

Step by Step Guide For Online Exhibitor Group Account Registration

Online Exhibitor Registration for the 20th World Petroleum Congress can be made on the official website www.20wpc.com through its “Exhibition” page by going into the “Exhibitor Registration” section.

Online Exhibitor Registration follows the Group Master Account Registration procedure. It is the most convenient process for focal points from each exhibiting company to register their Exhibitor’s information for badges.

Registrants refer to all staff that will be manning the stand during Exhibition hours including hostesses but excludes stand contractors. Separate registration will be provided for the stand contractors.

The Exhibitor Group Registration process for the 20th World Petroleum Congress allows you to:

- a. Create a Registration Order and pre-book the number of badges for your registrants (Exhibitors) and return at a later date to add your registrant (Exhibitor) details, once you have their final information.
- b. Edit your registrant (Exhibitor) details and/or increase the number of badges requested after an initial order has been created

The Exhibitor Group Registration for the 20th WPC consists of two phases:

Phase 1: This is where you as a Group Organizer or Focal Point will create your Exhibitor Group Registration Account and order the total number of badges required.

Phase 2: This is where you return to your Exhibitor Group Registration Account to assign names to every badge requested. You may assign names to the badges requested all at once or as and when you receive information for each of your individual registrants.

Kindly familiarize yourself with the information on the website; and to begin your registration, click on “Exhibitor Group Registration” and follow the steps below:

Phase 1:

Create an Exhibitor Group Registration Account or Sign In – (*Sign In is for returning users*)

© You, as the group organizer or focal point will enter your email address to create an account. This information is used to identify you as the person responsible for the Exhibitor Group Registration Account. Please input the username and password provided to you by the organizers.

Create your 20th WPC Exhibitor Group Registration Account:

- Fill in all the fields indicated by a red asterisk * as they are mandatory and must be completed in order to proceed.

Number of Badges Required

- Here you confirm the Number of Exhibitor Badges required.

* Note: if you, the group organizer or focal point, will also be attending the Exhibition then you must include yourself in badge count when indicating the Number of Badges required.

Order Verification

Here you can review/edit your registration order details and verify your order for confirmation.

This step also allows you to:

- Change the total number of badges initially requested by clicking “**Edit Items**” and changing the number of badges required.
- Edit your account details, by clicking on “**Edit Group Registrant**” and edit your contact details as a Group Organizer or Focal point.
- Click “**Submit**” once you have verified your registration order details.

You could do any of these tasks at a later stage.

Registration Confirmation – Exhibitor Group Registration Account Created

- When you reach this page your Exhibitor Group Registration Account has been created and you will receive a confirmation email.

Now you have completed Phase 1 and have been logged out from your account

Phase 2:

Adding your Registrant (Exhibitor) Details:

1. Go to the Exhibition Registration page on the website
2. Click on “**Already Registered**” box
3. Log in using your credentials, you will then be directed to the **Registration Orders** page
4. On the **Registration Orders** page click on “**View Order**”
5. On the **View Registration Order** page click on “**Split Order**” you will then be directed to the **Split Group Registration Order** page
6. On the **Split Group Registration Order** page click on “**Add New Registrant**”
7. Here, you must add the personal details of the first registrant (Exhibitor) from your group by populating all the fields and then click on “**Add Registrant**”; you will be redirected to the **Split Group Registration Order** page
8. On the **Split Group Registration Order** page, under “**Split Quantity**” enter “**1**” (**You can not assign more than one badge to a registrant**) and click on “**Split Items**”.
9. You will now be directed to the **View Registration Order** page. Repeat Steps 5 to 8 until you have filled in all your registrants (Exhibitors) information.

***NOTE:**

You can edit registrant (Exhibitor) details and/or request additional badges online. You will not receive a confirmation each time you enter registrant details, however you will receive a confirmation each time you change the total amount of badges requested.

Requesting for additional badges

You may request for additional badges once you have created an initial order, which could happen under two Scenarios:

Scenario 1:

You have only completed Phase 1 of your registration order:

- Here, you will log on to your existing 20th WPC account and you will be directed to the **Registration Order** page.
- On the **Registration Order** page click on “**Edit Order**”
- On the **Edit Order** page click on “**Edit Items**”.
- Update the total number of badges required and Submit.
- You will now be directed to the **Registration Order Edit Confirmation** Page and will receive an email confirming the new order details.

Scenario 2:

You have completed Phase 2 of your registration order:

Note that at this stage, you must have all the details of the additional registrant (exhibitor) prior to adding him/her to your order.

- Here, you will log on to your existing 20th WPC account and you will be directed to the **Registration Order** page.
- On the **Registration Order** page click on “**Edit Order**”
- On the **Edit Order** page click on “**Request Additional Badges (Applicable after Phase 2 only)**”
- On the **Add Group Registrant(s)** page, scroll towards the bottom of the screen and add your Registrant (Exhibitor) Details, and click “**Add Registrant**”
- On the **Number of Badges Required** page enter “**1**” (**In this step you are assigning one badge to your registrant (Exhibitor). You cannot assign more than one badge to a registrant**), you will now be redirected to the **Edit Order** page
- On the **Edit Order** page click “**Submit**”
- You will finally be directed to the **Registration Order Edit Confirmation** page and will receive an email confirming the new order details.

For enquiries please email us at exhibition@20wpc.com or contact us on [+974 4409 5573](tel:+97444095573)