



GCUPI-B

المبادرة العالمية التنافسية للتخطيط الحضري - بنغازي
Global Competitive Urban Planning Initiative - Benghazi

PARTICIPATION PROCESS COMPANY - VISITOR

A DETAILED STEP-BY-STEP GUIDE TO ASSIST YOU
THROUGHOUT YOUR PARTICIPATION PROCESS

ISSUE DATE: 27/12/2025



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ABOUT THIS GUIDE

This guide provides a comprehensive walkthrough of the registration process pathways for participants wishing to join the Global Competitive Urban Planning Initiative – Benghazi (GCUPI-B).

It explains, in a clear step-by-step format, how individuals and organizations can complete their registration according to their participation type and role. The document is divided into four distinct pathways — Self-Employed Expert (Visitor / Contributor) and Company (Visitor / Contributor) — each outlining its respective registration stages, required information, and submission procedures.

By following this guide, participants can easily understand the process, prepare their information in advance, and ensure a smooth and successful registration experience.



REGISTRATION PATHWAYS OVERVIEW

To ensure a smooth and guided registration experience, participants can choose from four distinct pathways based on their role and purpose of participation. Each pathway provides a clear, step-by-step process tailored to your registration type — whether you're an individual expert or representing a company.

There are two main registration categories:

Self-Employed Expert (SEE) — includes both **Visitor** and **Contributor** pathways, with a total of five steps each.

Company — includes both **Visitor** and **Contributor** pathways, with a total of seven steps each.

Before beginning your registration, please review the pathways to understand which one best suits your participation type and the number of steps involved.



REGISTRATION PATHWAYS OVERVIEW

Self-Employed Expert

The 5 steps of this pathway (including visitor/contributor):

1. Choose Registration Type (Select whether you're registering as an individual person or an organization)
2. Participation Type (Event & Activity selection)
3. Basic Information (Basic personal information and contact details)
4. Professional Information (Professional details, documents, and social media)
5. Emergency Contact & Terms (Provide emergency contact information and accept our terms of service)

Company

The 7 steps of this pathway (including visitor/contributor):

1. Choose Registration Type (Select whether you're registering as an individual person or an organization)
2. Participation Type (Event & Activity selection)
3. Company Information (Basic company details and legal information)
4. Business & Documents (Business information, industry details, and document uploads)
5. Organization Attendees (Add attendees who will participate on behalf of your organization)
6. Additional Information (Additional company details and contact information)
7. Emergency Contact & Terms (Provide emergency contact information and accept our terms of service)



REGISTRATION PATHWAYS OVERVIEW

In summary, you can participate in the GCUPI-B in 4 different pathways, which are the following:

1. **Company (Contributor)** - Phase 1 deadline (As mentioned in the website) - Phase 2 deadline (As mentioned in the website) - Phase 3 Evaluation, Selection, and Final Invitation (The event days, February 8–10).
2. **Company (Visitor)** - Attend the event days of your choosing, February 8–10.
3. **Self-Employed Expert (Contributor)** - Phase 1 deadline (As mentioned in the website) - Phase 2 deadline (As mentioned in the website) - Phase 3 Evaluation, Selection, and Final Invitation (The event days, February 8–10).
4. **Self-Employed Expert (Visitor)** - Attend the event days of your choosing, February 8–10.



STEP 1 – CHOOSE REGISTRATION TYPE

Party Registration

Welcome to GLOBAL COMPETITIVE URBAN PLANNING INITIATIVE – BENGHAZI

Registration Progress

- 1 **Choose Registration Type**
Select whether you're registering as an individual person or an organization
- 2 **Participation Type**
Event & Activity Selection

Choose Registration Type

Select whether you're registering as an individual person or an organization

Self-Employed Expert

Register as an individual participant, professional, or stakeholder

Company

Register as a company, institution, or organization

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From the two options, select **Company** to begin the organization registration process.



STEP 2 – PARTICIPATION TYPE


Registration Progress

- 1 Choose Registration Type**
Select whether you're registering as an individual person or an organization
- 2 Participation Type**
Event & Activity Selection
- 3 Company Information**
Basic company details and legal information


Participation Type

Event & Activity Selection

Select Participation Type *



Contributor
Active contributor to the project



Visitor
Observer and participant in events

Participation Notes

Participation Notes

Select **Visitor**.

