



USER GUIDE

This guide is created to help you to understand the functioning of the registration site* so you can use it easily and efficiently.

You will find information about the functionalities of the platform.

If you encounter any problem, please contact the organisation team via:

contact@peugeotinternationalbrandconvention.com

Enjoy your visit on our website!

The organisation team

** In order to ensure the readability of the various pages, it is preferable to connect to the website from a computer.*



ADVICE

We recommend that you regularly clear cache & cookies of your Internet browser for a smoother navigation.

We recommend to use the Chrome or Firefox browser.

A. LOGIN PAGE

Fill in the "User name" and "Password" fields to enter the platform.

Your login details were mentioned in the email that you received together with this User Guide.



B. REGISTRATION PAGE

WELCOME

REGISTRATION

PROGRAMME

PRACTICAL INFORMATION

DOWNLOADS

EXTRA PROGRAMME

PHOTOS

MC

Step 1 : New registrations

Step 2 : Manage

Monday October, 21st – Tuesday October, 22nd


Dear manager,

We thank you for using the platform.

1- Click on "upload your file" with your participants' information (only for the first step)


or

2- Click on "register someone" to add 1 participant at a time



Choisir un fichier

Aucun fichier choisi



Register someone

Registration drafts (1)

This page allows you to:

Step 1:

- Upload the full data set (framework) for several guests.
- Add individually a guest

Step 2:

- Update or modify data which are already saved.



REGISTRATION PAGE

STEP 1: Register guests

OPTION 1: Uploading the framework
(addition of several guests at the same time)

We advise you to upload the framework on the platform once it is filled in as much as possible (especially details about transportation).

NB: Please do not forget to register internal guests.

The screenshot shows a web application for registration. At the top is a navigation bar with tabs: WELCOME, REGISTRATION (active), PROGRAMME, PRACTICAL INFORMATION, DOWNLOADS, EXTRA PROGRAMME, and PHOTOS. Below the navigation bar, there are two buttons: 'Step 1 : New registrations' and 'Step 2 : Manage'. The main content area displays the dates 'Monday October, 21st – Tuesday October, 22nd'. Below the dates, there is a message: 'Dear manager, We thank you for using the platform. 1- Click on "upload your file" with your participants' information (only for the first step) or 2- Click on "register someone" to add 1 participant at a time'. At the bottom, there are two main options: 'Choirir un fichier' (with a red circle around the number 1 and a file icon) and 'Register someone' (with a plus icon). The text 'Aucun fichier choisi' is next to the first option, and 'Registration drafts (1)' is below the second option.

1. Fill in the framework, which has been sent in the email with your User Details.
2. Upload the framework by clicking on "Select a file" **1**



IMPORTANT :

You can upload more than one framework on the platform. For example, the first one can contain 10 guests and the second one, five guests. If you upload both, you will have your 15 guests registered on the website.

BE CAREFUL, to avoid duplication, please use a blank framework for each time you upload new guests. Do not add the new guest to a previous framework as previous uploads will be duplicated.

Once the framework is correctly loaded, all the fields will be completed automatically following the example below:

