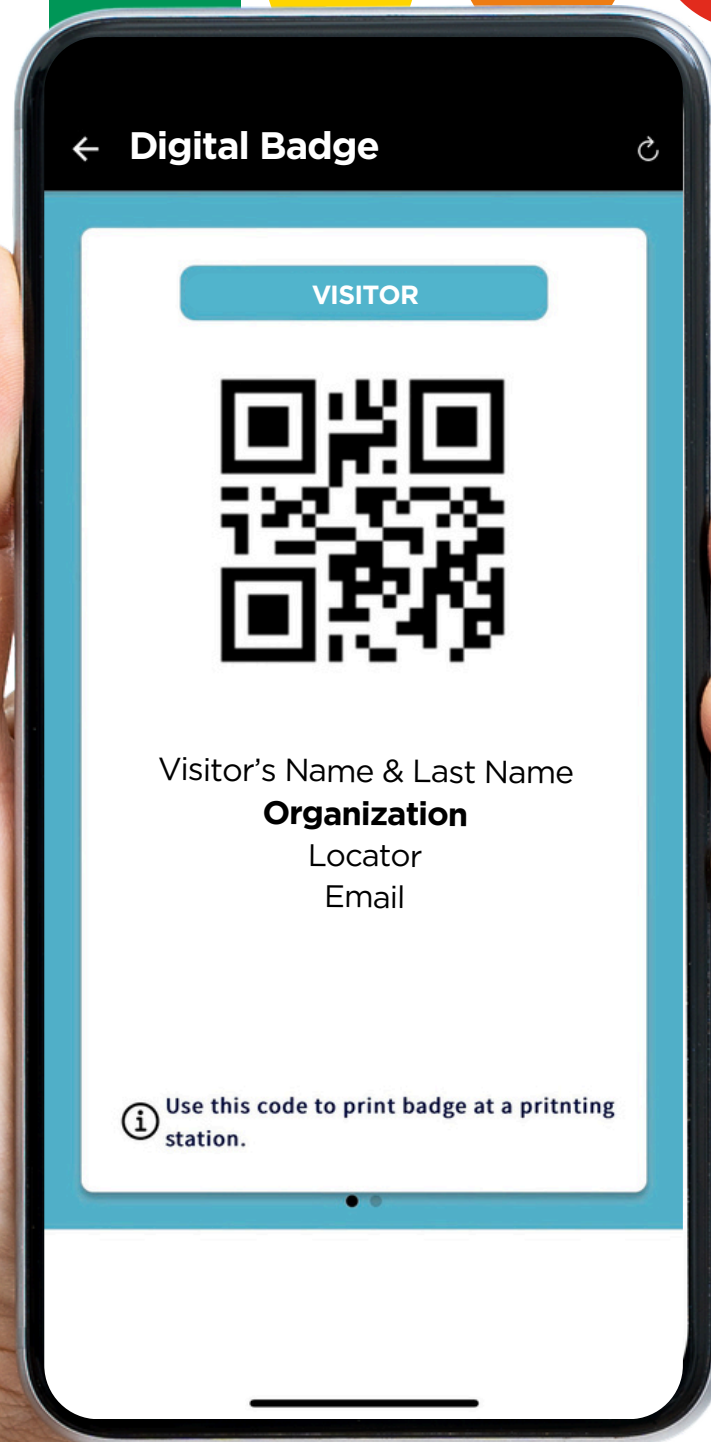




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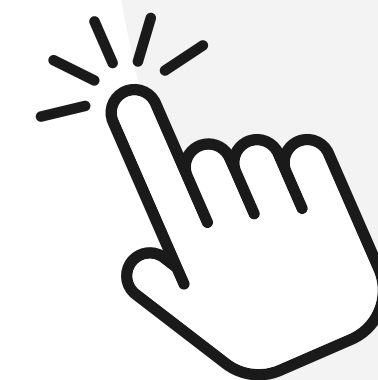
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**TOMORROW.
BLUE ECONOMY**
WORLD CONGRESS



Passes & Invitations

Guide



More practical info at:

<https://www.smartcityexpo.com/practical-information/>

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Access the Customer Area



Access

To access and manage your passes and invitations, log in to the Customer Area first. **Use the button below for quick access:**



You can also find the access link at the top of the official [Smart City Expo World Congress](#) website.

