



**GCUPI-B**

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

# PARTICIPATION PROCESS COMPANY - VISITOR

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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, Feburary 8–10).
- 2. Company (Visitor)** - Attend the event days of your choosing, Feburary 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, Feburary 8–10).
- 4. Self-Employed Expert (Visitor)** - Attend the event days of your choosing, Feburary 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

**Next >**

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)

[Previous](#)

[Next](#)

### You may:

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



# 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

<b>Company Name (English) *</b> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 5px;" type="text"/>	<b>Company Name (Arabic) *</b> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 5px;" type="text"/>
<b>Trade Name / Brand Name</b> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 5px;" type="text"/>	
<b>Company Type *</b> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 5px;" type="text"/>	
<b>Legal Structure *</b> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 5px;" type="text"/>	
<b>Registration / Commercial Number *</b> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 5px;" type="text"/>	
<b>Establishment Date *</b> <input style="width: 100%; height: 25px; border: 1px solid #ccc; padding: 5px;" type="text"/>	

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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 *	Target Market
<input type="text" value="Select Industry / Sector"/>	<input type="text" value="Select Target Market"/>

**Products / Services Offered \***

**Contact Details**

Head Office Address *	Company Email *
<input type="text" value="Head Office Address"/>	<input type="text" value="email at example.com"/>

**Company Phone Number \***

**Website URL**

**Documents & Uploads**

Company Profile (PDF) *	Legal File
<input type="text" value="Choose File No file chosen"/>	<input type="text" value="Choose File No file chosen"/>

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

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

**Commercial Registration Certificate**

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
Previous
Next >

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
- 2** Participation Type
- 3** Company Information
- 4** Business & Documentation
- 5** Organization Attendees
- 6** Additional Information

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

**Organization Attendees**

Add organization members or representatives who will attend events and activities

**Add New Attendee**  
Fill in the details for a new attendee

Full Name (English) *	Full Name (Arabic)
Full Name (English)	Full Name (Arabic)
Date of Birth *	Gender *
mm/dd/yyyy	Male
Profession *	Organization Position *
Select your profession	Select Position
Support Email	LinkedIn
Support Email	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
- 2** Participation Type
- 3** Company Information
- 4** Business & Documents
- 5** Organization Attendees
- 6** Additional Information
- 7** Emergency Contact & Terms

**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 \***

**Previous Projects**

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# 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
<input type="text" value="Enter contact name"/>	<input type="text" value="+218"/>	<input type="button" value="Select relationship"/>

[I agree to the\\* terms and conditions](#)  
By registering, you agree to our terms of service and privacy policy.

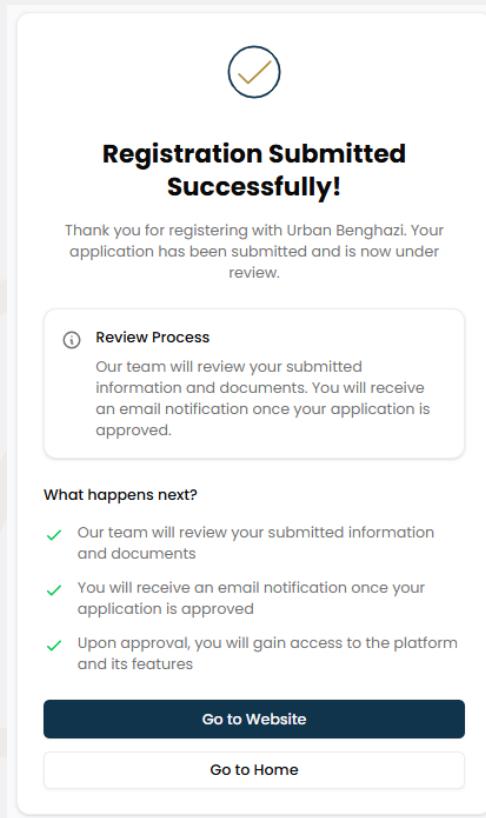
[Previous](#) [Complete Registration](#)

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.