1. If everything is OK, click on "confirm import" **1**

Step 1 : New registrations

Step 2 : Manage

Monday October, 21st – Tuesday October, 22nd

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or

2- Click on "register someone" to add 1 participant at a time

Export to excel

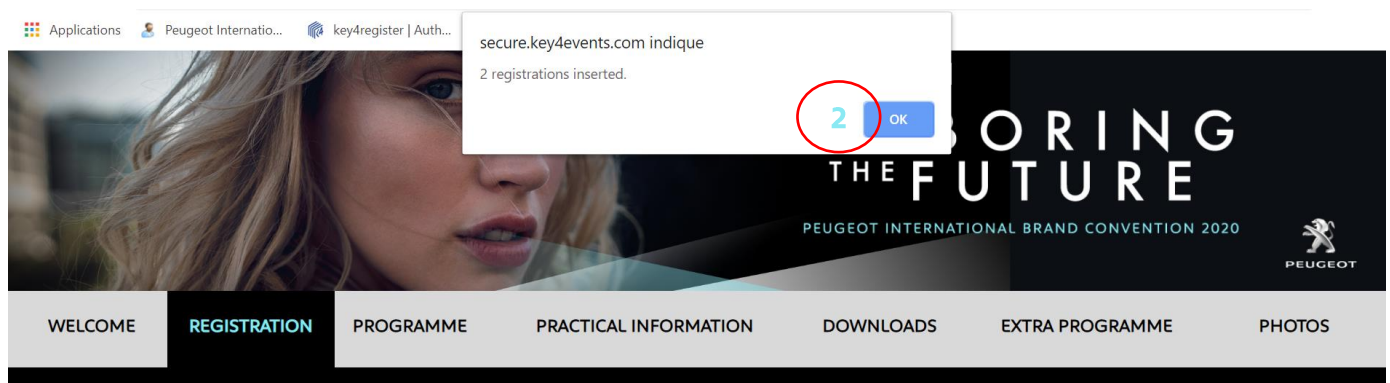
EOTP	Gender	Last name	First Name	Position	Country	Spoken language	Email	Mobile phone	Passport number	Nationality	Country of issue	Date of issue	Expiration date	Date of birth	P b
179945	Ms	CRESPIN	Sharlen	Chief of staff	France	Italian	sharlen.crespin@novateam.fr	+33677889900	13AV08765	French	France	09/12/2017	08/12/2027	01/12/1992	C
179945	Mr	FABRE	Bertrand	CTO	Germany	German	fesfefs@gmail.com	+31244556677	00UD45665	German	Germany	04/12/2018	03/12/2029	09/08/1976	V

CONFIRM IMPORT

1



2. The following window will appear saying the number of registered guests. Click on "OK" to confirm **2**



3. Then your registered guests appear like this:

Step 1 : New registrations Step 2 : Manage

• Please click on the icon to edit a participant form.

3 registrations

	Last Name	First Name
	DESIGAUX	Chloé
	DURIEUX	Doriane
	ELINGUEL	Sophie

Export



NB : if there are some incorrect or missing information within your framework, an error message will appear. Cells highlighted in yellow are not correctly completed and the ones in red show a missing information.

For example, you can see on the picture that the date of issue is missing and that one mobile phone has not been entered under the right format. 1

Step 1 : New registrations

Step 2 : Manage

Monday October, 21st – Tuesday October, 22nd

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or

2- Click on "register someone" to add 1 participant at a time

Export to excel

EOTP	Gender	Last name	First Name	Position	Country	Spoken language	Email	Mobile phone	Passport number	Nationality	Country of issue	Date of issue	Expiration date	Date of birth	P b
179945	Ms	CRESPIN	Sharlen	Chief of staff	France	Italian	sharlen.crespin@novateam.fr	06 45 77 88 6 (1)	13AV08765	French	France	09/12/2017	08/12/2027	01/12/1992	C
179945	Mr	FABRE	Bertrand	CTO	Germany	German	fesfefs@gmail.com	+31244556677	00UD45665	German	Germany	* (2)	03/12/2029	09/08/1976	V

1 - Required phone number format : +33 123456789
2 - Required date format : dd/MM/yyyy

2

VALIDATE CHANGES

1

Please correct and then, click on "validate changes". 2



STEP 1: Register guests

OPTION 2: Register guests individually

Add guests individually:

WELCOME

REGISTRATION

PROGRAMME

PRACTICAL INFORMATION

DOWNLOADS

EXTRA PROGRAMME

PHOTOS


MC

Step 1 : New registrations

Step 2 : Manage


Monday October, 21st – Tuesday October, 22nd

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1- Click on "upload your file" with your participants' information (only for the first step)
or
2- Click on "register someone" to add 1 participant at a time



Choisir un fichier

Aucun fichier choisi



Register someone

1

Registration drafts (1)

1. Click on "Register someone" 1

NB : Fields with a * are mandatory to validate the registration form. You can however save a draft of your form and come back to it later if needed, by clicking on "Save draft and register a new person" at the bottom of the form.



2. Fill in as much information as possible about your guest. The first section includes general details about each participant, as shown below.

SESSION INFORMATION

EOTP / Country *

YOUR DETAILS

Gender * Please select ▼

Last Name *

First Name *


Position *

Country * Please select ▼

Spoken language Please select ▼

The Convention will be presented in English

Email *

Mobile phone *  06 12 34 56 78

"Spoken Language" is the preferred language for the participant to listen to the plenary conference, knowing that the Convention will be presented in English and that earphones will be given for live translation.