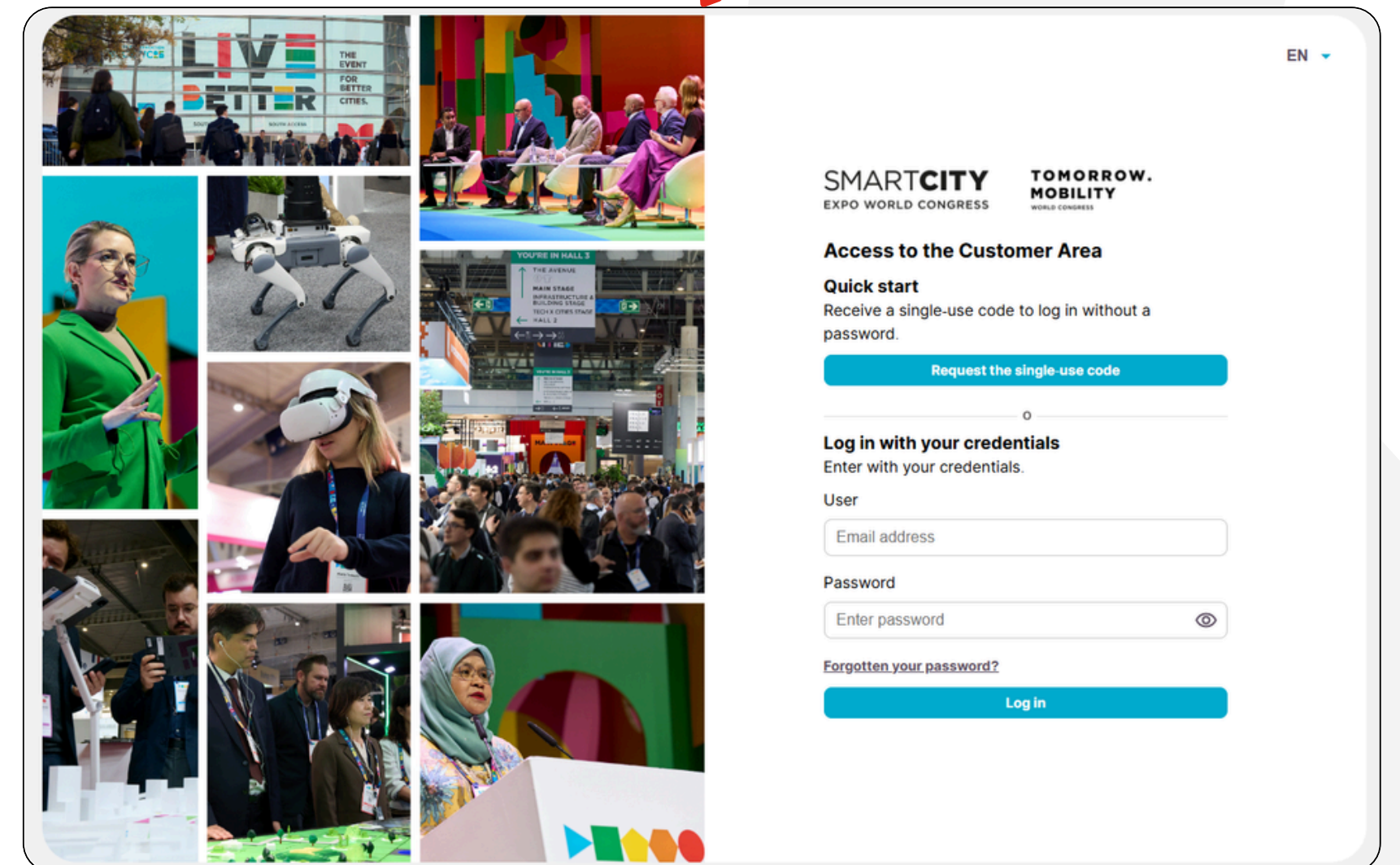
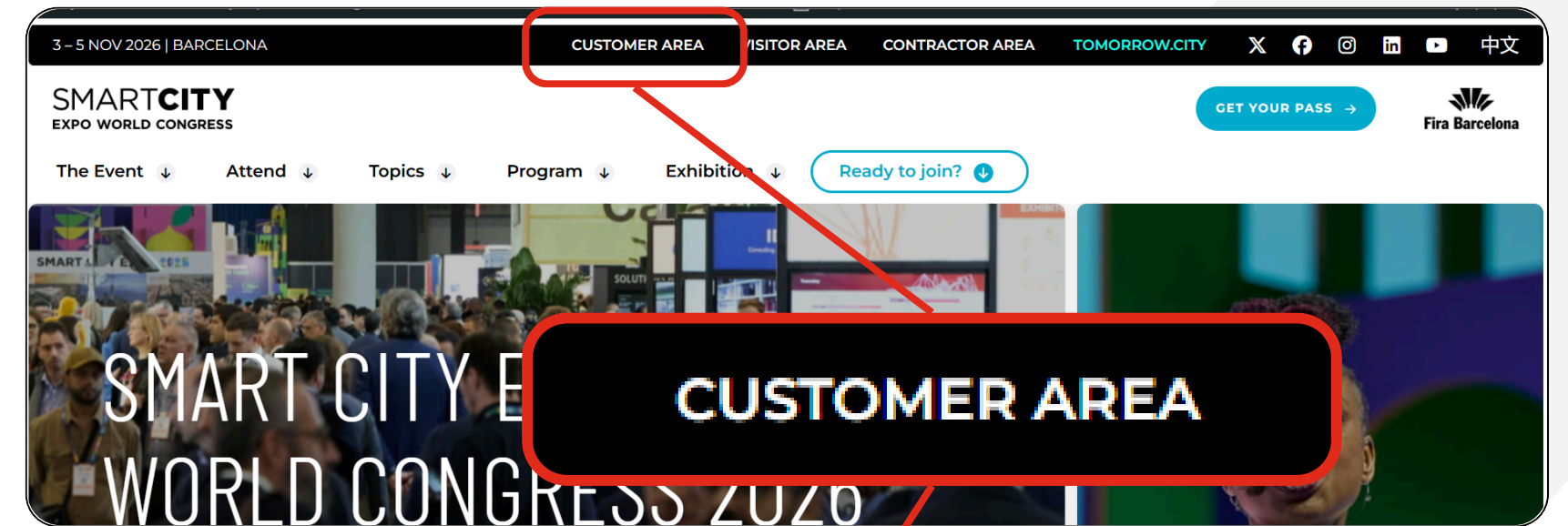
TO LOG IN

Use the **email address** you used to register for the event.



FORGOT YOUR PASSWORD?

Request a **one-time code**. It will be sent to your email and will allow you to log in without using your password.



Managing Passes & Invitations

After logging in, you will be directed to the main dashboard. Locate the section “**Manage Passes and Invitations**” and click on it.