In this section, You will see three checkboxes representing event days:

- **Day 1 (Feb 8) – Conference & Presentations** (Launch of official events and scientific workshops)
- **Day 2 (Feb 9) – Exhibition & Creative Solutions** (Project presentations and technical-economic evaluation)
- **Day 3 (Feb 10) – Final review & B2B Meetings** (Presentation and discussion of the final works and designs)




STEP 2 – PARTICIPATION TYPE

4 Business & Documents
Business information, industry details, and document uploads

5 Organization Attendees
Add attendees who will participate on behalf of your organization


6 Additional Information
Additional company details and contact information

7 Emergency Contact & Terms
Provide emergency contact information and accept our terms of service

☒



Conference & Presentations
Launch of official events and scientific workshops.

Conference

☒



Exhibition & Creative Solutions
Project presentations and technical-economic evaluation.

Workshop

☒


Final review & P2P Meetings
Presentation and discussion of the final works and designs / P2P meetings.

Exhibition

 Selected 3 event(s)

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You may:

- Select **any individual day, or multiple days** of your choice.
- Select **All Days** to attend the full three-day event.

PARTICIPATION PROCESS - COMPANY – VISITOR

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STEP 3 – COMPANY INFORMATION

Registration Progress

- 1 Choose Registration Type
Select whether you're registering as an individual person or an organization
- 2 Participation Type
Event & Activity Selection
- 3 Company Information
Basic company details and legal information
- 4 Business & Documents
Business information, industry details, and document uploads

Company Information

Basic company details and legal information

Company Name (English) * <input type="text" value="Full Name in English"/>	Company Name (Arabic) <input type="text" value="الاسم الكامل بالعربية"/>
Trade Name / Brand Name <input type="text" value="Trade Name / Brand Name"/>	Company Type * <input type="text" value="Select Company Type"/>
Legal Structure * <input type="text" value="Select Legal Structure"/>	Registration / Commercial Number * <input type="text" value="Registration / Commercial Number"/>
Establishment Date * <input type="text" value="mm/dd/yyyy"/>	

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Provide your company details:

- Company Name (English) - **Required**
- Company Name (Arabic) - Not required
- Trade Name / Brand Name - Not required
- Company Type - **Required**
- Legal Structure - **Required**
- Registration / Commercial Number - **Required**
- Establishment Date - **Required**



STEP 4 – BUSINESS & DOCUMENTS

Registration Progress

- 1 Choose Registration Type
Select whether you're registering as an individual person or an organization
- 2 Participation Type
Event & Activity Selection
- 3 Company Information
Basic company details and legal information
- 4 Business & Documents
Business information, industry details, and document uploads
- 5 Organization Attendees
Add attendees who will participate on behalf of your organization
- 6 Additional Information
Additional company details and contact information
- 7 Emergency Contact & Terms
Provide emergency contact information and accept our terms of service

Business & Documents

Business information, industry details, and document uploads

Business Information

Industry / Sector *
Select Industry / Sector

Target Market
Select Target Market

Products / Services Offered *
Products / Services Offered

Contact Details

Head Office Address *
Head Office Address

Company Email *
email at example.com

Company Phone Number *
+218

Website URL
Website URL

Documents & Uploads

Company Profile (PDF) *
Choose File No file chosen

Allowed formats: PDF, JPG, PNG, WebP.
Maximum file size: 5MB.

Legal File
Choose File No file chosen

Allowed formats: PDF, JPG, PNG, WebP.
Maximum file size: 5MB.

Commercial Registration Certificate
Choose File No file chosen

Allowed formats: PDF, JPG, PNG, WebP.
Maximum file size: 5MB.

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Add business details:

- Industry / Sector - **Required**
- Target Market - Not required
- Products / Services Offered - **Required**
- Head Office Address - **Required**
- Company Email - **Required**
- Company Phone Number - **Required**
- Website URL - Not required
- Company Profile - **Required**
- Legal File - Not required
- Commercial Registration Certificate - Not required



STEP 5 – ORGANIZATION ATTENDEES

Registration Progress

- 1 Choose Registration Type**
Select whether you're registering as an individual person or an organization
- 2 Participation Type**
Event & Activity Selection
- 3 Company Information**
Basic company details and legal information
- 4 Business & Documents**
Business information, industry details, and document uploads
- 5 Organization Attendees**
Add attendees who will participate on behalf of your organization

