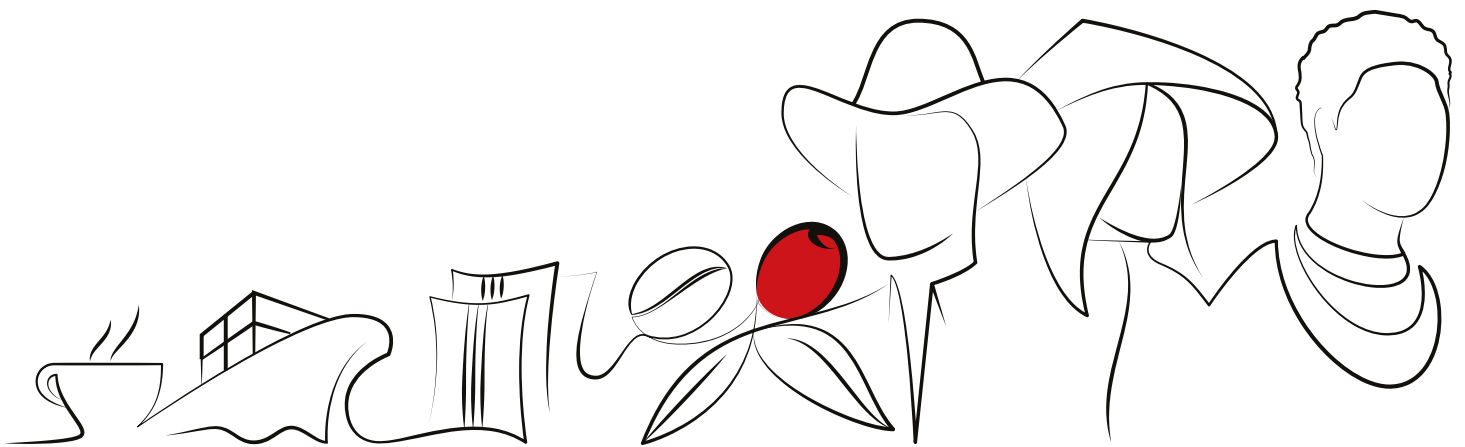


WORLD COFFEE PRODUCERS FORUM

Medellín, Colombia. July 10 - 12, 2017



REGISTRATION INSTRUCTION
• *ONLINE* •

www.worldcoffeeproducersforum.com

• The meeting of coffee producers with of the chain •

REGISTER NOW!

1

ENTER TO:

- ✓ <http://www.worldcoffeeproducersforum.com>
- ✓ <http://www.foromundialproductorescafe.com>
- ✓ <http://www.wcpforum.com>

2

There are three quick and easy ways to register.

a

You can find the "REGISTRATION" button on the top menu. .



b

Scroll down to the lower part of the page to find the option to "REGISTER NOW."



c

You can also find the floating "REGISTER NOW" button on the sides of the page.



3

If you do not have yet a username and password

Access by clicking the option "Register Now!" button

REGISTER NOW!

If you already have a username

Enter your identification number and password.

Seleccionar idioma ▼

Search Previous Register Lost your Password?

ID to Search Password Search

*Remember that if you wish to change any of your information, you can log back in to the platform as many times as you need before paying for your registration.

ENTER YOUR DATA

4

Complete the online registration form.

REGISTRATION PROCESS

1. LOGIN WITH YOUR USERNAME



If you do not have a username you can create it by the REGISTER NOW! button

2. COMPLETE THE FORM



Fill out the form.

3. BILLING AND PAYMENT



Enter the billing information and select the payment method.

4. SAVE AND BUY THE SERVICES



Pay online through PayULatam or International Wire transfer.

CONTACT INFORMATION

* Type of document	* ID	* Password	* Confirm Password		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
* First Name	Second Name	* Last name	Second Last name	Company	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Address	* Country	* City	* Email	* Confirm Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
ZIP Code	* (+Ind)+Phone	(+Ind)+Mobile			
<input type="text"/>	<input type="text"/>	<input type="text"/>			

5

After entering all information, confirm attendance for different activities with the following options.