You will then be taken to a new page where you’ll find a table displaying three categories:

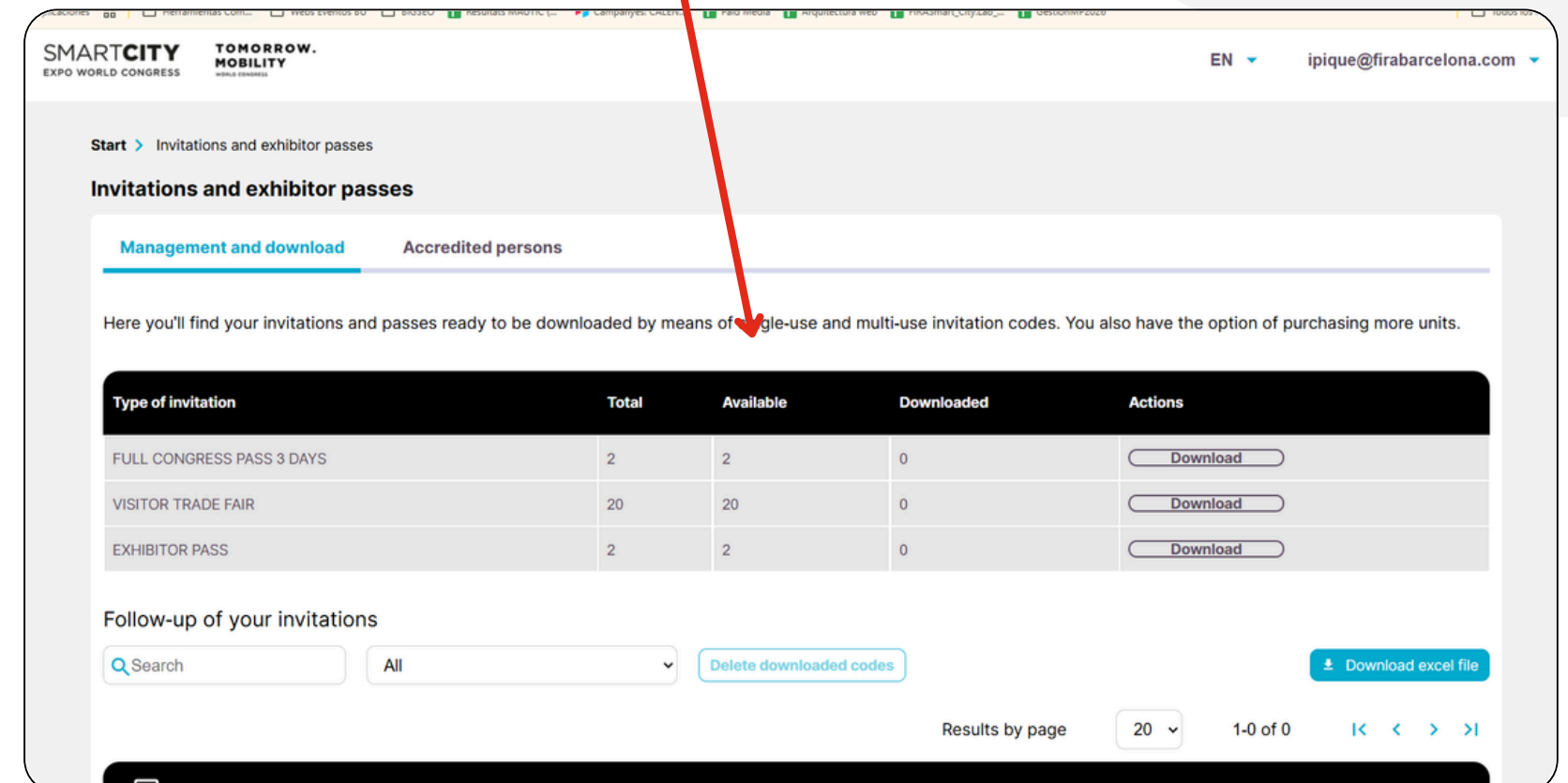
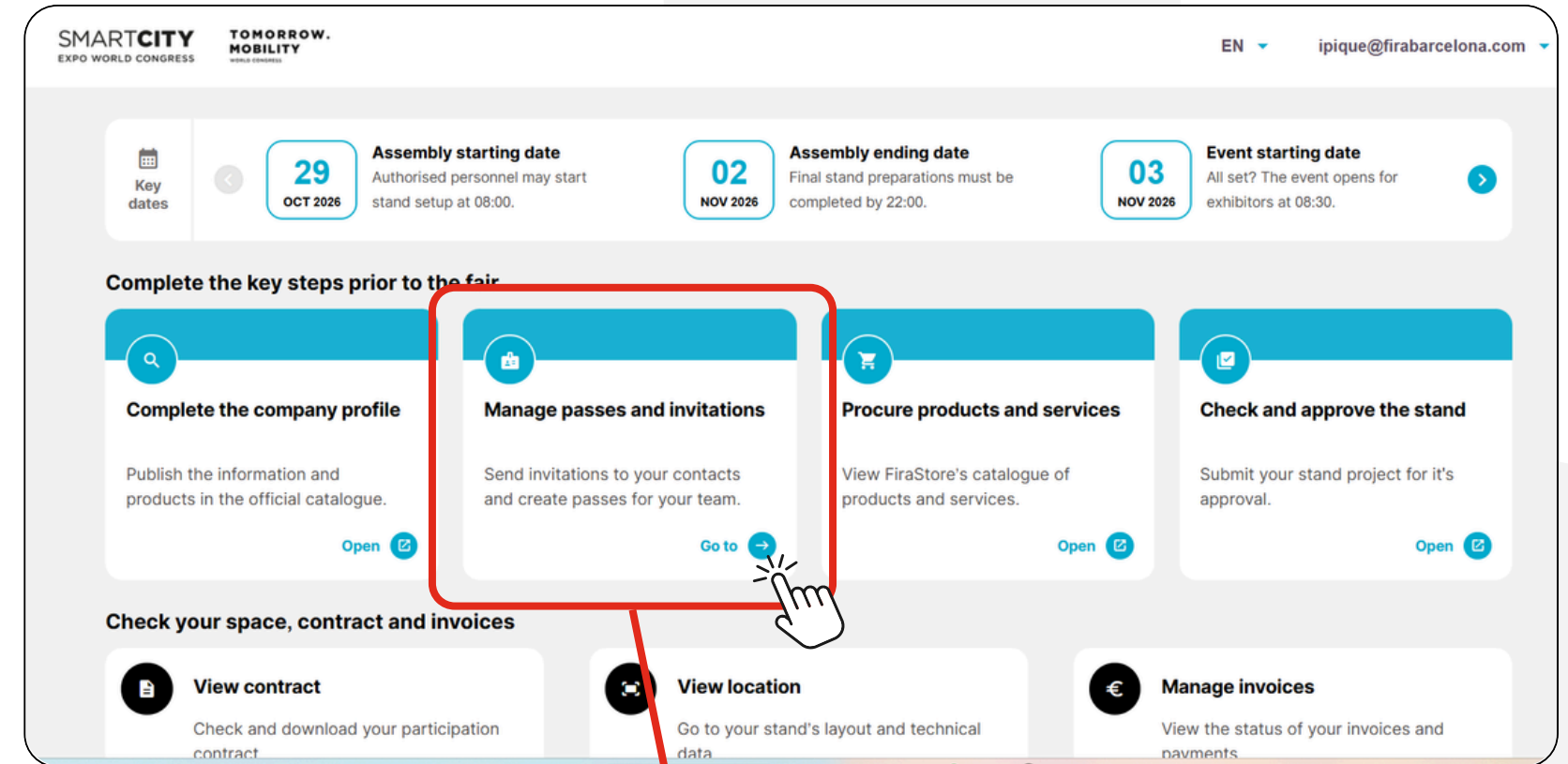
 **FULL CONGRESS PASS 3 DAYS**

