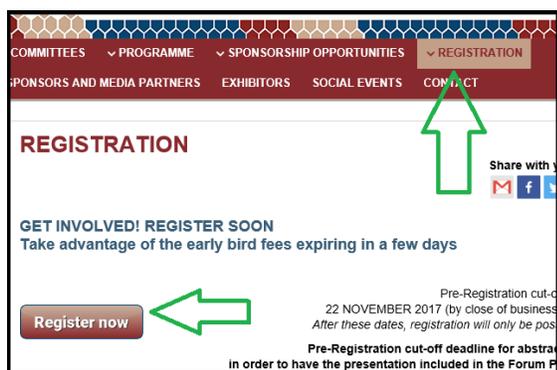


## WFEO Executive Council Members Registration to WEF 2017

Go to the Registration page: <http://www.wefrome2017.com/registration/> and click on the “Register now” button:



The registration form will appear.

The fields marked by \* are mandatory fields.

In the first screen, the “Validation Data” paragraph appears and you are invited to fill the fields “First Name”, “Surname” and choose the country of residence in the drop-down menu “Country”.

Once you click the button “Proceed”, the registration page expands and the “Personal Data” paragraph appears with more fields to fill.

Note that in the mandatory field “Phone (including city code)” the country code is pre-informed; it has been populated after your country’s choice on the first screen.

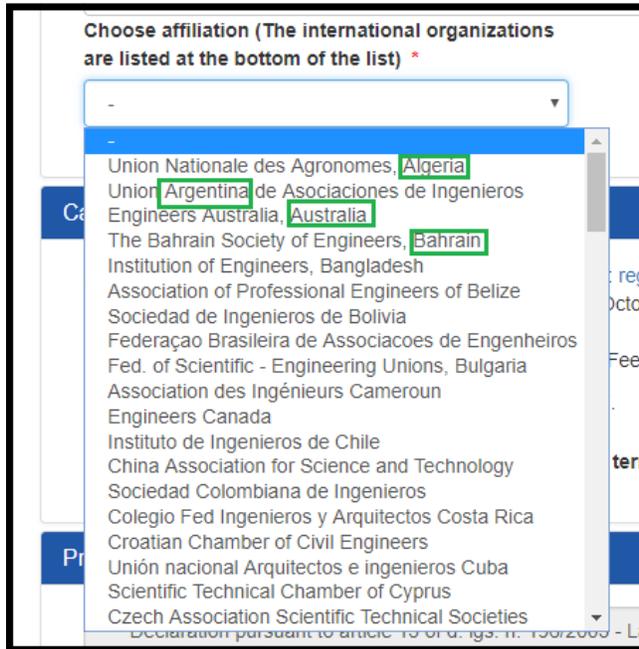
The "Phone" and "Fax" fields accept digits only, no space or other characters are allowed.

A little further down the page, in the “Registration Fees” paragraph, open the “Registration” drop-down menu and choose “WFEO Executive Council Member Free”.

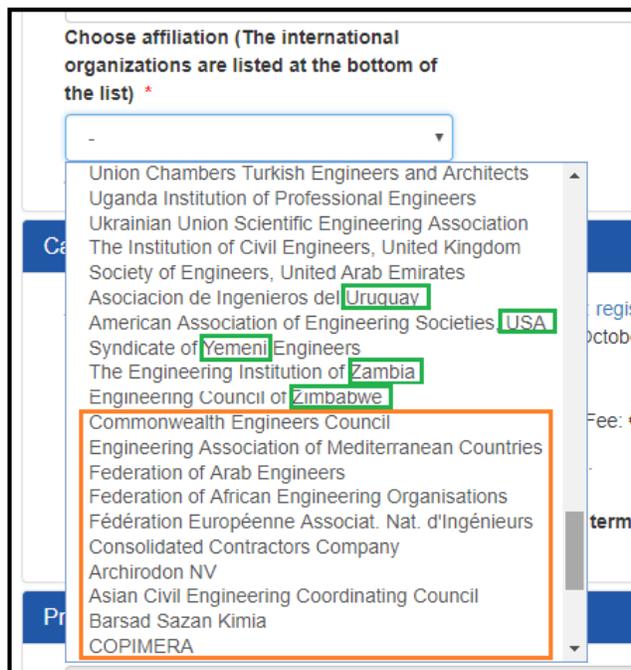


The menu “Choose affiliation” appears to choose your affiliation organization in a drop-down menu.

The “National Members” organizations appear firstly listed by the countries alphabetical order:



After the “National Members”, the Associates and International members appear in alphabetical order:



After having ticked the “Cancellation Policy” and the “Privacy” paragraphs, click “Next”.

The "Hotel Accommodation" page appears.

Note that the WFEO General Assembly meetings will take place in the Sheraton Roma (3<sup>rd</sup> and 4<sup>th</sup> choice of the page).

For a minimum of 5 nights stay, a discount of 15 € per night is granted in the 4th choice of the page: "Sheraton Roma (minimum stay 5 nights)".

Once you click on the "Book" button, you will be able to enter the following information: Dates of arrival and departure, and single or double occupancy. A text field allows you to specify special need, allergy or dietary requirements.

After having ticked the "Accommodation cancellation policy", click "Next" at the bottom of the page.

In the next screen, you can add an "Accompanying person". If so, add his/her name, surname and choose the "Guest Category".

In the "Social Events" screen, tick the events you wish to participate.

In the right area, if you added previously an accompanying person, you have to open the drop-down menu to include him/her

**Social Events**

WFEO Gala Dinner (FRI 1 Dec)

WFEO Gala Dinner (FRI 1 Dec) 2

Closing Ceremony (WED 29 Nov)

Closing Ceremony (WED 29 Nov)

1  
-  
1  
2

Back Next

The "Invoice" screen is necessary to specify who will be the recipient of the invoice.

By default, the participant will be the recipient. If you choose "Institution/Other", a new paragraph with information to be filled will appear.

The screenshot shows a web form titled "Invoice". At the top, it says "Please choose your invoice address". Below this, there are two main sections. The first section is "Invoice registration to:" with a dropdown menu. The dropdown menu is open, showing three options: "Participant" (which is highlighted in blue), "Institution / Company / University / Other", and "Participant". A green arrow points from the "Institution / Other" option in the dropdown to a blue bar below the form that also says "Institution / Other". The second section is "Invoice hotel to:" with a dropdown menu showing "Participant". Below these sections are several input fields: "Address \*" (70 rue du Commerce), "City \*" (Paris), "Country \*" (France), "Postal Code \*" (75015), "Country/Province \*" (Ile-de-France), "E-mail \*" (jean@paul.fr), "VAT code", and "Fiscal Code (mandatory participants)".

If you have not registered any accompanying person, only the "Invoice hotel to" drop-down menu will appear.

Before the payment process, a summary screen will appear.

Once the payment is over, you'll receive an email summing up the operations you have just done.

**For more information and assistance**, contact Ega Worldwide | +39 06 328 121 | [registration@wefrome2017.com](mailto:registration@wefrome2017.com)