

7TH

NEW EUROPE EXHIBITION FOR MEETINGS,
EVENTS & INCENTIVE TRAVEL

21 – 22 JANUARY 2015 • Ljubljana–Slovenia

www.conventa.info



PAYMENTS

The purpose of this document is to demonstrate how to pay the self-participation fee in the One2One Meetings application.

STEP BY STEP:

The first step is to access the website <http://conventa2015.talkb2b.net/>. The first screen encountered will contain functionality as shown in the screen capture below:

7TH NEW EUROPE EXHIBITION FOR MEETINGS,
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Home How It Works Contact Payments Register or Login

Dear participants of Conventa 2015.

Welcome to the One2One meetings application, where you will be able to check who will participate at Conventa and arrange the meetings with them. At the first stage we kindly ask you to REGISTER and fill out the requested fields. Detailed instructions how to register can be found [here](#).

Pre-scheduling of the One2One appointments is planned for 10 December and you will be informed about it by e-mail.

Please note that all other information about the programme will still be available at the Conventa website: www.conventa.info

If you need any additional information, please contact Conventa team at:
E: natalija@conventa.info or spela.jeruc@conventa.info
T: +386 1 430 51 03 (Mon – Fri from 8.00 – 16.00)

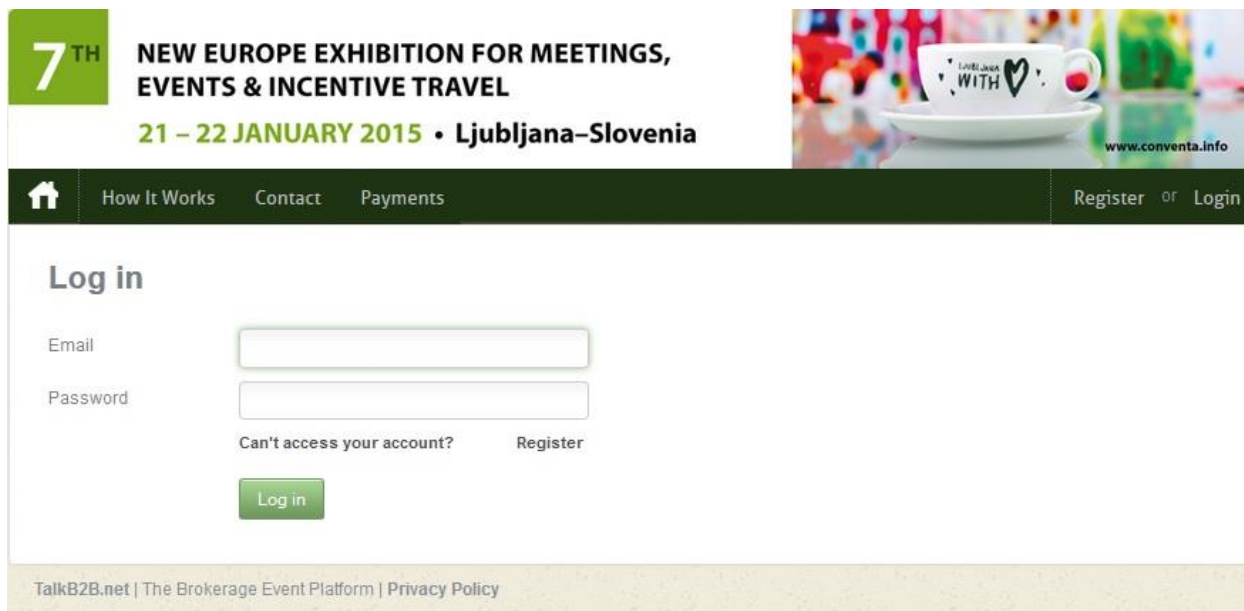
Organizers
SLOVENIAN CONVENTION BUREAU

Supported by
I FEEL SLOVENIA
Ljubljana
www.visitljubljana.com

Location

To LOG IN, please select the “Log in” option as indicated on the screen capture above.

