



GCUPI-B

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

PARTICIPATION PROCESS

SELF EMPLOYED EXPERT - CONTRIBUTOR

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



TABLE OF CONTENTS

ABOUT THIS GUIDE	1
REGISTRATION PATHWAYS OVERVIEW	2
STEP ONE – CHOOSE REGISTRATION TYPE	5
STEP TWO – PARTICIPATION TYPE	6
STEP THREE – BASIC INFORMATION	8
STEP FOUR – PROGRESSIONAL INFORMATION	9
STEP FIVE – EMERGENCY CONTACT & TERMS	10
COMPLETION MESSAGE	11
WHAT HAPPENS NEXT?	11



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 (Dec 30, 2025) - Phase 2 deadline (Jan 30, 2026) - 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 (Dec 30, 2025) - Phase 2 deadline (Jan 30, 2026) - 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

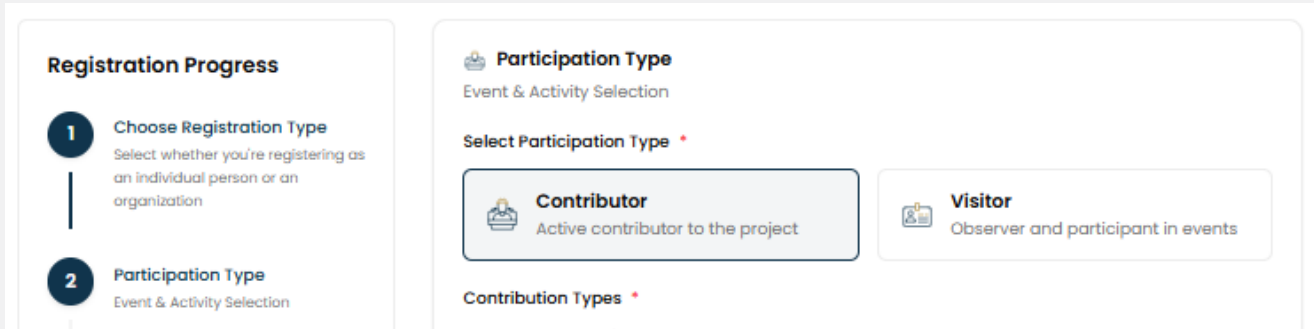
Register as a company, institution, or organization

[Next >](#)

From the two options, select **Self-Employed Expert**. This ensures that the registration process will be customized for individual professionals rather than organizations.



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

Participation Type
Event & Activity Selection

Select Participation Type *


Contributor
Active contributor to the project

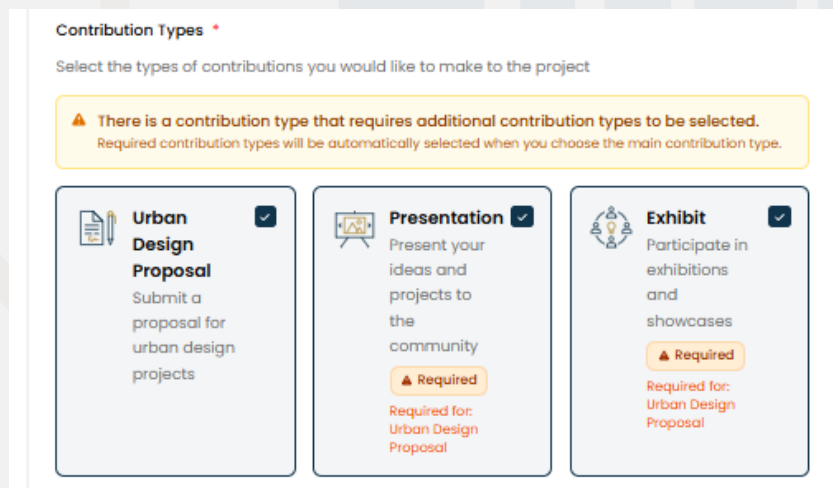

Visitor
Observer and participant in events

Contribution Types *

Select **Contributor**.