 **VISITOR TRADE FAIR**

 **EXHIBITOR PASS**



Select the **type of access** you want to generate and **click Download**.





Download Full Congress Passes



Select the type of code

Click on the Download button next to "FULL CONGRESS PASS 3 DAYS".

A pop-up window will appear showing:

- The total number of invitations available.
- A field to specify how many invitations you would like to download.
- The option to select the type of code. You will need to choose between:

1 Single-use code

2 Multi-use code

Start > Invitations and exhibitor passes

Invitations and exhibitor passes

Management and download | Accredited persons

Here you'll find your invitations and passes ready to be downloaded by means of single-use and multi-use invitation codes. You also have the option of purchasing more units.

Type of invitation	Total	Available	Downloaded	Actions
FULL CONGRESS PASS 3 DAYS	2	2	0	Download
VISITOR TRADE FAIR	20	20	0	Download
EXHIBITOR PASS	2	2	0	Download

Follow-up of your invitations

Search: [] All [v] [Delete downloaded codes] [Download excel file]

1 Single-use code

These generate individual codes. For example, if you download 3 invitations, you will receive 3 different codes, each valid for one registration.

Download invitations

The fields marked * are mandatory

You have 2 invitations of the type FULL CONGRESS PASS 3 DAYS

* How many do you want to download?

1

* What kind of code do you want?

Single-use code(s):
Individual codes are downloaded and, once used, disabled

A multi-use code:
A single code allowing several uses is downloaded, up to the total number of invitations that are allocated.

Cancel Download

2 Multi-use code

This generates one single code that can be used multiple times, up to the total number of invitations selected. For example, one code that can be used 3 times.

After **selecting your preferred option** and **indicating the quantity**, click **Download**. Your codes will be generated and listed in the table below.



1 Single-use code

Each code will be generated **individually** and displayed in the table below.

For every single-use code:

- A separate row will be created.
- Each code is valid for one registration only.

The screenshot shows the 'Invitations and exhibitor passes' management interface. At the top, there are tabs for 'Management and download' and 'Accredited persons'. Below this is a summary table of invitation types:

Type of invitation	Total	Available	Downloaded	Actions
FULL CONGRESS PASS 3 DAYS	2	0	2	Download
VISITOR TRADE FAIR	20	17	3	Download
EXHIBITOR PASS	2	2	0	Download

Below this is a 'Follow-up of your invitations' section with a search bar, a dropdown menu set to 'All', a 'Delete downloaded codes' button, and a 'Download excel file' button. At the bottom, a detailed table of individual codes is highlighted with a red box:

<input type="checkbox"/>	Date	Username	Type	Code	Invitation link	Downloaded	Accredited	Use	Status	Actions
<input type="checkbox"/>	20/05/2026 12:57h	ipique@...	FULL CONGRESS...	VBPN5GEQ	Link	1	0	Single-use	Active	🗑️
<input type="checkbox"/>	20/05/2026 12:57h	ipique@...	FULL CONGRESS...	NODLWMBF	Link	1	0	Single-use	Active	🗑️
<input type="checkbox"/>	20/05/2026 12:57h	ipique@...	FULL CONGRESS...	LGMJ47F6	Link	1	0	Single-use	Active	🗑️

2 Multi-use code

A single code is generated and can be used multiple times up to the allocated limit.

For every multi-use code:

- The code will appear as a single row in the table below.
- You can use it for multiple registrations, up to the number of uses you selected.

