

# TBB. The Business Booster by InnoEnergy

## A step-by-step guide on how to register for The Business Booster 2018

Step 1: Go to The Business Booster registration page, <https://tbb.innoenergy.com/registration/> then pick your package and click REGISTER.

### Registration Packages

Confirm your participation at TBB 2018 by reviewing the options below, then following the steps provided. After submitting your registration, you will receive a confirmation e-mail with all details needed to participate. Please note that your badge, which will be e-mailed in advance of the event, needs to be printed prior to arrival.

Full entry ticket	Standard ticket	InnoEnergy members
<ul style="list-style-type: none"><li>Valid for 2 days</li><li>Access to exhibition</li><li>Access to all conferences</li><li>Refreshments &amp; lunch</li><li>Event materials</li><li>Access to the networking tool</li><li>Social Networking Event and Dinner</li></ul>	<ul style="list-style-type: none"><li>Valid for 2 days</li><li>Access to exhibition</li><li>Access to all conferences</li><li>Refreshments &amp; lunch</li><li>Event materials</li><li>Access to the networking tool</li></ul>	<p>InnoEnergy members get a number of free tickets:</p> <ul style="list-style-type: none"><li>Platinum members: 5 free tickets</li><li>Gold members: 2 free tickets</li><li>Silver members: 1 free ticket</li></ul> <p>Additional tickets can be purchased at a discounted rate.</p> <p>Register by using your member code. Any concerns, please contact us.</p>
€500	€400	Free of charge
Register →	Register →	Register →

Step2: Enter your email address and press NEXT.

REGISTRATION "DELEGATES"

←

Enter your email

> NEXT

Step 3: Choose a password and press VALIDATE.

REGISTRATION "DELEGATES"

←

test@test.com

Password

✓ VALIDATE

Remember me for 30 days

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Step 4: Fill out your company details and press NEXT.

**COMPANY - Step 1/2**

Company name \*

Company name

Your position \*

Type of company

Type of company

Website

Your company's website

Address \*

Address

Postcode \*

Postcode

City \*

City

Country \*

Country

Short description of your company \*

This description will be used in the B2B meeting platform for subscribers to know more about your company.

300 characters remaining

**NEXT**

The data collected in this form will be registered with Visent, and is needed for your participation at this event. The data will be stored safely and confidentially and will be kept for two years. According to the European Union data protection and freedom of information laws, you have the right to access, rectify, modify and delete all data concerning you. You may do so by contacting [en@innoenergy.com](mailto:en@innoenergy.com).

Step 5: Fill in your personal data and press COMPLETE. You are now registered but need to continue to payment to secure your registration.

**PERSONAL DATA - Step 2/2**

Title \*

Mr

Mrs

First name \*

First name

Family name \*

Family name

Mobile phone \*

- Required to manage meeting request

Is this the first time you attend this event? \*

Is this the first time you attend this ev... ▾

Where did you hear about TBB.? \*

Where did you hear about TBB.? ▾

Please indicate any dietary requirements

(Food allergies, special dietary needs, ...)

