


# REGISTRATION GUIDE


 **1.** On the homepage, you can register as a start-up and enter the name and the email address of your start-up.

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[Login](#) [Register](#)

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**I am \***

A start-up 


**Your start-up name \***



**E-mail Address \***

[Register](#)

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 2. You'll receive a confirmation at the email address you entered for your Forum EPFL account validation. Click on "Validate my account".

**Bonjour,**

Vous avez demandé la création d'un compte start-up sur [ForumEPFL](#).

Afin de valider votre compte, merci de cliquer sur le bouton suivant pour terminer votre inscription :

Valider mon compte

Meilleures salutations,

Forum EPFL

 **3.** On the opening webpage, fill in all your **personal information** as well as the language in which you would like to use the platform.

### User registration

First name \*

Last name \*

E-mail Address \*

Phone number \*

Choose the language of the platform \*

French  English

Password  Show

[Generate a password](#)

ⓘ Passwords must be at least eight characters

Confirm the password  Show

I agree to the [Terms of use and Privacy Policy](#)



## 4. Fill in all the **information about your start-up**, as well as the language of your start-up.

### Contact information about the start-up

Start-up's name \*

Title

First name

Last name

Invoice N° or purchase order

Street and n° \*

Postal code \*

City \*

Country

E-mail Address \*

ⓘ This e-mail address will be used to confirm your registration and to send invoices.

Phone number \*

Language of communication \*

French  English

Next

5. From this new webpage, you can edit your profile or subscribe to the Start-Up Day to book a stand and benefit from the associated services.


### Start-up profile

Edit profile



Test

CHF 100,00



### Registration

You have:

- A stand of 4m<sup>2</sup>
- A table and two chairs
- Access to the entrepreneurs' breakfast
- Access to the Networking Cocktail
- A double-page in the book of Start-ups
- Two free lunches

You will find all the details in our [start-up book](#).

Register

 **6.** Once you've registered to the Start-Up Day, you must accept the general conditions. Moreover, you can subscribe to the Zero Emission program if you wish to.



## Register to start-up day

### General Conditions

- The EPFL Forum is open to companies that want to employ EPFL students, graduates, PhD students and post-docs.
- The terms and conditions of registration are defined in the Salesbook of the current year:  
[https://forum-epfl.ch/app/uploads/2020/03/LdP\\_2020\\_EN.pdf](https://forum-epfl.ch/app/uploads/2020/03/LdP_2020_EN.pdf)
- A firm and definitive order confirmation will be sent to the company

[Download the general conditions](#)


### Zero emission program (optional)

Through the "Forum Responsible" initiative and our partnership with SwissClimate, we strive to make our Forum a carbon-neutral event. You can help us by subscribing to the zero emission program.

I subscribe to the zero emission program

I agree to the General Conditions \*

[Register](#) [Cancel](#)

 7. A summary of your order will appear showing you the charges and the total bill to pay for all the services you subscribed to.




