INSTRUCTIONS FOR REGISTRATION OF NEW PRESENTING COMPANIES

FIRST STEP

Register at our website: create your username and password.

Click here

SECOND STEP

Register for the event:

Click on "Events"

Choose your event and register

Under your personal profile you will see all the events you are register for with the status "Candidate"-Presenting Company

THIRD STEP

Create your full profile

a) You can apply just as an organisation e.g. company-recommended in general

b) You can apply with the special project within the organisation-recommended for the companies/organisations with more than one project. Please note that you can apply ONLY WITH ONE PROJECT and that you have to register it for the event.

All information has to be in English. Please do not use capital letters.

The ideal profile has two pages in PDF format (please see below for more information).

Click on Profiling/My Dashboard and you will see a screen showing the following columns: My Global Profile, My Personal Profile, My Organisation and My Projects

A) COMPANIES APPLYING AS AN ORGANISATION

Please complete following fields, obligatory is marked with blue and it will appear in the PDF document that will be sent to experts.

Personal profile
Password
Publishing preferences
Picture
Documents
Social networks
Keywords/Tags
Expertise [Geographic]
Expertise [Markets]
Expertise [Products]

My Organisations
Organisation profile
My function
Logo
Description THE MOST IMPORTANT PART-ALL FIELDS HAVE TO BE COMPLETED
Keywords/Tags
Expertise [Geographic]
Expertise [Markets]
Expertise [Products]
Expertise [Type]

		Expertise [Activity]
Expertise [Type]		Financial data
		Investment rounds
Expertise [Activity]		
Biography		Team: OBLIGATORY 3 MEMBERS OF THE TEAM AND THEIR BIOGRAPHIES
Degrees		Competitors
Networks		Customers
		Partners
		Documents
		Networks

B) COMPANIES APPLYING WITH A SPECIAL PROJECT WITHIN THE COMPANY

Please complete following fields, obligatory is marked with blue and it will appear in the PDF document that will be sent to experts.

Personal profile		My Projects
		Project profile : THE MOST IMPORTANT PART-ALL FIELDS HAVE TO BE COMPLETED
Password		Logo
Publishing preferences		Links
Picture		Keywords/Tags
Documents		Documents
Social networks		Team: OBLIGATORY 3 MEMBERS OF THE TEAM AND THEIR BIOGRAPHIES
Keywords/Tags		Competitors
Expertise [Geographic]		Customers
Expertise [Markets]		Partners
Expertise [Products]		Projects financials
Expertise [Type]		Networks
Expertise [Activity]		Projects needs
Biography		
Degrees		
Networks		

FORTH STEP

Review your profile in PDF format:

- Refresh the screen
- Click on "My Dashboard"
- Click on the PDF icon under "CEVF - 7/06/2010, Budapest [HU], Candidate"
- Ideally you should have a document of two full pages. Use the opportunity to market yourself and fill it with the best information you can. The PDF document will be used to select the presenter from all applicants and it will be printed in the event brochure for those selected!

Note: Remember that if you apply with a project, your project has to be registered for the event. Otherwise it will not show up in the PDF. If you forgot to register the project at the beginning, please send an e-mail to Jasna Gasparac at Jasna@e-unlimited.com and the registration will be corrected.