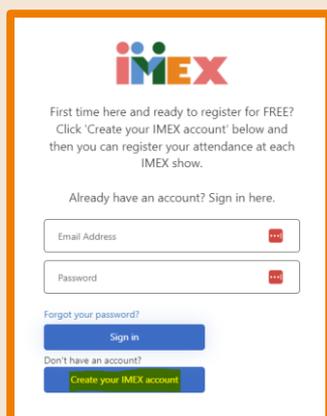


## Creating an IMEX account

You only need to create an IMEX account once. You can use it to manage your participation at every IMEX.

### ➔ STEP 1

Select **Create your IMEX account**.

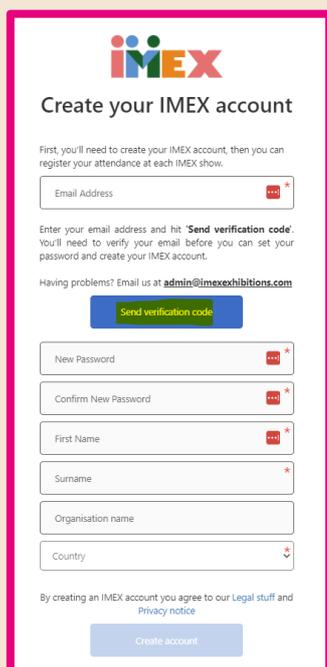


The screenshot shows the IMEX registration page. At the top, it says "First time here and ready to register for FREE? Click 'Create your IMEX account' below and then you can register your attendance at each IMEX show." Below this, there are fields for "Email Address" and "Password", a "Sign in" button, and a "Create your IMEX account" button which is highlighted in green.

### ➔ STEP 2

Enter your email address in the Email Address box, then click **Send Verification Code**.

We will then send you an email with a code.

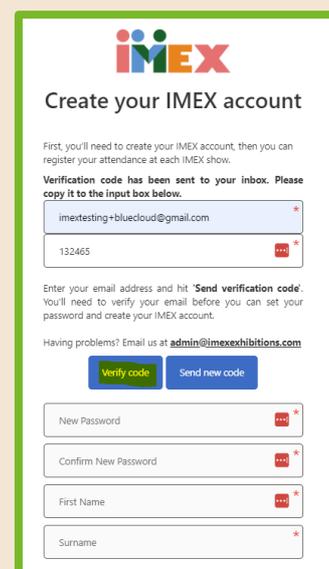


The screenshot shows the IMEX registration page. The "Email Address" field is filled with "imextesting+bluecloud@gmail.com". Below it, the "Send verification code" button is highlighted in green. Other fields include "New Password", "Confirm New Password", "First Name", "Surname", "Organisation name", and "Country".

### ➔ STEP 3

Enter the code in the Verification Code box and click **Verify Code**.

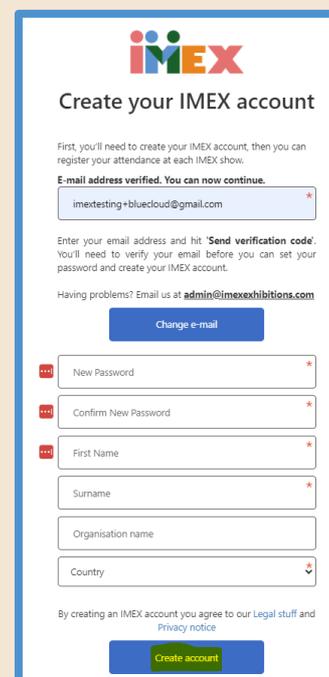
You must do this within 10 minutes of receiving the code.



The screenshot shows the IMEX registration page. The "Verification code" field is filled with "132465". Below it, the "Verify code" button is highlighted in green. Other fields include "New Password", "Confirm New Password", "First Name", and "Surname".

### ➔ STEP 4

Then enter and confirm a password for your IMEX account, complete the **First Name, Surname, Organization Name** and **Country** boxes and click **Create Account**.



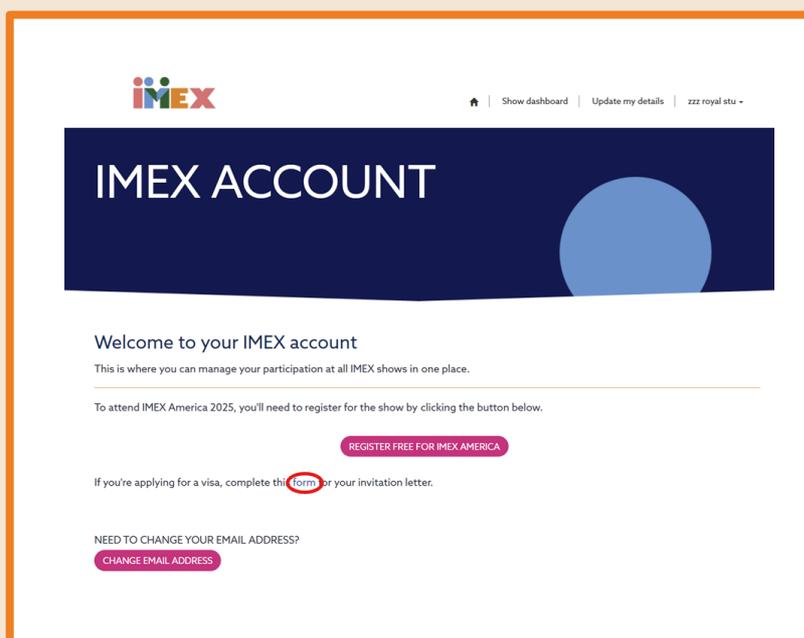
The screenshot shows the IMEX registration page. The "New Password" field is filled with "imextesting+bluecloud@gmail.com". Below it, the "Create account" button is highlighted in green. Other fields include "Confirm New Password", "First Name", "Surname", "Organisation name", and "Country".

You can now access your IMEX account to register for the upcoming show and manage your participation.

## How to request a Visa invitation letter

If you require a Visa to attend the show, you can obtain your Visa letter and an example copy of your badge by following the below steps in your IMEX Account

Click the below highlighted area in your IMEX Account homepage to access the request form:



Complete all of the mandatory fields (marked with an \*) specified in the form.

1. IMEX account email address: \*

Enter a valid email address.

2. What is your capacity of attendance? \*

Hosted buyer

Buyer attendee

Exhibitor

Attendee, press, student etc.

3. Full name, as it appears on your passport: \*

Enter your answer

4. Passport number: \*

Enter your answer

## How to request a Visa invitation letter

Then submit the form:

5. **Passport nationality:** \*

6. **Date of birth:** \*

7. **Date of visa appointment [if known]:**

Submit

Once the form is submitted, an email will be sent to you containing your IMEX invitation letter as well as a temporary badge you can show to confirm your registration for the show.

