



Confederation of Indian Industry



सत्यमेव जयते

Department of Science & Technology
Government of India



DST-CII
INDIA  ITALY
Technology Summit
29-30 October 2018 : New Delhi

Step-by-step guide for Italian Delegation to fill online Registration Form

Note: Filling of the online form for registration is mandatory for all delegates in order to ensure that their name badges are prepared in advance. Registration forms of Speakers and senior officials can be filled by their office staff on their behalf. All forms are to be filled in English language only.

1. Visit www.ciitechnology.in
2. Click the **REGISTER NOW** button
3. Click on Participant Type
4. Select **Delegates from Italy**
5. Select Number of Attendees *(names and details of up to 10 delegates can be given in one form. For more than 10 delegates please fill separate form)*
6. Give **Title, Name, Middle Name, Last Name**, Designation, Email, Mobile *(for all delegates if filling for others)*
7. Give Details in Registered by: Title, Name, Middle Name, Last Name, Designation, Email, Mobile *(this is to be filled only if registration is being done on behalf of other delegates. If filling the form only for self then write Not Applicable or NA in this step)*
8. Give Company (name of the company / organization / Institute)
9. Add N/A (Not Applicable) in GST No.
10. Add N/A (Not Applicable) in TAN No.
11. Add N/A (Not Applicable) in PAN No.
12. Select Country from Drop down options *(options are given in the drop down menu, delegate can select from the given options)*
13. Give **State** *(give your state name)* **(MENTION PROVINCE)**
14. Give City *(give your city name)*
15. Give Zip Code *(give your city zip code)*
16. Give Address *(give your organization address)*
17. Give Phone No. *(give your official phone number)*
18. Give Fax No. *(give official fax number)* **(NOT MANDATORY)**
19. Give Yes/No in the boxes to select the session of your choice *(All boxes should be filled up for to capture the registration for each session of the summit)*



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20. Give Yes/No in the – “Are you interested in B2B?” (this is to be filled only if the delegate is interested in B2B, else give No) If yes, a separate email will be received by Italian delegate from CII B2B team, containing a username and password.

THE EMAIL WILL BE SENT ONLY TO ATTENDEES, NOT THE REQUESTOR, IN CASE THE REQUESTOR IS NOT PART OF THE ATTENDEES.

The delegate attending B2B will be requested to provide the following details.

21. Personal Profile (give brief about the person attending the summit in max 50 words)
22. Company Profile (give brief about your organization in max 50 words)
23. If No, then, Add No (“No” has to be given if a delegate is not interested in B2B)
24. You will be able to see an Online Registration Order Review

IN CASE A DELEGATE WANTS TO GO BACK AND EDIT ANY INFORMATION, HE/SHE NEEDS TO USE THE FUNCTION “BACK”. THEREAFTER HE/SHE CAN MODIFY ANY RESPONSE.

HENCE, BEFORE CLICKING THE ‘SUBMIT’ BUTTON, PLEASE DOUBLE CHECK AND MAKE SURE ALL THE INFORMATION ENTERED BY YOU IS CORRECT.

25. Tick on both check boxes.
26. Click Submit (Delegate will receive this message - Thanks for using our online registration form for participating in the DST-CII India-Italy Technology Summit 2018 (CII/CO/15672/18). An automated response has been sent to you. Please check the same for further details.)
This email will be received by all: Requestor and the attendees.
27. Your Online Registration is complete
28.

ONCE SUBMITTED, THE REGISTRATION FORM CANNOT BE MODIFIED ANYLONGER. IN CASE A DELEGATE STILL WANTS TO EDIT/DELETE/ADD SOME INFORMATION, HE/SHE WILL NEED TO DO ANOTHER REGISTRATION AND INFORM CII AT THE EMAIL ADDRESS divya.arya@cii.in ABOUT THE DUPLICATION. THEY WILL CANCEL AND DELETE THE ERRONEOUS REGISTRATION AND CONSIDER THE LATEST ONE.