The screenshot shows the 'Invitations and exhibitor passes' management interface. At the top, there are tabs for 'Management and download' and 'Accredited persons'. Below this is a summary table of invitation types:

Type of invitation	Total	Available	Downloaded	Actions
FULL CONGRESS PASS 3 DAYS	2	0	2	Download
VISITOR TRADE FAIR	20	14	6	Download
EXHIBITOR PASS	2	2	0	Download

Below this is a 'Follow-up of your invitations' section with a search bar, a dropdown menu set to 'All', a 'Delete downloaded codes' button, and a 'Download excel file' button. At the bottom, a detailed table of individual codes is highlighted with a red box:

<input type="checkbox"/>	Date	Username	Type	Code	Invitation link	Downloaded	Accredited	Use	Status	Actions
<input type="checkbox"/>	20/05/2026 15:42h	ipique@...	VISITOR TRADE F...	6COE9LWN	Link	3	0	Multi-use	Active	🗑️

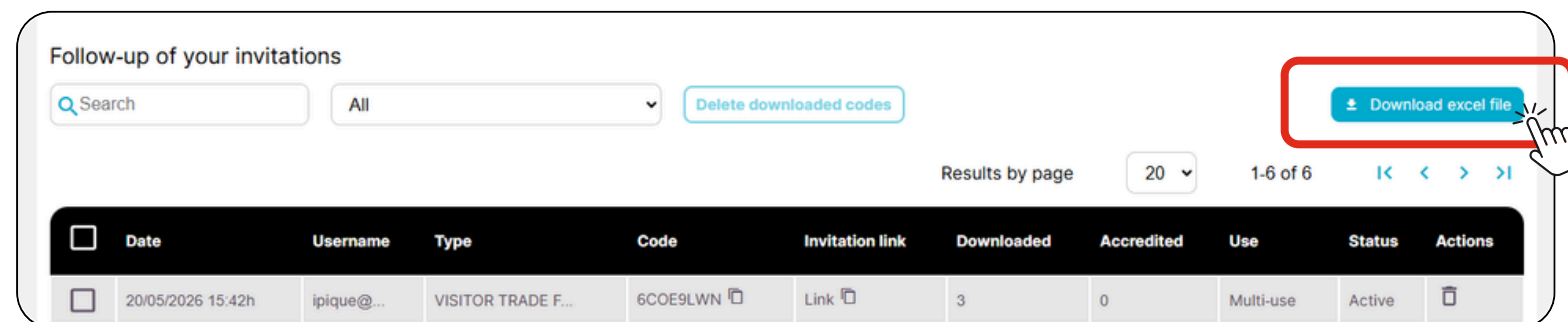
How to share the generated codes

You can send the generated codes in three different ways:

1 Download the Excel file

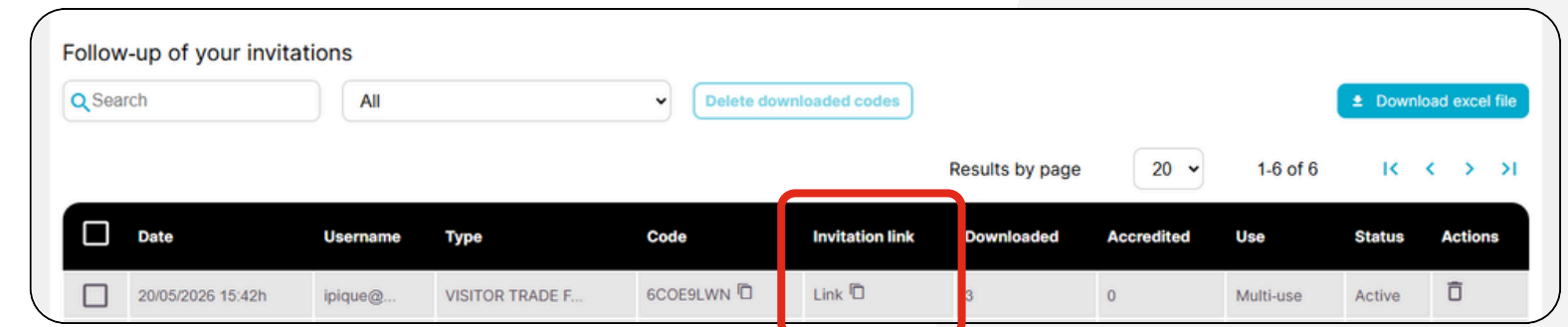
Download the Excel file automatically generated after clicking Download.

The file contains the **same information displayed in the dashboard table**, including the generated codes and registration links, which you can then share with your contacts.



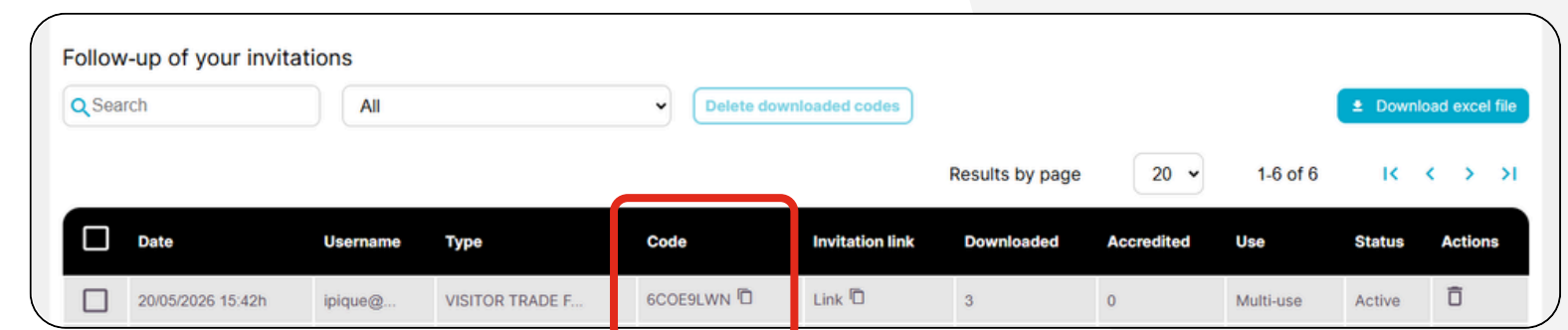
2 Copy the registration link

Copy the registration link provided in the table and send it directly to the attendee.