Organization Attendees

Add attendees who will participate on behalf of your organization

+ Add Attendees

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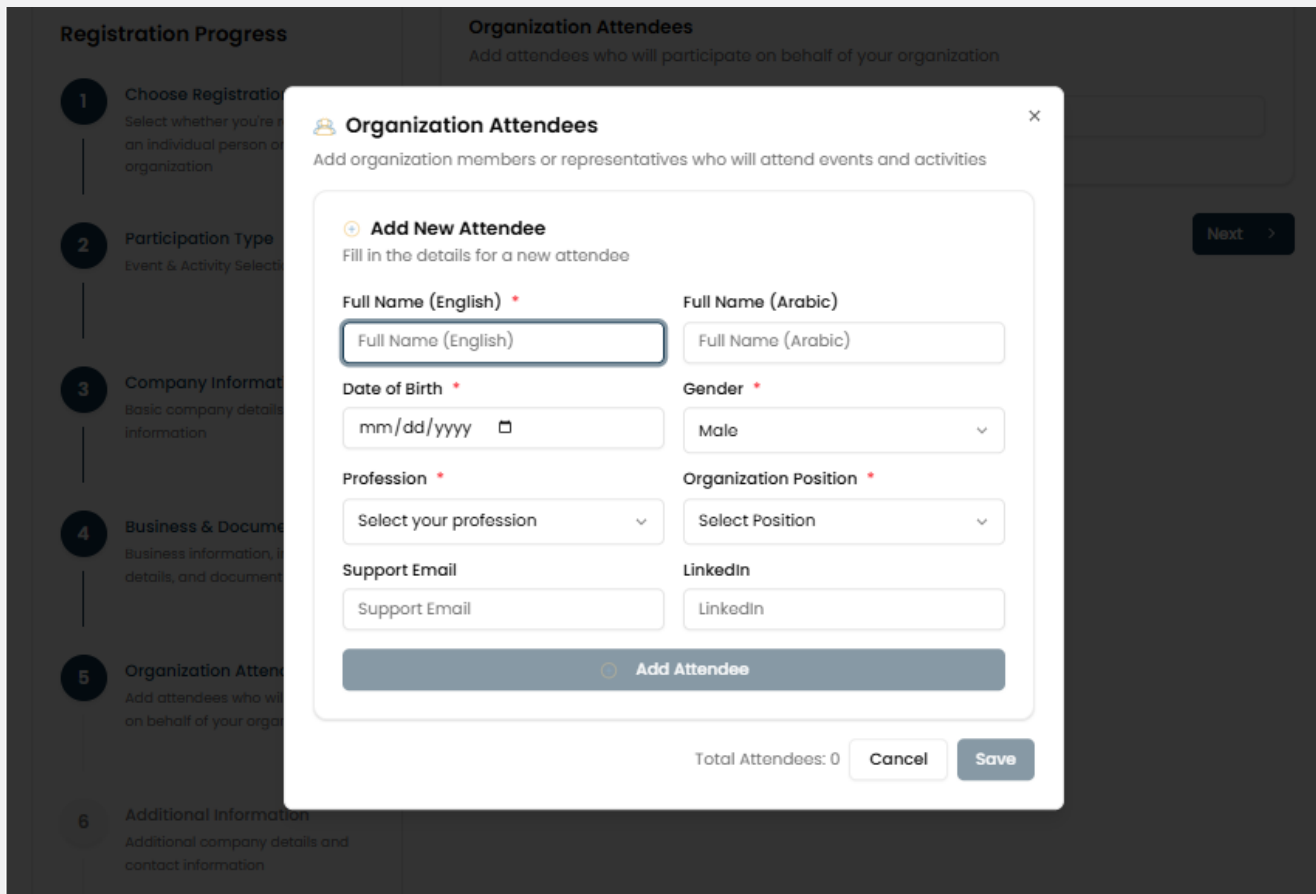
In this step, you'll be asked to **add attendees who will participate on behalf of your organization**.

Once you choose the **(+ Add Attendees)** button, a pop-up box with multiple fields will appear, the fields contain:

- Full Name (English) - **Required**
- Full Name (Arabic) - Not required
- Date of Birth - **Required**
- Gender - **Required**
- Profession - **Required**
- Organization Position - **Required**
- Support Email - Not required
- LinkedIn - Not required



STEP 5 – ORGANIZATION ATTENDEES



Registration Progress

- 1 Choose Registration Type
Select whether you're registering as an individual person or on behalf of your organization
- 2 Participation Type
Event & Activity Selection
- 3 Company Information
Basic company details and contact information
- 4 Business & Documents
Business information, documents, and details
- 5 **Organization Attendees**
Add attendees who will participate on behalf of your organization
- 6 Additional Information
Additional company details and contact information

Organization Attendees
Add attendees who will participate on behalf of your organization

Add New Attendee
Fill in the details for a new attendee

Full Name (English) *
Full Name (English)

Full Name (Arabic)
Full Name (Arabic)

Date of Birth *
mm/dd/yyyy

Gender *
Male

Profession *
Select your profession

Organization Position *
Select Position

Support Email
Support Email

LinkedIn
LinkedIn

Add Attendee

Total Attendees: 0 **Cancel** **Save**

Once you complete the previous steps, you can select **Add Attendee**, if your company has **More Than One Attendee**, then you can repeat the process and **Multiple Attendees** that will represent your company.