In this section, you will see three checkboxes:


- **Urban Design Proposal** – Submit a proposal for urban design projects. Phase 1 deadline (Dec 30).
- **Presentation** – Present your ideas and projects to the community. Day 1 (Feb 8)
- **Exhibit** – Participate in exhibitions and showcases. Day 2 (Feb 9)





Contribution Types *

Select the types of contributions you would like to make to the project

⚠ There is a contribution type that requires additional contribution types to be selected.
Required contribution types will be automatically selected when you choose the main contribution type.


Urban Design Proposal ☒
Submit a proposal for urban design projects


Presentation ☒
Present your ideas and projects to the community
⚠ Required
Required for: Urban Design Proposal


Exhibit ☒
Participate in exhibitions and showcases
⚠ Required
Required for: Urban Design Proposal

You can:

- **Select Urban Design Proposal**, which will **automatically include both Presentation and Exhibit**.
- **Select Presentation only** or **Exhibit only** without additional requirements.



STEP 2 – PARTICIPATION TYPE

Participation Notes *

Please describe your contribution to the initiative. Your detailed description will help reviewers understand your involvement and the value your proposal brings to the initiative. A well-articulated contribution will enhance your chances of advancing to the next stage and actively participating in shaping Benghazi's future urban landscape.

Participation Notes

0/500

[< Previous](#)

[Next >](#)

After selecting, complete the **Participation Notes** section with a minimum of **120 characters**.



STEP 3 – BASIC 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 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

Basic Information

Basic personal information and contact details

Full Name (Arabic) ⓘ
الاسم الكامل بالعربية

Full Name (English) * ⓘ
Full Name in English

Gender *
Select Gender

Date of Birth *
mm/dd/yyyy

Email *
email at example.com

Phone Number *
+218

Nationality *
Search for nationality...

City
Enter city

District
Enter district

Postal Code
Enter postal code

Address Line 1
Enter address

Address Line 2
Enter additional address info

[< Previous](#)
[Next >](#)

Provide your personal and contact details. Required fields include:

- Full Name (Arabic) - Not required
- Full Name (English) - **Required**
- Gender - **Required**
- Date of Birth - **Required**
- Email - **Required**
- Phone Number - **Required**
- Nationality - **Required**
- City - Not required
- District - Not required
- Postal Code - Not required
- Address Line 1 - Not required
- Address Line 2 - Not required



STEP 4 – PROFESSIONAL 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 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

Individual Information

Personal details, contact information, and document uploads

Individual Information

Profession *

Personal Photo (Profile Picture)

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

Contact Details

Support Email

LinkedIn

Legal & Compliance

CV / Personal Profile Upload *

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

Certifications / Professional Licenses Upload

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

Previous

Next

Provide your professional details:

- Profession - **Required**
- Personal Photo - Not required
- Support Email - Not required
- LinkedIn - Not required
- CV / Personal Profile Upload - **Required**
- Certifications / Professional Licenses Upload - Not required



STEP 5 – 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 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

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="text" value="Select relationship"/>

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

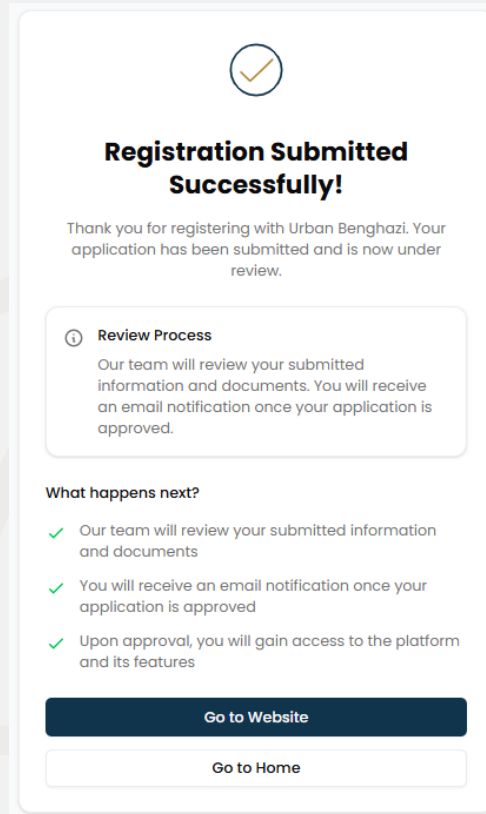
< Previous
Complete Registration

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.

