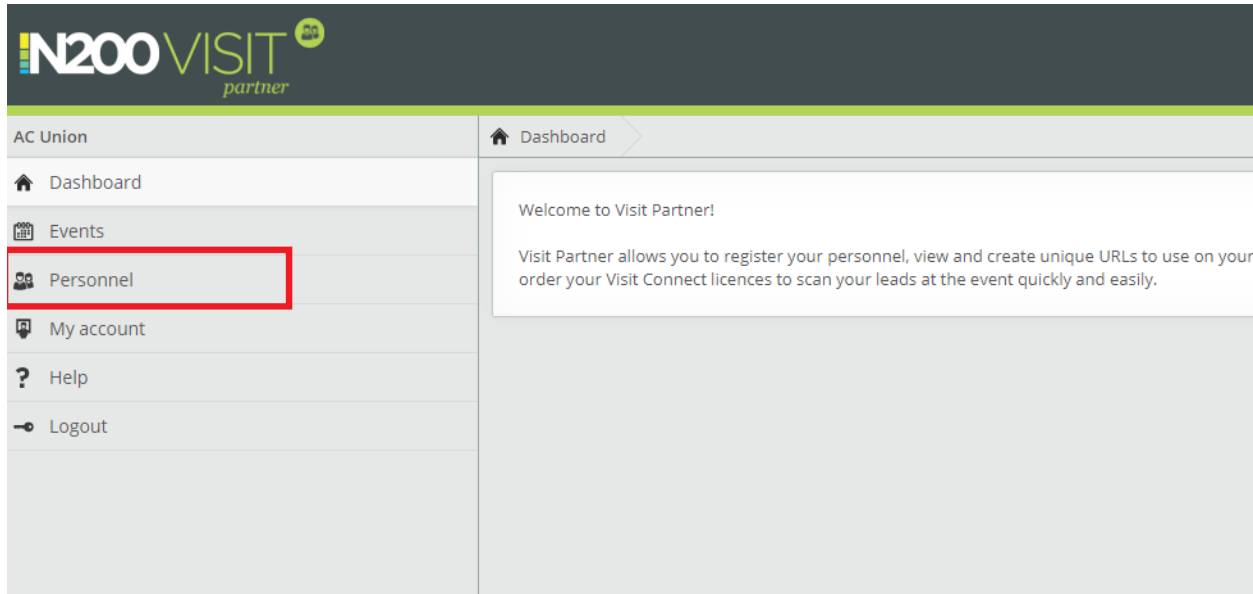


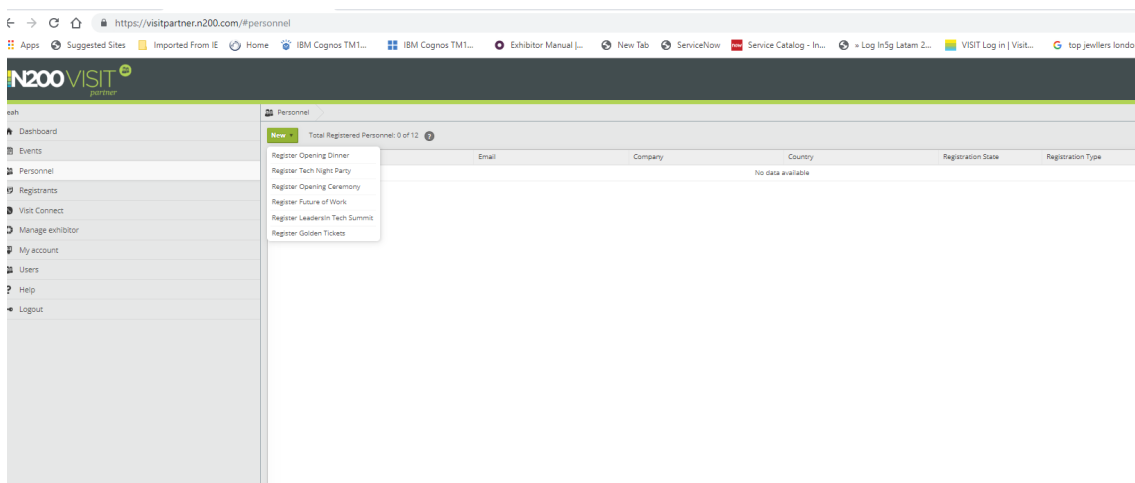
Pass Registration Instructions

Please follow the instructions below to register the passes included in your contract.

1. Please follow your **unique pass link** that was send to you via email. If you cannot find this link please contact your Operations Manager and they will resend to you.
2. Once you click on this link you will need to **create an account**.
3. Once you have created your account you will be taken to the screen below:



4. Please click Personnel to start registering your passes
5. Please click **NEW**



6. You can then see all of your pass entitlements. Please contact your Operations Manager if there are any discrepancies in your pass allocations.
7. Please complete the **forms (screenshots below)** for each of the attendee

Form 1

tory.

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Work E-Mail *	<input type="text"/>
Work E-Mail Check *	<input type="text"/>
Country *	<input type="text" value="▼"/>
Company *	<input type="text"/>
Job Title *	<input type="text"/>
Work Phone *	<input type="text"/>

Form 2

How we use your data

Country

Marketing Permissions

Please tick these boxes if you wish to receive marketing information relevant to you from Informa Tech.

- via email
- via telephone

Marketing Permissions

Please tick these boxes if you do not wish to receive marketing information relevant to you from Informa Tech.

- via email
- via telephone
- Please tick this box if you wish to receive marketing information from event partners via email
- Please tick this box if you do not wish to receive marketing information from event partners via email

Badge Scanning

Please be aware that your badge contains the information you provided upon registering to attend the event. The sponsors and exhibitors or exhibitor to scan your badge, you are consenting for us to send your contact details to them for marketing purposes. For more information

8. You will then reach a screen of our marketing permissions and badge scanning information. It is important you read through this.
9. You are all set! You will receive a **confirmation message** confirming your pass has been registered.
10. Please go back to **step 4** to repeat this process to register more passes!