The second section of the form is about passport information.

YOUR PASSPORT

Passport number *

Nationality *

Country of issue * Please select ▼

Date of issue *

Expiration date *

Date of birth *

Place of birth *

VISA

Do you need a letter in order to obtain a visa?

☐ Yes ☒ No

You will find in the "Manage registration" page the Visa letter to help your guest obtain the visa

If any of your guests needs a visa to enter the Netherlands, please tick "yes" on the dedicated question. You will then be able to download a visa letter to help your guest obtain her/his visa. **See [SECTION D of this User Guide for more information](#).**



The third section gathers information about your participants' travel itineraries. For each way, you will have to provide us with transport information (transport type, arrival airport and terminal, arrival time, etc.).

YOUR TRAVEL - ARRIVAL

You will arrive in Amsterdam by:

☐ Plane ☐ Train ☐ Other

Departure airport _____

Arrival airport _____

Arrival terminal _____

Arrival date _____

Arrival time _____

Please use a 24-hour clock format (examples: 09:12 or 18:21)

Company _____

Flight number _____

If you need to anticipate your arrival, please contact the organisation team contact@peugeotinternationalbrandconvention.com

YOUR TRAVEL - DEPARTURE

You will leave Amsterdam by:

☐ Plane ☐ Train ☐ Other

Please pick the mean of transport used by your guest and answer the dedicated questions.

- This section also allows you to upload their flight tickets:
 - Arrival ticket for their way from home to Amsterdam
 - Departure ticket for their way from Amsterdam to home

If you have only one document for both ways, you can upload it under "Arrival ticket".

YOUR TRAVEL - DEPARTURE

You will leave Amsterdam by:

☐ Plane ☐ Train ☐ Other

Download the tickets

Arrival ticket

Departure ticket

Complementary ticket

DIETARY REQUIREMENTS



The final section is about catering. Lunches and dinner will be provided to your guests. This is the section in which you can specify any type of dietary requirements/food allergies.

DIETARY REQUIREMENTS

Do you have any dietary requirements / food allergies ?

☐ Yes ☒ No

COMMENTS

1 VALIDATE AND REGISTER A NEW PERSON

SAVE AS DRAFT AND REGISTER A NEW PERSON **2**

You can also add a specific comment, if necessary, before validating and saving the registration form by clicking on "Validate and register a new person". **1**

As mentioned above, you can also choose to only save a draft of this form and come back at it later, if you are missing mandatory information. In that case, click on "Save as draft and register a new person". **2**

Once you collected the missing information, you will be able to find saved drafts on the registration page, as shown below. **1**

Step 1 : New registrations **Step 2 : Manage**

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2- Click on "register someone" to add 1 participant at a time

Choisir un fichier **Aucun fichier choisi**

Register someone

Registration drafts (1) **1**



REGISTRATION PAGE

STEP 2: Manage registered participants

Modify registered information:

This page allows you to manage your participants' list.

The screenshot shows the 'Step 2: Manage' interface. At the top, there are two tabs: 'Step 1 : New registrations' and 'Step 2 : Manage'. Below the tabs, a message says: 'Please click on the icon to edit a participant form.' Below this, it says '3 registrations' and shows a search bar. A table lists three participants with columns for 'Last Name' and 'First Name'. Each row has a colored dot and a pencil icon on the left. At the bottom left, there is an 'Export' button with a document icon.

	Last Name	First Name
	DESIGAUX	Chloé
	DURIEUX	Doriane
	ELINGUEL	Sophie

The coloured dot on the left of each line represents the progress of information you validated for each participant.

- A green dot means that you completed all current mandatory information;
- An orange dot means that you completed more than 60% of the current mandatory information;
- a red dot means that you completed less than 60% of the current mandatory information.

As we get closer to the event date, more fields will become mandatory when registering a guest, in order to guide you towards the completion of your list.

You will receive further information in due time.



Step 1 : New registrations

Step 2 : Manage

• Please click on the icon to edit a participant form.

