



GCUPI-B

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

PARTICIPATION PROCESS

SELF EMPLOYED EXPERT - VISITOR

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

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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

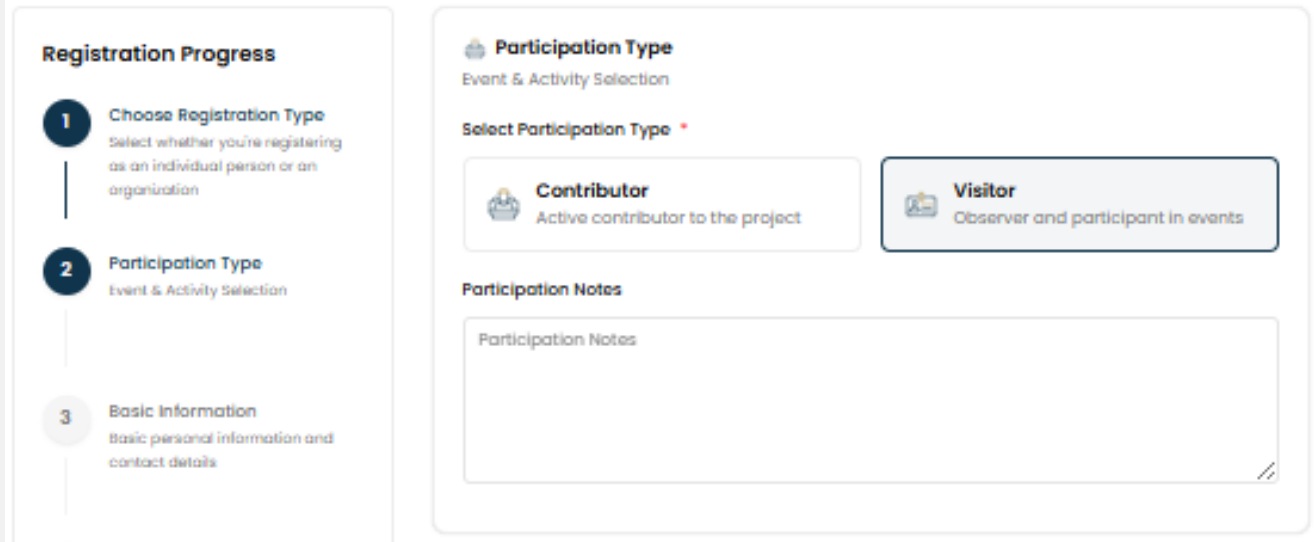
Register as a company, institution, or organization

[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



The screenshot shows a registration interface with a progress bar on the left and a main form area on the right.

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

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 Professional Information
Professional details, documents, and social media

5 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 – 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)
 No file chosen
Allowed formats: JPG, PNG, WebP, PDF. Maximum file size: 5MB.

Contact Details

Support Email

LinkedIn

Legal & Compliance

CV / Personal Profile Upload *
 No file chosen
Allowed formats: PDF, JPG, PNG, WebP. Maximum file size: 5MB.

Certifications / Professional Licenses Upload
 No file chosen
Allowed formats: PDF, JPG, PNG, WebP. Maximum file size: 5MB.

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
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.

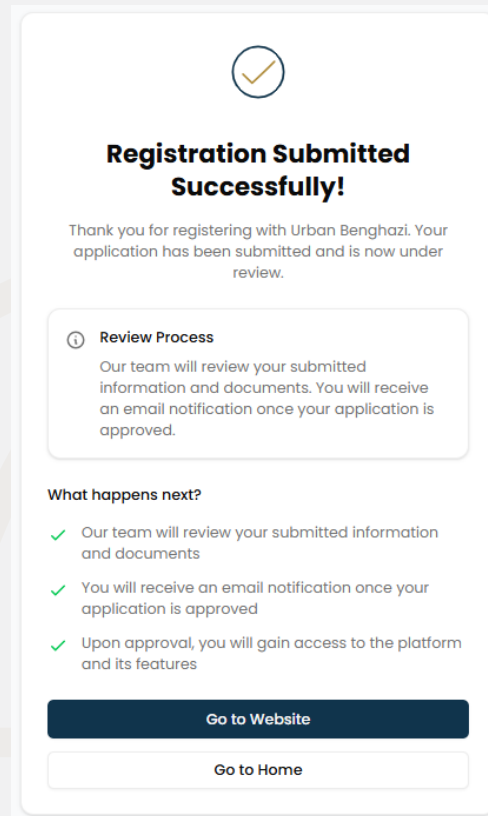
[< Previous](#)
[Complete Registration](#)

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.