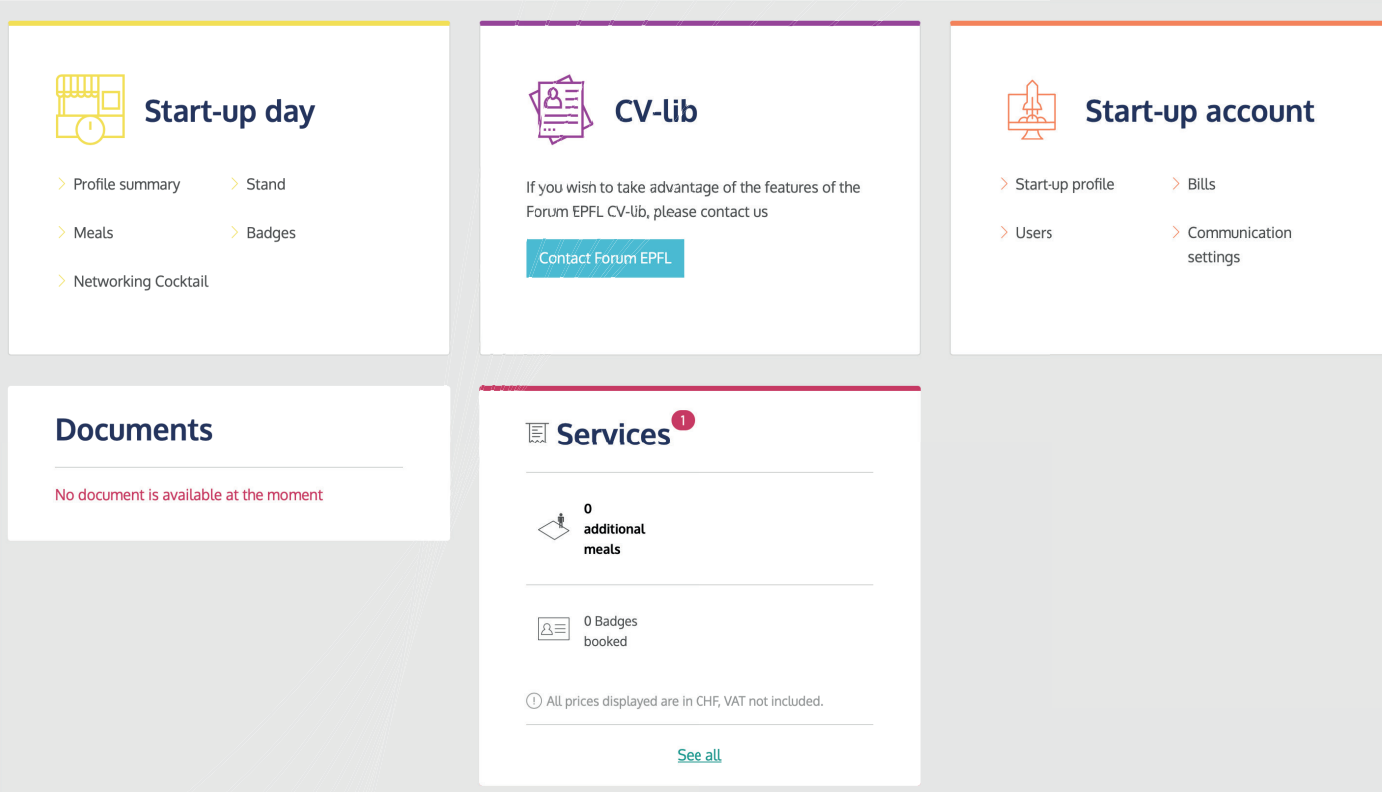
## Order summary

Item	Quantity	Price/unit	Price
Registration	1	100,00	100,00
Zero emission program	1	30,00	30,00
<b>Total</b>			<b>CHF 130,00</b>

All prices displayed are in CHF, VAT not included.


[Validate](#) [Cancel](#)