3 registrations

	Last Name	First Name
	DESIGAUX	Chloé
	DURIEUX	Doriane
	ELINGUEL	Sophie

Export

1. Click on the pencil icon to open a participant file 1
2. The following window appears. Modify the fields you wish and confirm your changes. 1

Registered on 14/06/2019

SESSION INFORMATION

EOTP / Country * 179945

YOUR DETAILS

Gender * Ms
Last Name * CRESPIN
First Name * Sharlen
Position * Chief of staff
Country * France
Spoken language Italian

The Convention will be presented in English

Email * sharlen.crespin@novateam.fr
Mobile phone * 06 45 77 88 99 +33645778899*

YOUR PASSPORT

VALIDATE 1

NB: For guests that you uploaded via the framework, this is where you can upload their flight tickets:

- Arrival ticket for their way from home to Amsterdam




- Departure ticket for their way from Amsterdam to home

If you have only one document for both ways, you can upload it under "Arrival ticket".










Export data:


Step 1 : New registrations

Step 2 : Manage

• Please click on the  icon to edit a participant form.

3 registrations

	Last Name	First Name
  	DESIGAUX	Chloé
  	DURIEUX	Doriane
  	ELINGUEL	Sophie

 Export

1. Click on the "Export list" icon to download the participants file **1**
2. The Excel file allows you to apply filters and sort per category.



Delete a guest:

Step 1 : New registrations

Step 2 : Manage

• Please click on the icon to edit a participant form.

3 registrations

	Last Name	First Name
1	DESIGAUX	Chloé
	DURIEUX	Doriane
	ELINGUEL	Sophie

Export

1. Click on the icon to delete a guest from the list. 1
2. The following message appears.

Peugeot International Brand Con

+

<https://www.peugeotinternationalbrandconvention.com/group.aspx?step=2&e=1069>

www.peugeotinternationalbrandconvention.com indique

Do you confirm the deletion?

OK

Annuler 2

UNBORING THE FUTURE

PEUGEOT INTERNATIONAL BRAND CONVENTION 2020

PEUGEOT

WELCOME

REGISTRATION

PROGRAMME

PRACTICAL INFORMATION

DOWNLOADS

EXTRA PROGRAMME

PHOTOS

Caroline LANCRY

Step 1 : New registrations

Step 2 : Manage

• Please click on the icon to edit a participant form.

3 registrations

	Last Name	First Name
	DESIGAUX	Chloé
	DURIEUX	Doriane
	ELINGUEL	Sophie

Export

3. Click on the "OK" button to confirm, otherwise click on "Cancel" 2



4. The new list appears without the name of the deleted guest.

Peugeot International Brand Con x +

https://www.peugeotinternationalbrandconvention.com/group.aspx?step=28&e=1069

UNBORING THE FUTURE


PEUGEOT INTERNATIONAL BRAND CONVENTION 2020

PEUGEOT







WELCOME REGISTRATION PROGRAMME PRACTICAL INFORMATION DOWNLOADS EXTRA PROGRAMME PHOTOS


Caroline LANCRY

Step 1 : New registrations Step 2 : Manage

- Please click on the  icon to edit a participant form.

2 registrations

	Last Name	First Name
  	DURIEUX	Doriane
  	ELINGUEL	Sophie

 Export



Send an email with practical information

NB : this option will only be available once all your guests are registered. It is currently hidden and won't appear on the platform before your registration process is complete.

Step 1 : New registrations

Step 2 : Manage

Please click on the icon to edit a participant form.

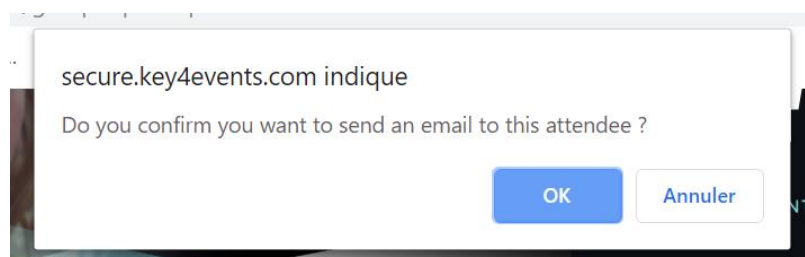
2 registrations

	Last Name	First Name
1	CRESPIN	Sharlen
	FABRE	Bertrand

[Registrations summary](#)