100 characters remaining

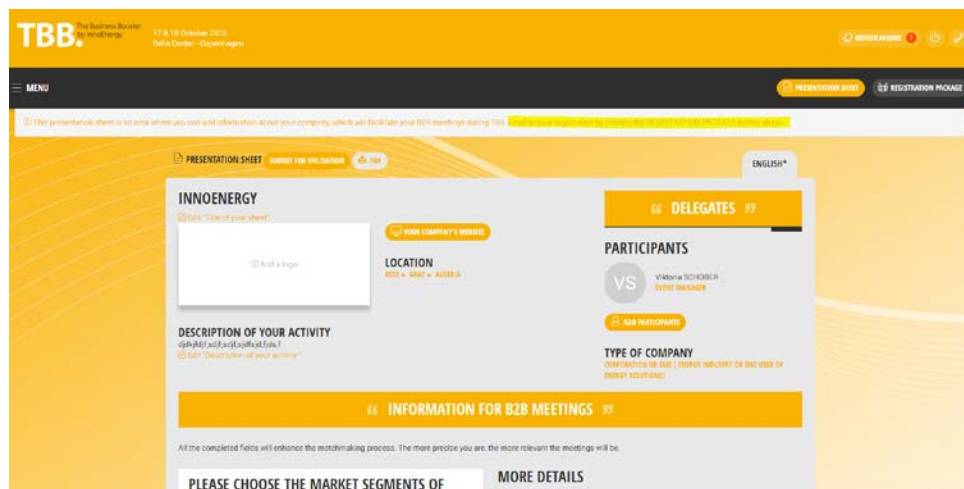
**COMPLETE**

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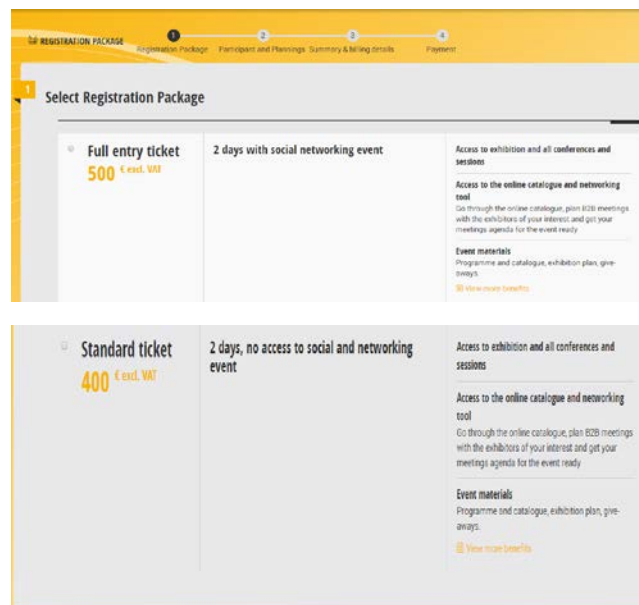
Step 6: Now you will see an overview of your company profile which we ask you to complete. This will facilitate your B2B meetings and will appear in the B2B tool.

OPTIONAL: You have the possibility to submit your profile for validation if you need the TBB event team to check it. THIS IS NOT MANDATORY.

MANDATORY: Once you are happy with your profile, click on the REGISTRATION PACKAGE button in the top right corner.



Step 7: Confirm your registration package and press VALIDATE (button will appear after choosing your package).



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Step 8: You now have the possibility to add a participant. Please fill out their profile and click on PROCEED. If you do not add a participant, please click on PROCEED.

The screenshot shows a registration interface with a progress bar at the top indicating four steps: 1. Registration Package, 2. Participant and Plannings (current step), 3. Summary & billing details, and 4. Payment. The main heading is 'Select Participant and Plannings'. Below this, there is a table with columns for 'TITLE & DESCRIPTION' and 'UNIT PRICE'. The first row shows a participant 'Viktoria SCHÖBER, EVENT MANAGER' with a description 'Participant 2 days with dinner' and a unit price of 'Included'. A 'Reminder: 500€' is noted. An 'ADD PARTICIPANT' button is visible. Below the table, a message states 'A free matchmaking tool is included in your registration.' This is followed by a summary table with columns 'UNIT PRICE', 'TITLE & DESCRIPTION', 'QUANTITY', and 'TOTAL'. The row shows '€ 0' for unit price, the same message for description, a quantity of '1', and a total of 'Included'. A 'PROCEED' button is at the bottom right.

Step 9: Enter your billing information. Fill out your company VAT number and press SAVE to proceed.

The 'BILLING INFORMATION' form contains the following fields and options:

- Gender:  Mr,  Mrs
- Last Name: Schober
- First Name: Viktoria
- Job title: Evens
- Phone: [Swedish flag] -
- Mobile phone: [Swedish flag] +45 11111
- Email: test123@com
- Company: InnoEnergy
- Address: Sigtunagatan
- Postcode: 11322
- City: Stockholm
- Country: Sweden
- VAT Number: [Empty field]
- Account reference: Account reference, order number... [Empty field]

A 'SAVE' button is located at the bottom of the form.

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Step 10: Summary page:

If applicable, enter your discount code and press VALIDATE.

Accept terms and conditions by clicking on the box.

Press VALIDATE REGISTRATION PACKAGE to proceed.

The screenshot shows the 'Summary' page of the registration process. At the top, a progress bar indicates four steps: 1. Registration Package, 2. Participant and Plannings, 3. Summary & billing details, and 4. Payment. The current step is 'Summary'. A 'MODIFY BILLING INFORMATION' button is visible in the top right corner.

TITLE	UNIT PRICE	QUANTITY	TOTAL
<b>Registration Package</b>			
Full entry ticket	€ 500 excl. VAT	1	€ 500 excl. VAT
Included: A free matchmaking tool is included in your registration.		1	€ 0 excl. VAT
Included: Participant 2 days with dinner		1	€ 0 excl. VAT

Discount code:

I agree and accept the terms and the general sales conditions relating to this participation package. \*  
[View general sales conditions](#)

Total to pay: € 500  
excl. VAT

Step 11: Choose your preferred method of payment and click on VALIDATE.

The screenshot shows the 'PAYMENT' page. The progress bar at the top indicates four steps: 1. Registration Package, 2. Participant and Plannings, 3. Summary & billing details, and 4. Payment. The current step is 'Payment'. A modal window is displayed with the following content:

**PAYMENT**

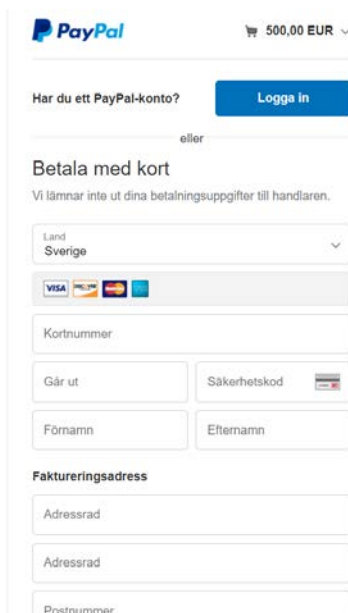
Total €500.00

Choose your mode of payment \*

- Credit card or Paypal
- Bank transfer

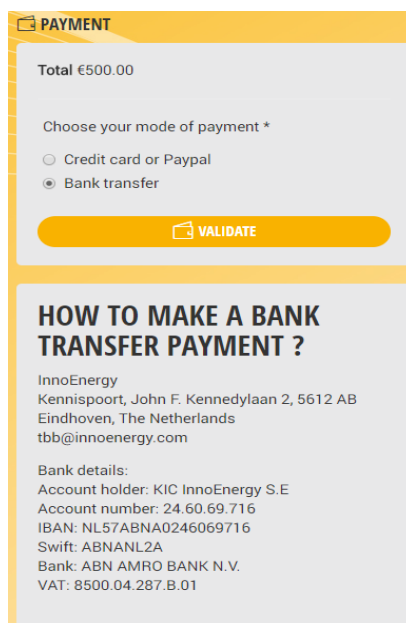
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**CREDIT CARD or PAYPAL:** If you choose this option you will be taken to a screen where you can login to your existing PayPal OR pay with credit card.



The screenshot shows the PayPal payment page for a 500.00 EUR transaction. It features a 'Logga in' button for existing users and a 'Betala med kort' section for card payments. The card payment form includes a dropdown for 'Land' (Sweden), a card number field, 'Går ut' (expiry date), 'Säkerhetskod' (security code), 'Förnamn' (first name), and 'Efternamn' (last name) fields. Below these are three fields for 'Faktureringsadress' (billing address): 'Adressrad' (address line), 'Adressrad' (address line), and 'Postnummer' (postal code).

**BANK TRANSFER:** If you choose bank transfer, a window will pop up with payment information. You are also able to download your proforma invoice in the next screen. The payment must be made before the event. A final invoice for your information will be sent to you after TBB.

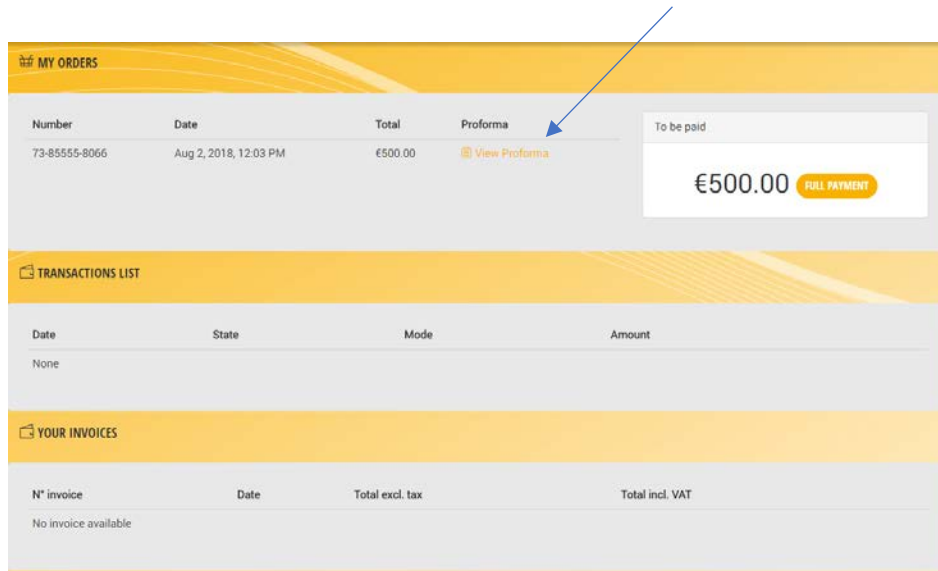


The screenshot displays the 'PAYMENT' screen with a total of €500.00. It offers two payment options: 'Credit card or Paypal' and 'Bank transfer', with 'Bank transfer' selected. A 'VALIDATE' button is present. Below this is a section titled 'HOW TO MAKE A BANK TRANSFER PAYMENT?' which provides the following information:

**InnoEnergy**  
Kennispoort, John F. Kennedylaan 2, 5612 AB  
Eindhoven, The Netherlands  
tbb@innoenergy.com

**Bank details:**  
Account holder: KIC InnoEnergy S.E  
Account number: 24.60.69.716  
IBAN: NL57ABNA0246069716  
Swift: ABNANL2A  
Bank: ABN AMRO BANK N.V.  
VAT: 8500.04.287.B.01

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The screenshot displays the 'MY ORDERS' section of the TBB interface. It features a table with one order entry and a 'To be paid' summary box. Below the orders section are two empty tables for 'TRANSACTIONS LIST' and 'YOUR INVOICES'.

Number	Date	Total	Proforma
73-85555-8066	Aug 2, 2018, 12:03 PM	€500.00	<a href="#">View Proforma</a>

To be paid  
**€500.00** [FULL PAYMENT](#)

**TRANSACTIONS LIST**

Date	State	Mode	Amount
None			

**YOUR INVOICES**

N° invoice	Date	Total excl. tax	Total incl. VAT
No invoice available			

PLEASE NOTE: Payment in advance of the event is mandatory to secure your participation.