3 Copy the invitation code

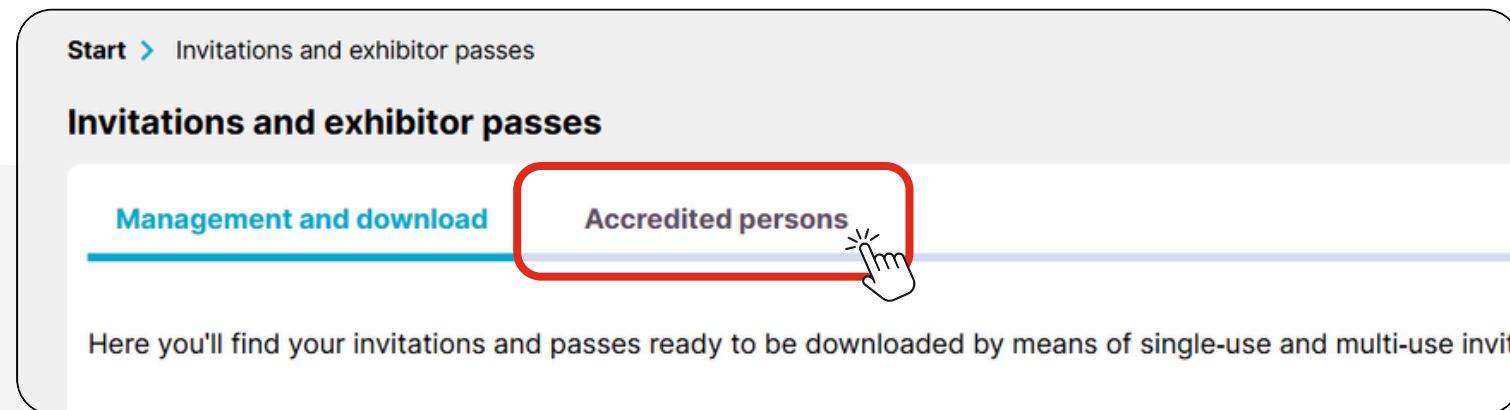
Copy the invitation code provided in the table and send it directly to the attendee.




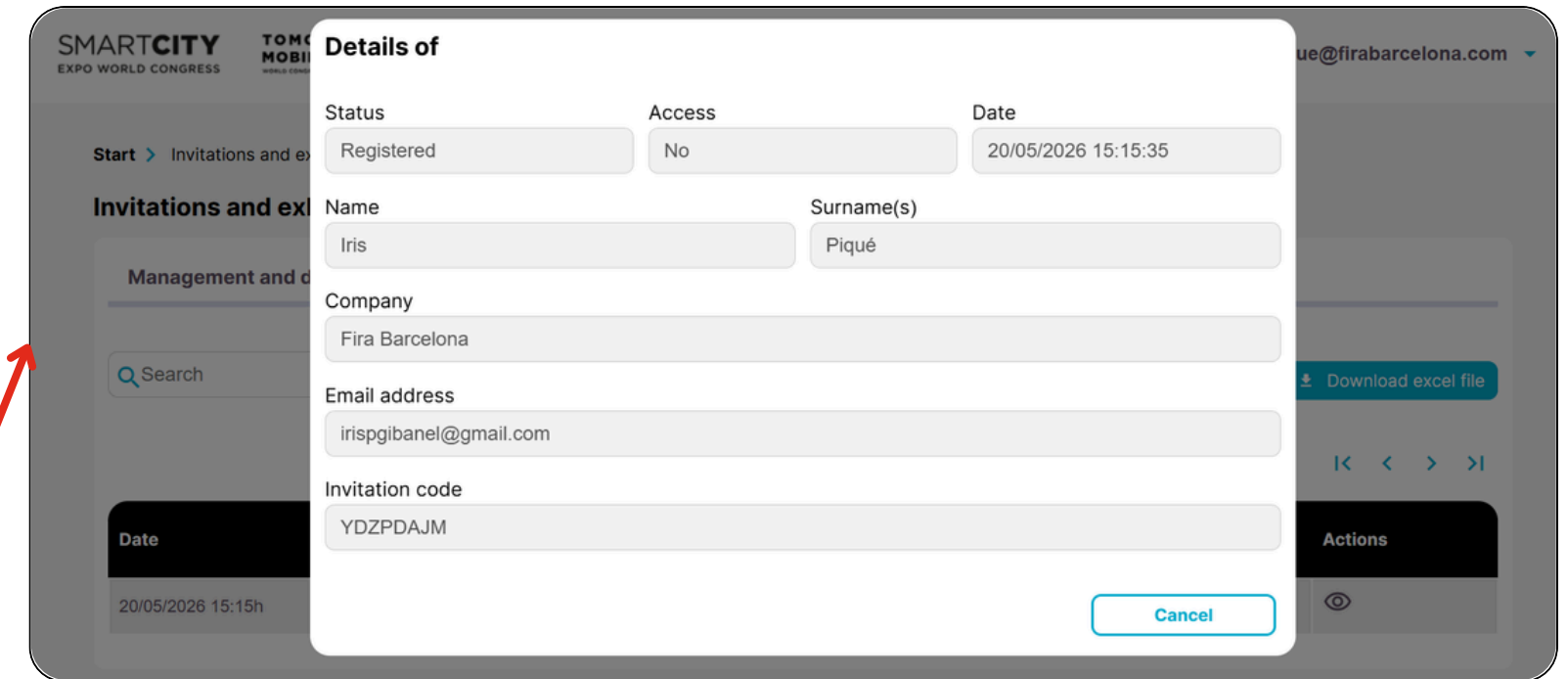
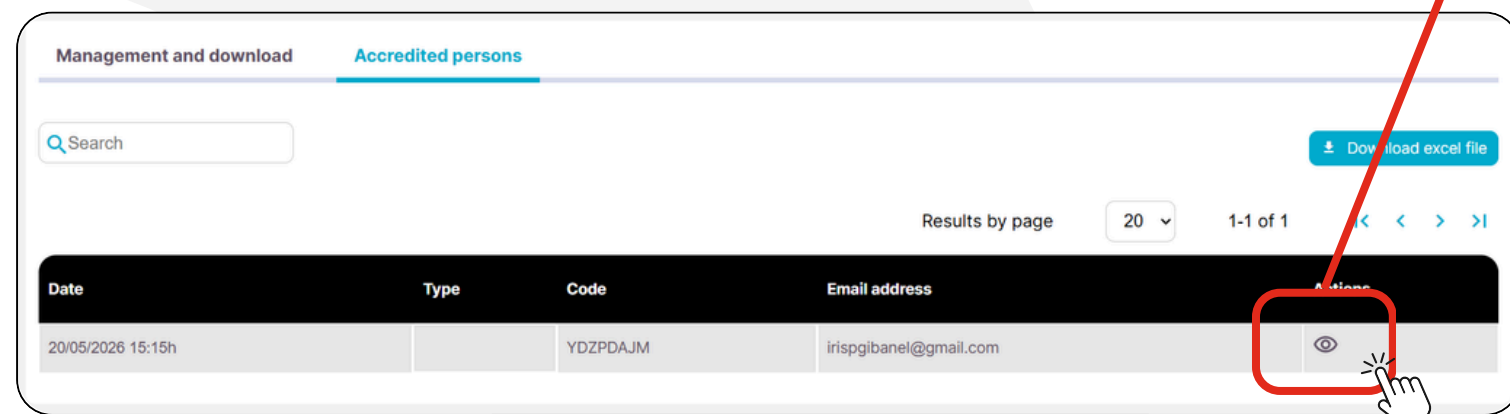
****The Accredited column shows how many times each code has been used. Once the maximum is reached, the code becomes inactive.***