Le site est publié par AUTOMOBILES PEUGEOT, société anonyme au capital de 172 711 770 Euros, dont le siège est au : 07 rue Henri Sainte-Claire Deville, 92500 Rueil-Malmaison (France), immatriculée au Registre du Commerce et des Sociétés de PARIS sous le numéro B 552 144 503. N° d'identification : FR 23552144503, 552 144 503 R.C.S. Nanterre – APE 7010Z N° SIRET : 552 144 503 01248 Téléphone : 01 55 94 81 00

1. Click on the envelope icon to send an email with practical information. 1
2. The following message appears.



3. Click on the "OK" button to confirm, otherwise click on "Cancel".

NB: if you uploaded flight tickets for your participants, they will be attached to this email, together with their e-badge.



IMPORTANT:

For a more personalised email, we advise you to send the email from your own mail box. Programme and practical information can be downloaded from the website on the "Downloads" page so you can attach them to your email.

Participants will not be able to reply to the sending address.

You will receive further information regarding this matter in due time.



C. PROGRAMME PAGE

A screenshot of the Peugeot International Brand Convention 2020 Programme page. The page has a dark background with white text. At the top, there is a navigation bar with links: WELCOME, REGISTRATION, PROGRAMME (highlighted), PRACTICAL INFORMATION, DOWNLOADS, EXTRA PROGRAMME, and PHOTOS. Below the navigation bar, there is a section for the programme. On the left, there is a clock icon and two buttons labeled 'DAY 1' and 'DAY 2'. The 'DAY 2' button is highlighted with a red circle and a red number '1'. To the right of these buttons, there is a list of activities and times for Day 1 and Day 2. At the bottom of the page, there is a button labeled 'DOWNLOAD THE PROGRAMME' with a red circle and a red number '2' next to it.

Time	Activity
11.45 am – 01.00 pm	Buffet Lunch
01:00 am – 01.45 pm	Brand Plenary Session
01.55 pm – 06.30 pm	Workshops & Test Drives
06.35 pm – 07:00 pm	Transfer Hotel, Check-in
07:00 pm – 07.45 pm	Free Time
07.45 pm	Shuttles to Gala Dinner
08.15 pm – 11.30 pm	Gala Dinner
From 11.00 pm	Shuttles to hotels

This programme is the one appropriate for your session and your group. You can have an overview of each day, switching from day 1 to day 2 by clicking on these icons. **1**

You can download it by clicking on "Download the programme", at the bottom of the page. **2**