STEP 6 – ADDITIONAL INFORMATION

Registration Progress

- 1 Choose Registration Type**
Select whether you're registering as an individual person or an organization
- 2 Participation Type**
Event & Activity Selection
- 3 Company Information**
Basic company details and legal information
- 4 Business & Documents**
Business information, industry details, and document uploads
- 5 Organization Attendees**
Add attendees who will participate on behalf of your organization
- 6 Additional Information**
Additional company details and contact information
- 7 Emergency Contact & Terms**
Provide emergency contact information and accept our terms of service

Additional Information

Additional company details and contact information

Company Capital *

Business Sector

Business Activities

Contact Person Name

Contact Person Title

Contact Person Email

Contact Person Phone

Representative Name

Representative Position

Previous Projects

Country of Origin *

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- Company Capital - **Required**
- Business Sector - Not required
- Business Activities - Not required
- Contact Person Name - Not required
- Contact Person Title - Not required
- Contact Person Email - Not required
- Contact Person Phone - Not required
- Representative Name - Not required
- Representative Position - Not required
- Previous Projects - Not required
- Country of Origin - **Required**



STEP 7 – EMERGENCY CONTACT & TERMS

Registration Progress

1

Choose Registration Type

Select whether you're registering as an individual person or an organization

2

Participation Type

Event & Activity Selection

3

Company Information

Basic company details and legal information

4

Business & Documents

Business information, industry details, and document uploads

5

Organization Attendees

Add attendees who will participate on behalf of your organization

6

Additional Information

Additional company details and contact information

7

Emergency Contact & Terms

Provide emergency contact information and accept our terms of service

Emergency Contact & Terms

Provide emergency contact information and accept our terms of service

Emergency Contact Information

Contact Name

Contact Phone

Relationship

Enter contact name

+218▼

Select relationship ▼

☐ I agree to the* [terms and conditions](#)

By registering, you agree to our terms of service and privacy policy.

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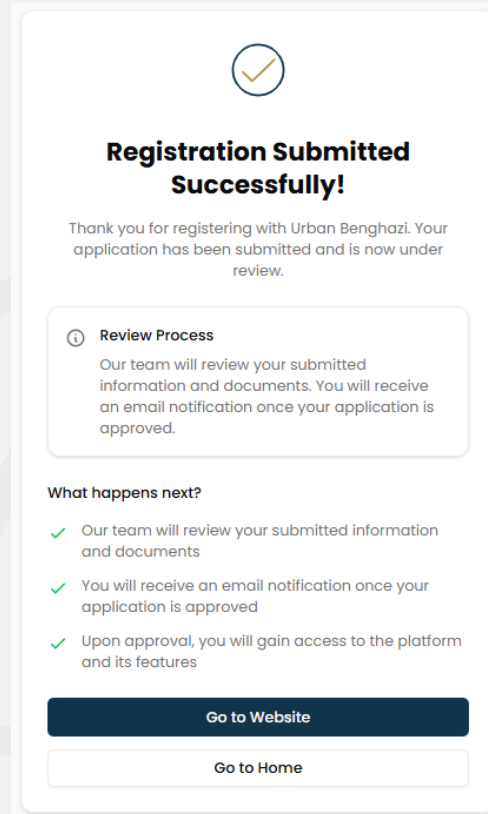
Complete Registration

Enter emergency contact details:

- Contact Name - Not required
- Contact Phone - Not required
- Relationship - Not required
- I agree to the terms and conditions checkbox - **Required**



COMPLETION MESSAGE



Once all steps are completed successfully, a confirmation message will appear.

If there are any missing or incorrect entries, a pop-up will highlight them for correction.

What Happens Next?

- Our team will review your submitted information and documents.
- You will receive an email notification once your application is approved.
- Upon approval, you will gain access to the platform and its features.

You may then choose to Go to Website or Go to Home.