Tracking Attendees

Once you have sent your invitations, you can track the detailed status of your attendees in the dashboard.



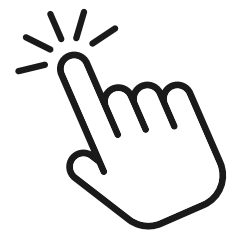
When you click on this tab, you will see the list of accredited attendees. To view all details for a specific attendee, **click the  button** in the last column of their row.



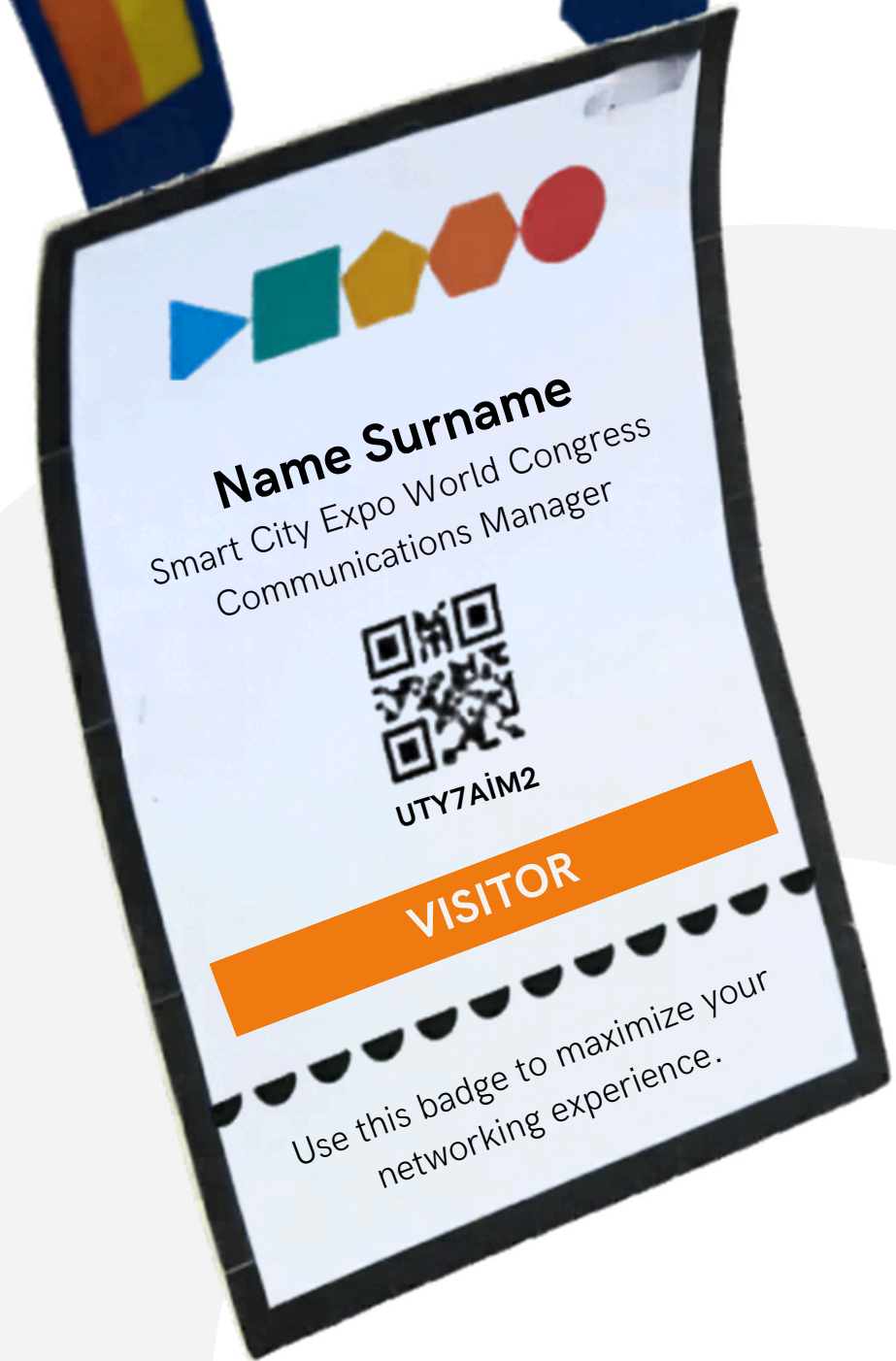
In the detailed view, each accredited attendee shows the following information:

- **Status** - whether the attendee has registered or not
- **Access**
- **Date and time of registration**
- **Name and surname(s)**
- **Company**
- **Email address**
- **Invitation code**

03



Download Visitor Passes



Visitor Passes

The process for downloading Visitor Passes is the same as for Full Congress Passes.