D. PRACTICAL INFORMATION

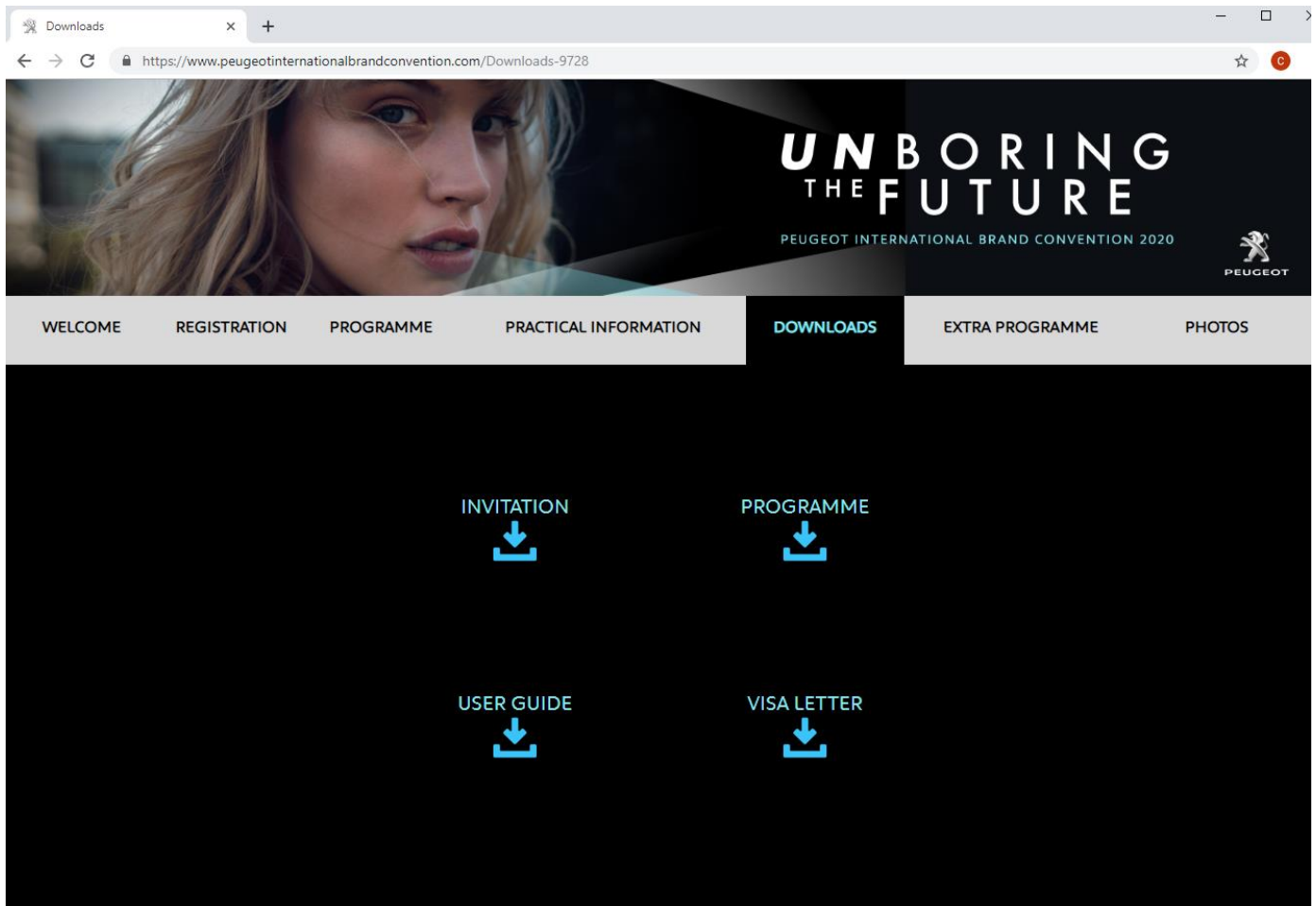
This page gathers practical information. You will find seven tabs with information regarding venues, accommodation, transfers, catering, the Netherlands, dress codes and immigration formalities.

Please read them carefully.

You can download a PDF version of it by clicking on "Download practical information" at the bottom of each page, as shown below. **1**