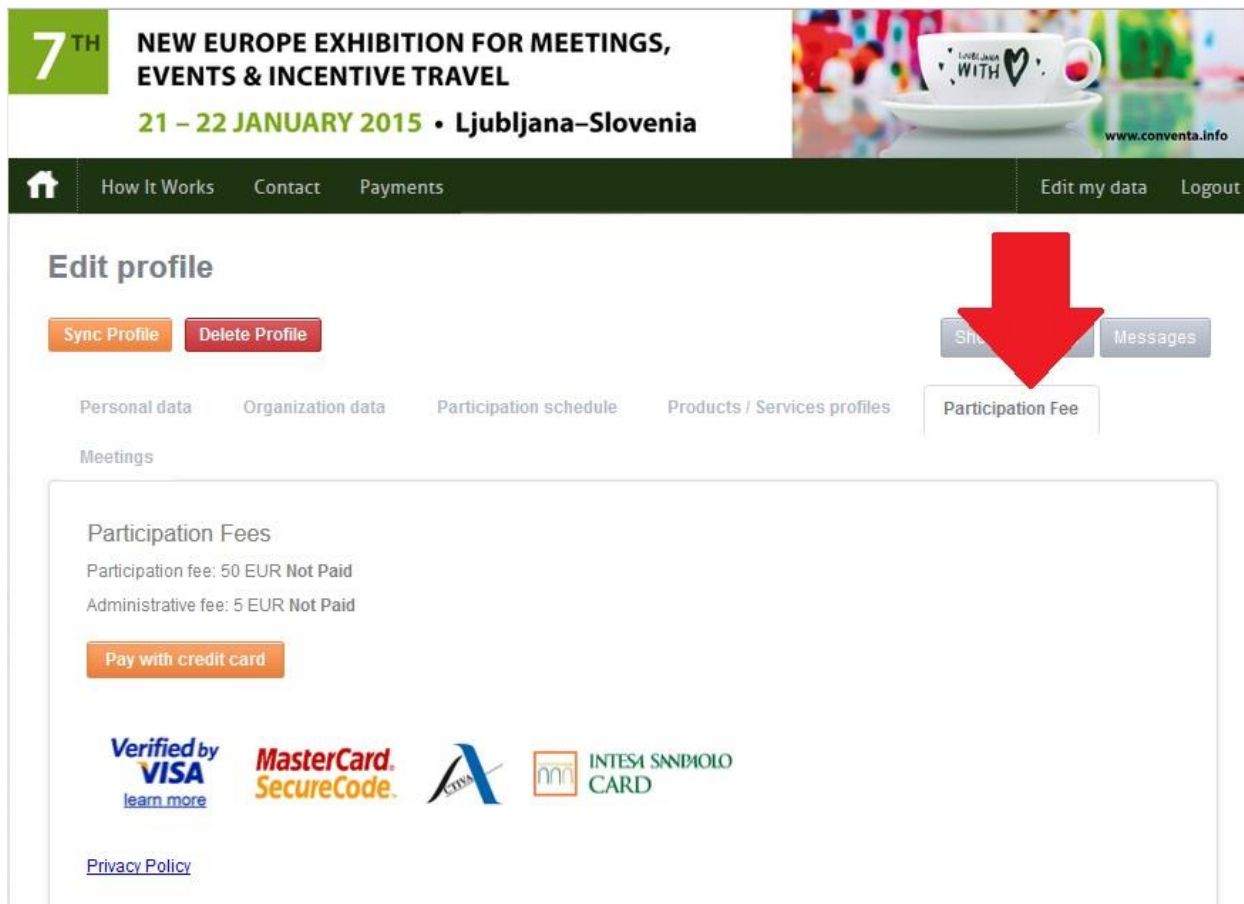
Selecting "Log in" will bring up the page as shown below:



The screenshot shows the top banner for the "7TH NEW EUROPE EXHIBITION FOR MEETINGS, EVENTS & INCENTIVE TRAVEL" held from "21 - 22 JANUARY 2015" in "Ljubljana-Slovenia". The banner includes a coffee cup with the text "Ljubljana WITH" and the website "www.conventa.info". Below the banner is a navigation bar with "Home", "How It Works", "Contact", "Payments", "Register", and "Login". The "Log in" section contains input fields for "Email" and "Password", a "Log in" button, and links for "Can't access your account?" and "Register". A footer contains "TalkB2B.net | The Brokerage Event Platform | Privacy Policy".

