

## STUDY VISIT REGISTRATION INSTRUCTIONS

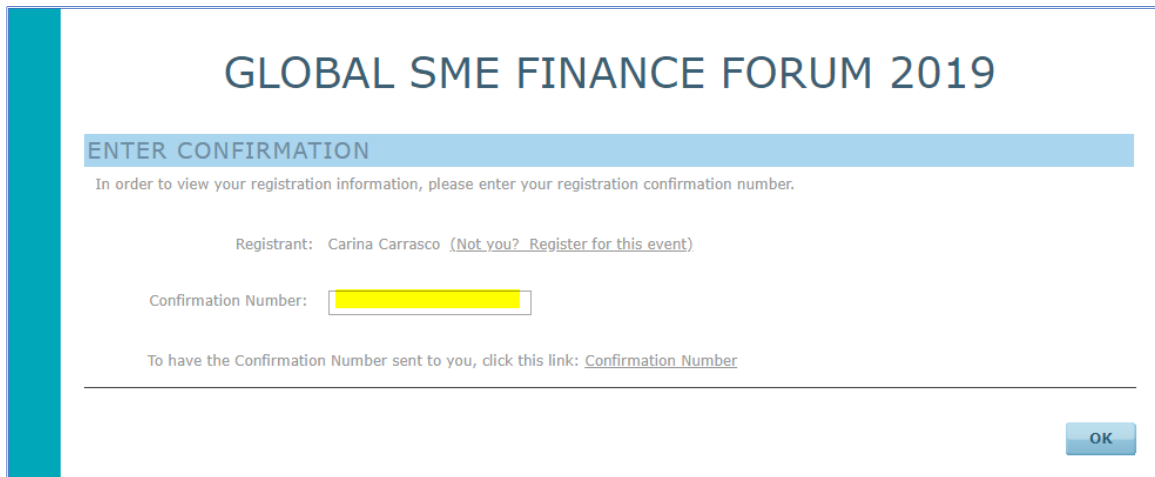
Dear Attendee,

We are pleased that you are joining us at the [Global SME Finance Forum 2019](#) in Amsterdam. We have 11 confirmed institutions for the Study Visits on the 9th of October, starting at 2:00 PM. Below please find the registration instructions for the Study Visits.

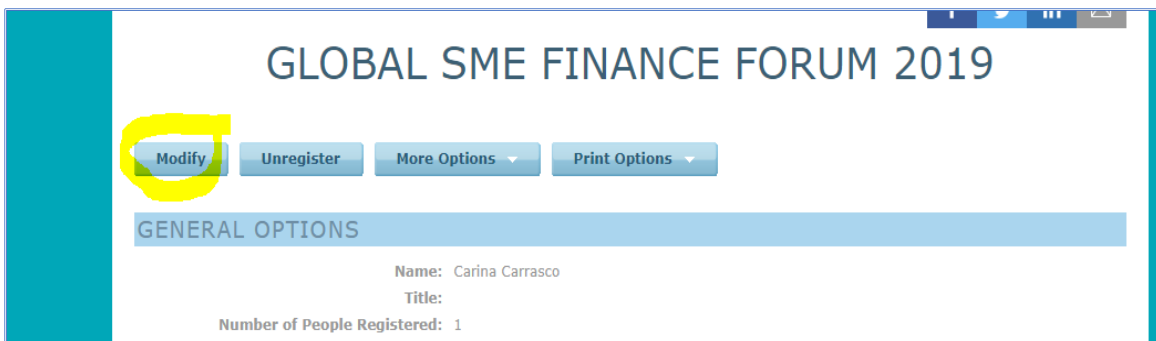
- If you **are already** registered to the event, please **choose** the Study Visit of your preference by logging back into your [CVENT](#) registration and we will do our best to accommodate your interests.

Follow the steps below to choose your Study Visit:

- 1) Please go to the following link in [CVENT](#), click on “My Registration”.
- 2) Enter your confirmation number, as shown in yellow. If you can't find your confirmation number, please click on [Confirmation Number](#) below.