E. DOWNLOADS PAGE

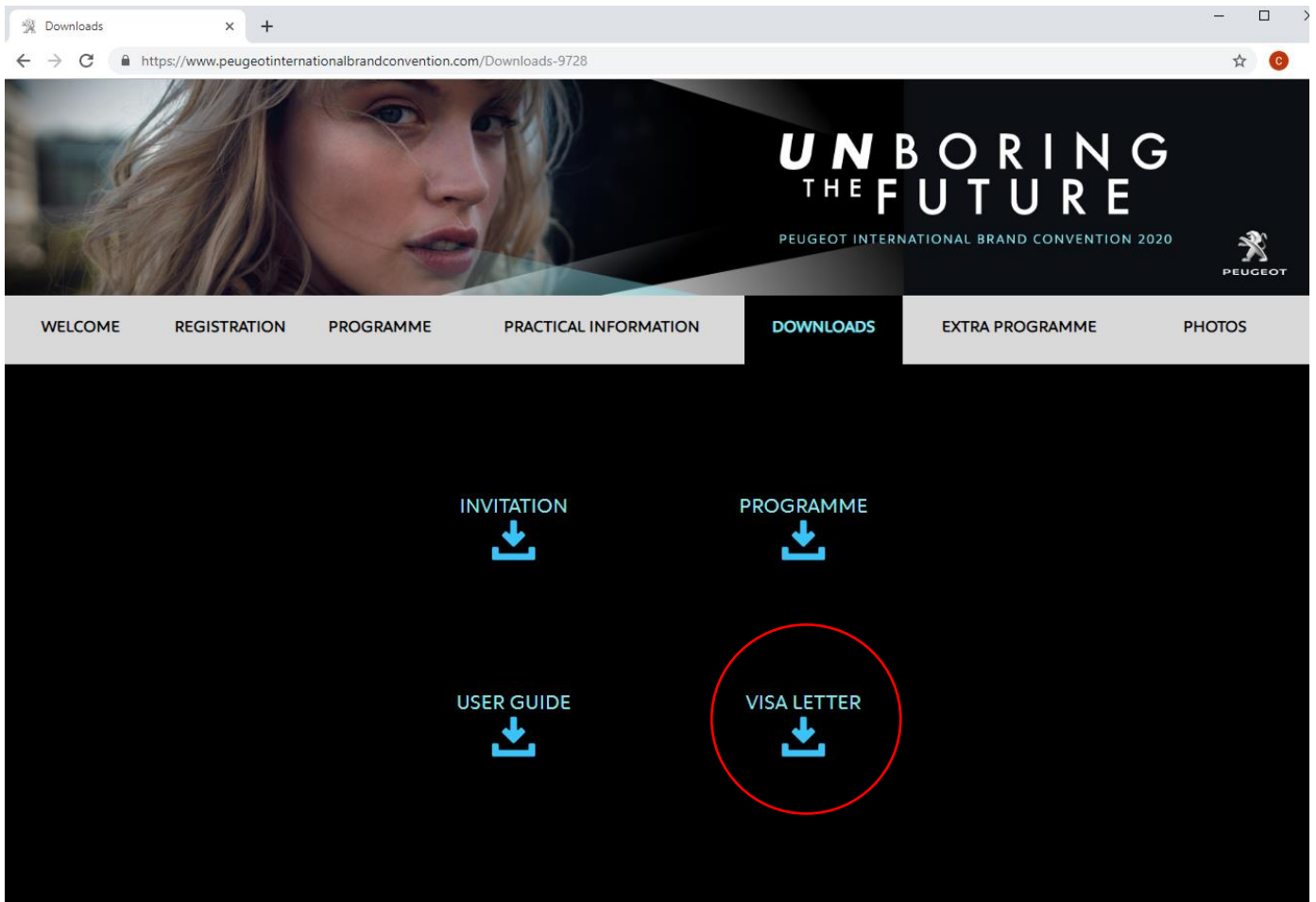


This page allows you to download documents such as an Outlook invitation (that can be personalised), the programme, practical information, etc.

Other documents will be added within the next few weeks, as we get closer to the event.



Download a visa letter



This is also where you can download a visa letter, to help your participants obtain their visa for the Convention.

It is an editable document that can be personalised for each of your participants who needs it.

Before sending it to your guest, please update her/his contact details within the letter and provide your guest with a PDF version.



F. EXTRA PROGRAMME

This page allows you to have an overview of the different activities available on day 2.

This page includes different activity suggestions that can be booked separately for your group of participants, on day 2.

If you want more information on one of those activities, you can either click on "read more" **1** below the matching photo or use the tabs on the left of the page. **2**



CANAL CRUISE

https://www.peugeotinternationalbrandconvention.com/content.aspx?e=1069&c=9863

THE FUTURE

PEUGEOT INTERNATIONAL BRAND CONVENTION 2020

PEUGEOT

WELCOME REGISTRATION PROGRAMME PRACTICAL INFORMATION DOWNLOADS EXTRA PROGRAMME PHOTOS

VISIT AMSTERDAM

CYCLING TOUR

HEINEKEN EXPERIENCE

VAN GOGH TOUR

CANAL CRUISE

IPAD SCAVENGER HUNT

CANAL CRUISE WITH DUTCH GAMES

The guests will enjoy a nice cruise through Amsterdam with a cold drink. Depending on the size of the group, the boat type may vary. During the trip, there will be a stop where the group can enjoy some traditional Dutch games.

Traditional Dutch games are: cake biting, nail pooping, shuffleboard game and chair dancing. The games are competitive, fun and not highly intensive.

Duration 2 hours

Group 60 persons per boat

DOWNLOAD TOUR INFORMATION & PRICING

1

1. For each activity you can find information such as a short summary, duration or group capacity.
2. At the bottom of each page, you can also download a PDF version by clicking on the dedicated button. **1**
That document includes all the above information as well as available languages and pricing.

If you want any further information or have any extra-programme request, you can contact the organisation team:

contact@peugeotinternationalbrandconvention.com



G.PHOTOS

This section will be updated after the Convention takes place, with photos of the event.