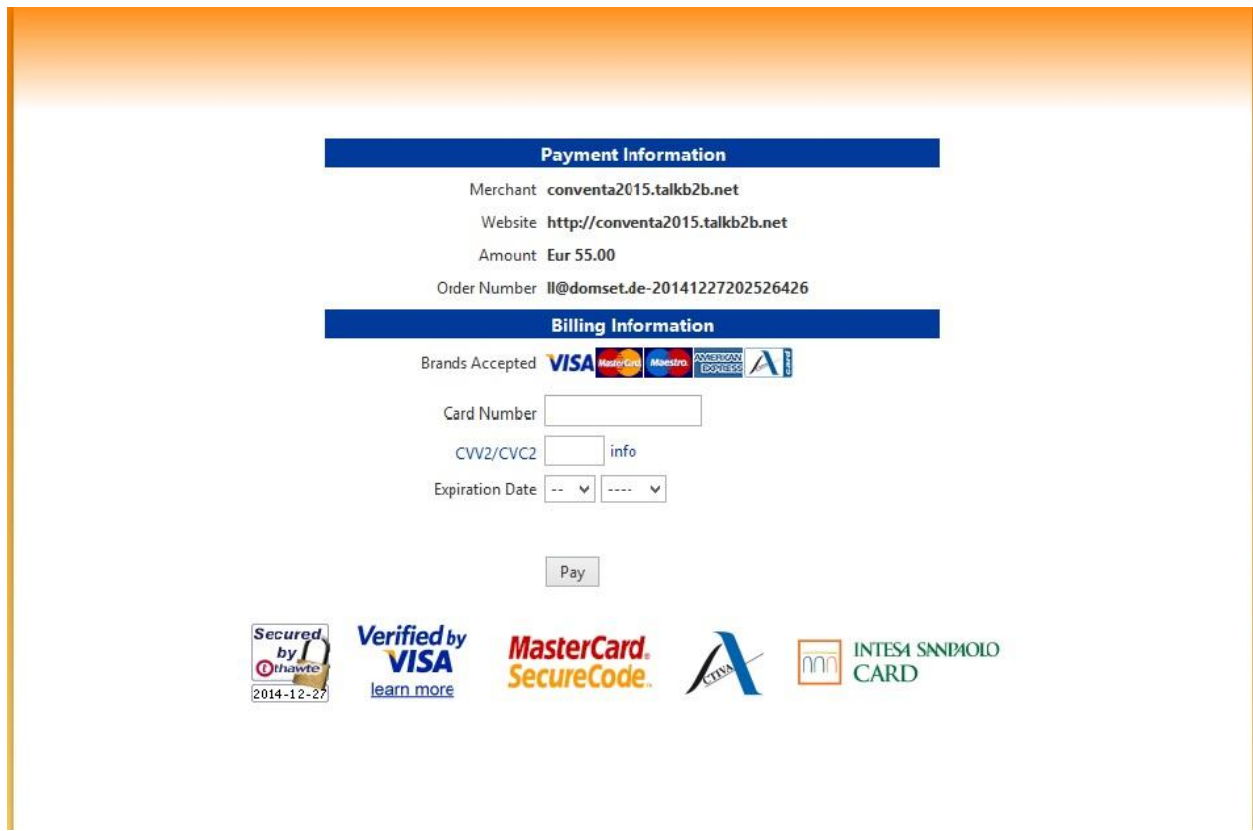
Please Log in with **your e-mail** and **password** as sent in an e-mail from Conventa team.

Please go to **Participation fee** as shown in the picture below.



The screenshot shows the "Edit profile" page with a navigation bar including "Home", "How It Works", "Contact", "Payments", "Edit my data", and "Logout". The "Participation Fee" tab is selected, indicated by a red arrow. The "Participation Fees" section displays "Participation fee: 50 EUR Not Paid" and "Administrative fee: 5 EUR Not Paid", with a "Pay with credit card" button. Logos for "Verified by VISA", "MasterCard SecureCode", "ACTIVA", and "INTESA SANPIOLO CARD" are shown at the bottom, along with a "Privacy Policy" link.

Please click on the orange button **"Pay with credit card"**. You will be redirected to the page as shown in the picture below:




The screenshot shows a payment interface with two main sections: "Payment Information" and "Billing Information".

Payment Information

- Merchant: `conventa2015.talkb2b.net`
- Website: `http://conventa2015.talkb2b.net`
- Amount: **Eur 55.00**
- Order Number: `ll@domset.de-20141227202526426`

Billing Information

Brands Accepted: 

Card Number:

CVV2/CVC2: info

Expiration Date: -- ----

At the bottom, there are several logos: "Secured by Thawte 2014-12-27", "Verified by VISA learn more", "MasterCard SecureCode", "A logo", and "INTESA SANPAOLO CARD".

VERY IMPORTANT: When Conventa team receives the confirmation of the payment of Participation fee they will check it in the system. **Please do not pay more than once.**

NEED HELP?

Please do not hesitate to contact us, if you need any assistance!

E: natalija@conventa.info or spela.jeruc@conventa.info

T: +386 1 430 51 03 (Mon – Fri 9.00 – 16.00)

With kind regards,

Conventa Team