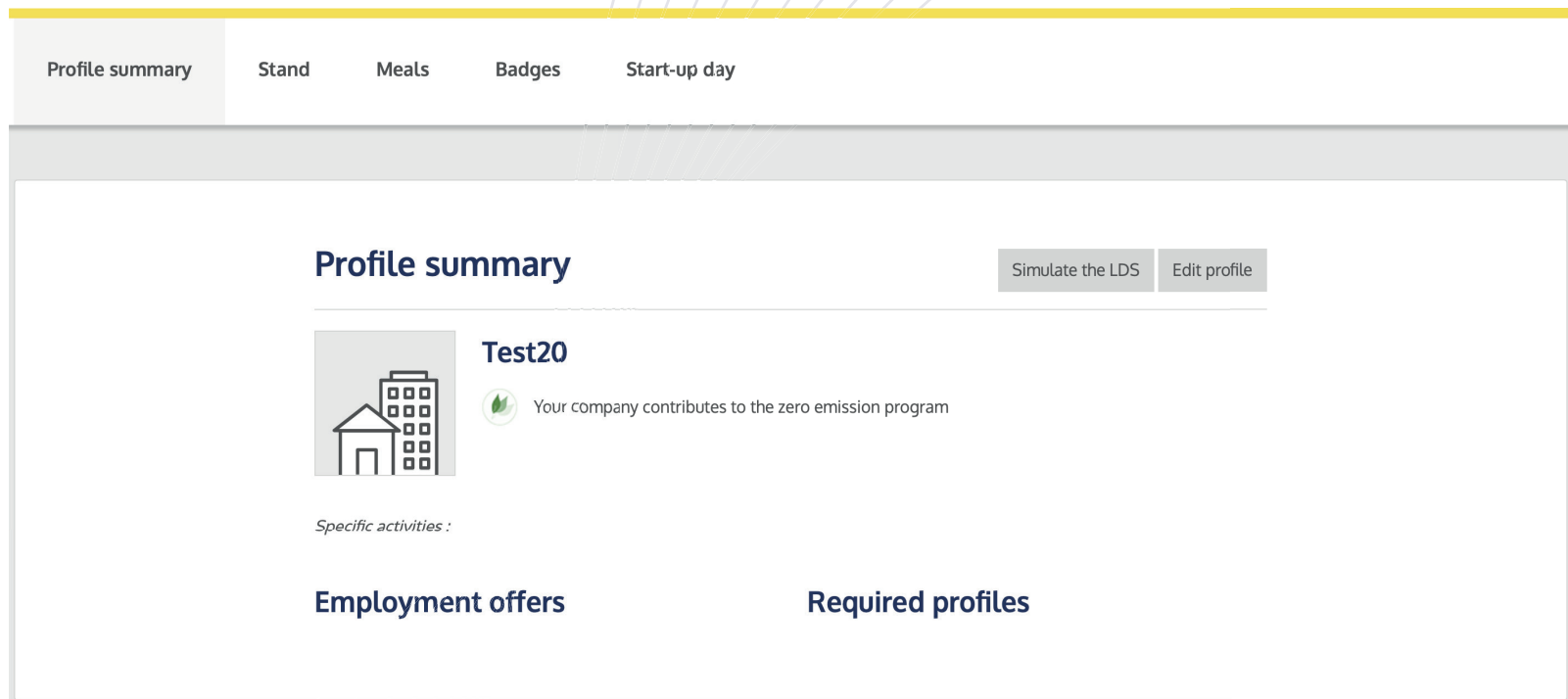
 **8.** Once you've accepted the summary of your order, the proper Forum EPFL platform will appear. From here you have access to numerous possibilities.



The screenshot displays a user interface with several service cards:


- Start-up day** (yellow header):
  - > Profile summary
  - > Stand
  - > Meals
  - > Badges
  - > Networking Cocktail
- CV-lib** (purple header):
  - If you wish to take advantage of the features of the Forum EPFL CV-lib, please contact us
  - [Contact Forum EPFL](#)
- Start-up account** (orange header):
  - > Start-up profile
  - > Bills
  - > Users
  - > Communication settings
- Documents** (white header):
  - No document is available at the moment
- Services** (red header):
  - 0 additional meals
  - 0 Badges booked
  - All prices displayed are in CHF, VAT not included.
  - [See all](#)


 **9.** From the Start-up Day tab, you have access to a summary of the profile of your start-up, and you can edit it. You have the possibility to complete the informations about your start-up and also insert your logo and your advertisement for our website and the Start-Up Book that will be released at the end of August 2020.



Profile summary   Stand   Meals   Badges   Start-up day

**Profile summary**   Simulate the LDS   Edit profile


 **Test20**

 Your company contributes to the zero emission program


*Specific activities :*

**Employment offers**   **Required profiles**




 **10.** From the Start-up Day tab, you can order additional meals (15.-/meal), beside the two already included, or book badges for your colleagues.

Profile summary   Stand   **Meals**   Badges   Start-up day




You have until the August 28, 2020 to order extra meals


 **Order extra meals, two are already included**

[Order an extra meal](#)

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You have until the August 28, 2020 to edit your badges

 **Book badges for your colleagues**

You have the possibility to order free badges for the employees of your company who will be present at the Forum EPFL.

[Order badges](#)