* Attending the welcome cocktail on Monday July 10? Yes No

* Attending the closing dinner at the Botanical Garden on Wednesday July 12? Yes No

* Do you wish to register for the coffee tour, July 13 and 14? (Additional Cost \$250 USD, it includes hotel for the 14th of July in Medellín)

Yes
 No

SELECT THE ACTIVITY

6

Then you must enter the name of the person that the registration is invoiced to.

BILLING DETAILS

Invoice in name of company or participant

* This item has two options.

BILLING DATA

a

BILLING DETAILS

Invoice in name of company or participant

Company

COMPANY:

You must enter all corresponding information for the invoice

BILLING DETAILS

Invoice in name of company or participant

Company

Company to invoice

Company based in Colombia? Yes No

Identification

Identificacion Number

Phone

Address

Contact person

Email

b

BILLING DETAILS

Invoice in name of company or participant

Participant

Participant

This option does not require any additional information.

7

In this field you have to choose between two options:

PAYMENT METHODS

* Types of payment method

Electronic Payment

INTERNATIONAL WIRE TRANSFER

To validate your registration please follow the following steps

1. Make the payment by means of the foreign exchange with the following data

Swift Code: COLOCOBN
Beneficiary: BEMARKETING S.A.S.
Identification Number: 900.202.32-5
Account Type: Savings
Account Number: 344-680759-48

2. Once you enter the money, please confirm your payment via email to - registration@worldcoffeeproducersforum.com

PAYMENT METHODS

* Types of payment method

Internacional Wire Transfer
 Electronic Payment

Electronic Payment:

There are several payment methods for this option.

Credit cards:



Bank debit PSE:



CONTINUE WITH THE PROCESS!

International wire transfer

For this option, you must upload proof of deposit in the cart.

8

To Continue your progress, select "Save and Continue" to finalize your registration.



9

THE WORLD COFFEE PRODUCERS FORUM WELCOMES YOU!

You will receive a message shortly to the email address that you provided on this form.



10

After clicking "Save and Continue," the window to purchase services will appear and there you will find the four steps to complete the purchase of services.

AVAILABLE SERVICES

a

WORLD COFFEE PRODUCERS FORUM_

Purchase Services



Step 1: Select category and currency.

Attendee Dollars (USD)

Step 2: Select service to buy and click the button ➔ to add to the shopping cart.

Available services

Name	Value	To buy
Early bird registration fee until 30/4/2017	\$200.00	
Coffee Tour	\$250.00	

Add product to shopping cart

Shopping Cart

Delete	Name	Quantity	Value Unit	Discount	TAX	Total Value
	Shopping Cart					
						\$450.00

b

Click on the arrow on the available services to add services to the cart.

Step 1: Select category and currency.

Attendee Dollars (USD)

Step 2: Select service to buy and click the button ➔ to add to the shopping cart.

Available services

Name	Value	To buy
Early bird registration fee until 30/4/2017	\$200.00	
Coffee Tour	\$250.00	

Add product to shopping cart

Shopping Cart

Delete	Name	Quantity	Value Unit	Discount	TAX	Total Value
	Early bird registration fee until 30/4/2017	1	\$200.00	\$0.00	\$0.00	\$200.00
	Coffee Tour	1	\$250.00	\$0.00	\$0.00	\$250.00
TOTAL		2				\$450.00

** 100 quotas available for coffee tour.

c

On the next option, choose the payment type.
Online payments or international wire transfer.

Step 3: Select payment type.

Payment Method

Online Payment

PAYMENT TYPE

ONLINE PAYMENT:

* The option for online payments will redirect you to the Payu platform.



INTERNATIONAL WIRE TRANSFER:

Step 3: Select payment type.

* If you make your payment by this method, you must upload the transfer support.

d

Once your payment is made successfully, click "Save."

Finally, you will receive a confirmation message to confirm your registration status.

Step 4: Make your payment

(If the payment type is bank deposit, you must upload a file with the image) .

• ***THANK YOU FOR REGISTER*** •

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Medellín, Colombia. July 10 - 12, 2017

FOR MORE INFORMATION:



(574) 444 00 40 Ext 111



registration@worldcoffeeproducersforum.com