

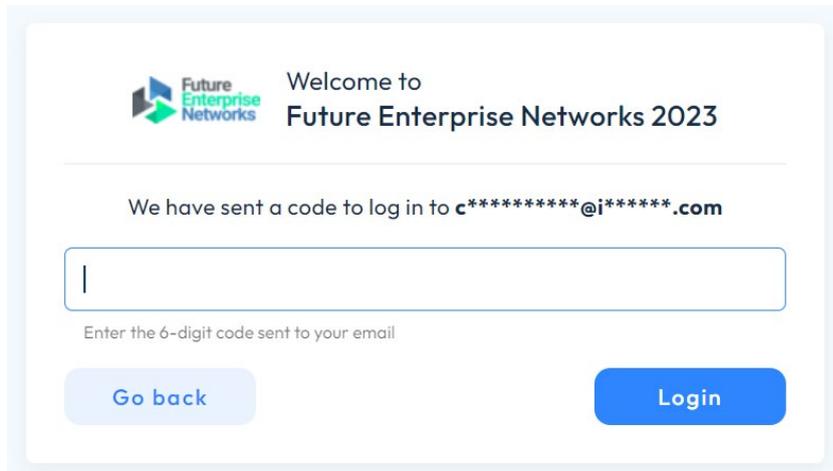
# Pass Registration Instructions

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

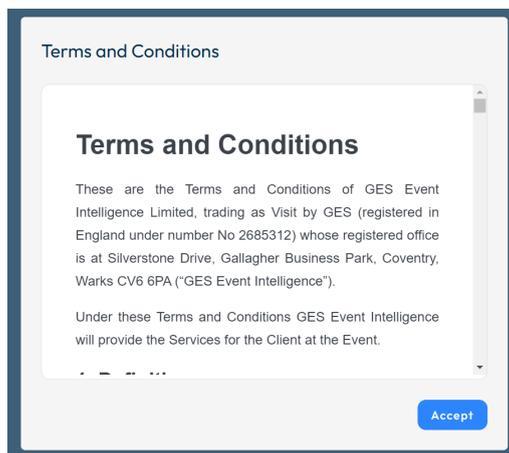
1. Please follow your **unique pass link** that was sent to you via email. If you cannot find this link, please contact your Operations Manager and they can resend it.
2. Once you click on your unique link you will be taken to a page where you will be asked where to send your code to confirm your identity. Please ensure you click the text in the red box below to trigger the code to be sent to your email.



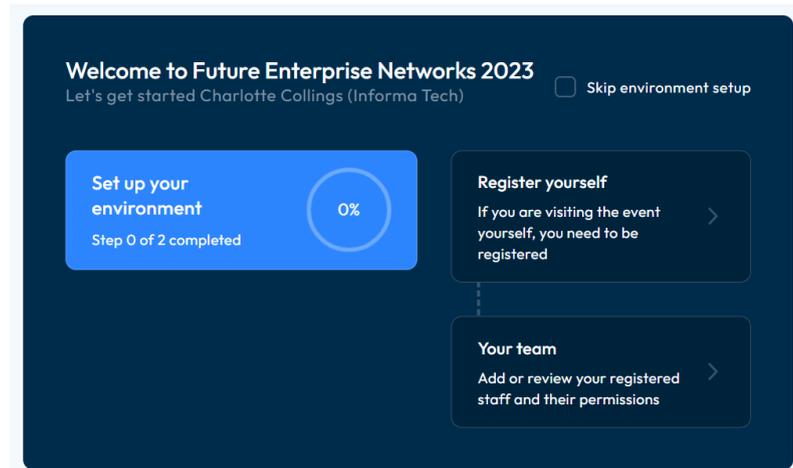
3. Check your emails for your code, input it in the box below and click **LOGIN**



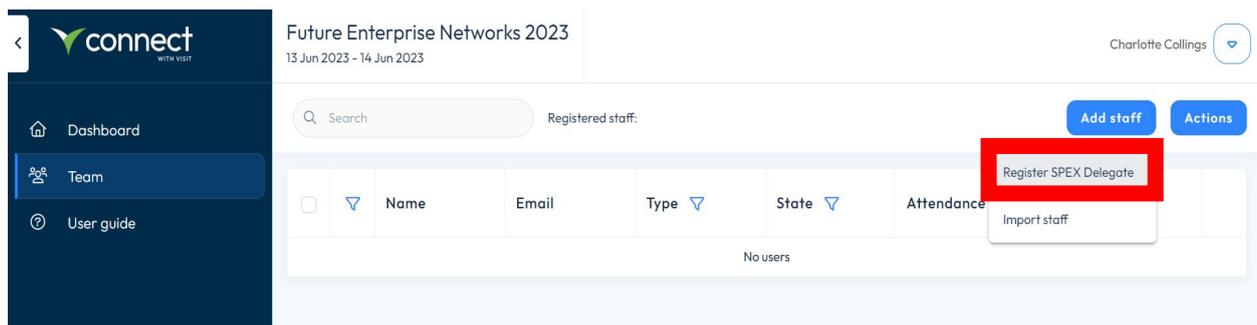
4. Once you enter your code you will get the following pop-up to **ACCEPT** Visit Connect Terms and Conditions



- Once logged in you will see the below steps to follow. If you are planning to attend the event yourself don't forget to ensure you are registered. Following that click **YOUR TEAM** to register the rest of your staff



- Please click **ADD STAFF** and **REGISTER SPEX DELEGATE** from the dropdown menu. If you do not want to register your staff one by one you can use **IMPORT STAFF**, this allows you to download a template and re-upload it with the required information, please follow the instructions in the Excel to ensure you have no errors when uploading



*Note: Where it says registered staff: 0 of # this is how many passes you have available. Please reach out to your operations contact if there are any discrepancies in your pass allocations.*

- Please complete the information required for your attendee and click **NEXT**:

- When you see the below screen click **FINISH** and you are all set! Each participant registered will then receive an email confirming they have been registered for the event:

Register staff



**THANK YOU FOR REGISTERING YOUR STAFF!**

The person you have registered will shortly receive an email with confirmation they have been registered for Future Enterprise Networks.

22 Bishopsgate is a very secure venue, a QR code will be emailed to all registered attendees a few days before the event directly from the venue itself. This QR code will provide access to the building itself and it's really important your staff bring this with them on the day either printed or on a mobile device.

Additionally, on the day, all registered participants will need to show a form of ID or business card at the Informa Tech registration desk on the 3rd floor to collect their badge.

Please contact **Heidi** if you need any help in the meantime.

We look forward to welcoming you on 13-14 June 2023 at 22 Bishopsgate, London.

**The Future Enterprise Networks Team**

*By registering for this event you acknowledge recordings, video, and photographs are being taken during this event. By you entering this event, you give unqualified consent to: Informa Tech, its agents, licenses to record, use and publicize your voice, actions, likeness, and appearance, in any manner and media, worldwide in perpetuity. If you wish to avoid being recorded, please do not enter this event. test*

**Finish**