- 3) Click on the 'Modify' button.



- 4) Under the Modify column, click 'Registration'. Continue to NEXT. You should be able to see a list of the Study Visit hosts.

**GLOBAL SME FINANCE FORUM 2019**

**MODIFY REGISTRATION**

To modify the information or registration details, click on the Information or Registration link for the appropriate person. To unregister, select the check box next to the person you would like to unregister. Click Next to review and submit your changes.

Unregister	Name	Registration Type	Modify
<input type="checkbox"/>	Carina Carrasco (Primary Registrant)	IFC/World Bank Staff	<a href="#">Information</a>   <a href="#">Registration</a>

As an example, Trefi Study Visit has been selected, please view it in the next page.

**TREFI**  
Amsterdam

**Start Date:** Wednesday, October 9, 2019 | **Start Time:** 2:00 PM | **End Time:** 4:30 PM

The Study tour will take about 2.5 hours. The core subject is to inform participants of the development of a new form of financial intermediation called a Business Clearing House. This institution structurally resolves the deficiency of working capital available to SMEs and improves the ease of doing business. The Business Clearing House is the next generation of SME ease of doing business and finance solution, beyond big data, AI and blockchain starting up in all continents. We will show you how it works with a demo, we will tell you about the impact on SME and their financiers and how your institution can reap the benefits.

[Clear Selection](#)

**✓ STUDY TOUR (RSVP)** 2:00 PM - 5:00 PM

[Unregister](#) | Refund Price: \$0.00 | Ordered Price: \$0.00 | [Hide Description](#)

Select the Study Tours today and receive an invitation to select your host institution in September. **Please note that this is a reservation and does not guarantee a place in any of the study tours.**

**Optional Items**

Interested in being a Sponsor? Please contact Houn Thy [hthy@ifc.org] for more details.

**SPONSORSHIP (SPONSORSHIP)**

- 5) Click NEXT again, like shown below,

**MODIFY REGISTRATION**

To modify the information or registration details, click on the Information or Registration link for the appropriate person. To unregister, select the check box next to the person you would like to unregister. Click Next to review and submit your changes.

Unregister	Name	Registration Type	Modify
<input type="checkbox"/>	Carina Carrasco (Primary Registrant)	IFC/World Bank Staff	<a href="#">Information</a>   <a href="#">Registration</a>

and you will see the Study Visit for Trefi added in the next screen of REGISTRATION SUMMARY in the next page.

The screenshot shows a registration summary page with the following content:

- Work Address: [Empty field]
- Summary**
- Agenda Items**
  - Study Tour Registration
- Sessions**
  - Monday, October 7, 2019**
    - Market Place (RSVP) 4:00 PM
  - Wednesday, October 9, 2019**
    - Study Tour (RSVP) 2:00 PM
    - TREFI 2:00 PM** (highlighted in yellow)

Navigation buttons: < Previous, Cancel, Next >

- 6) In the following and final step, you will see the screen for SUBMIT PAYMENT. Please note that Study Tours are **free** for SME Finance Forum members. Please request the member **code** to be used from Tarun Sridhar [tsridhar1@ifc.org](mailto:tsridhar1@ifc.org)
- Priority access will be given to SME Finance Forum members.
  - Non-members of the SME Finance Forum will have to pay a fee to attend the study tour.
  - If you already paid to RSVP for a Study Tours, and haven't registered for the Tour of your preference yet, please contact Tarun Sridhar [tsridhar1@ifc.org](mailto:tsridhar1@ifc.org) for details.

**NOTE:** participants are responsible for their own transportation to and from the study visits which are accessible by public transports.

**IMPORTANT**

**Sign-up for the Study Visits is first-come, first-served as the visits are limited in size, so register today!**

We look forward to seeing you in Amsterdam.

Sincerely,

The SME Finance Forum Team