Click the **Download** button next to “Visitor Pass” and:

- Indicate how many passes you want to generate
- Choose the type of code:
 - ➊ **Single-use code**
 - ➋ **Multi-use code**
- Choose the type of code:
 - **Download the Excel file, or**
 - **Copy and share the registration link or invitation code from the table.**

Start > Invitations and exhibitor passes

Invitations and exhibitor passes

[Management and download](#) [Accredited persons](#)

Here you'll find your invitations and passes ready to be downloaded by means of single-use and multi-use invitation codes. You also have the option of purchasing more units.

Type of invitation	Total	Available	Downloaded	Actions
FULL CONGRESS PASS 3 DAYS	2	2	0	Download
VISITOR TRADE FAIR	20	20	0	Download
EXHIBITOR PASS	2	2	0	Download

Follow-up of your invitations


Download invitations

The fields marked * are mandatory


You have 2 invitations of the type VISITOR TRADE FAIR

* How many do you want to download?

* What kind of code do you want?



Single-use code(s):
Individual codes are downloaded and, once used, disabled



A multi-use code:
A single code allowing several uses is downloaded, up to the total number of invitations that are allocated.

[Cancel](#) [Download](#)

[Download excel file](#)

Follow-up of your invitations

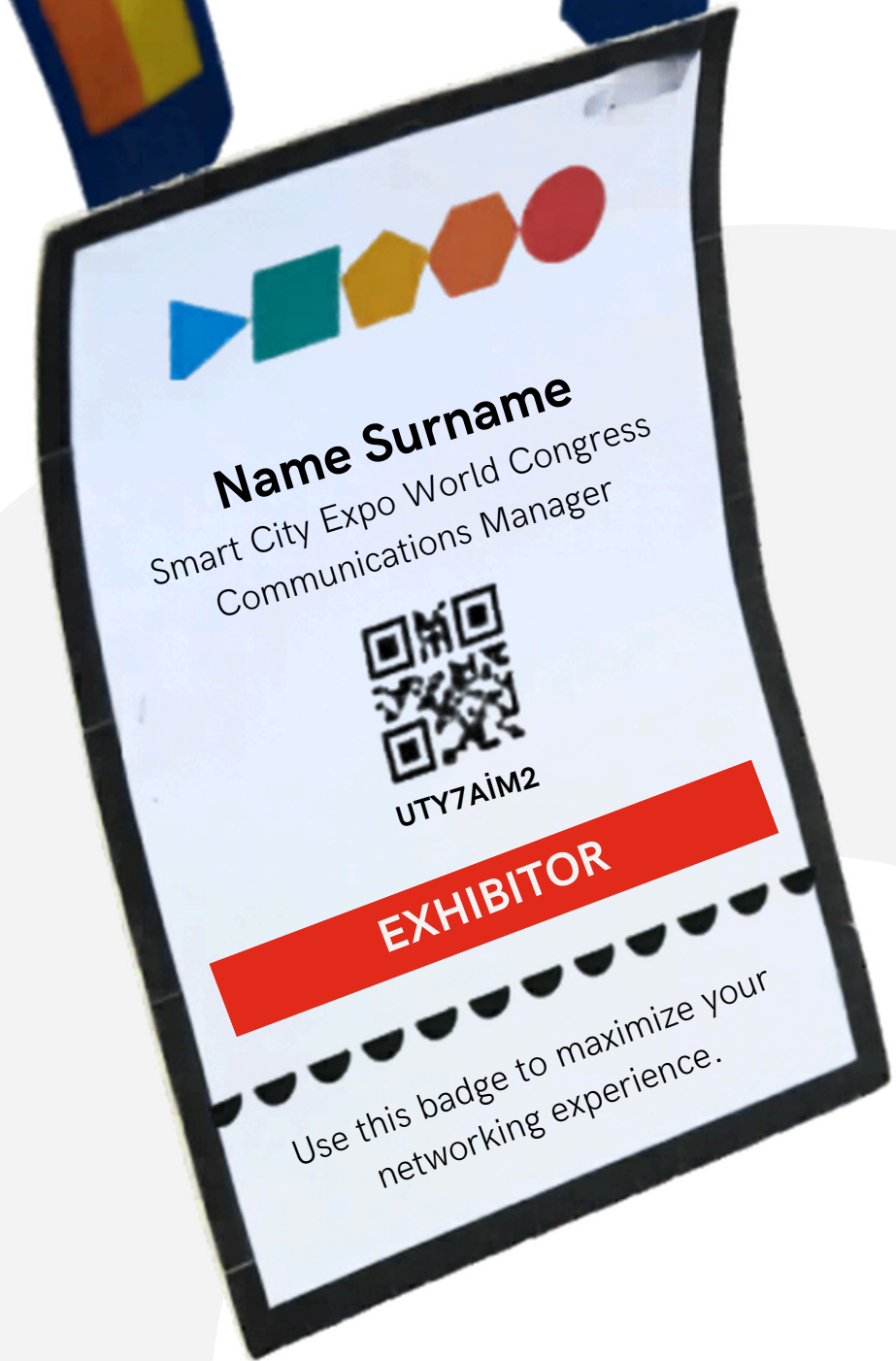
All [Delete downloaded codes](#) [Download excel file](#)

Results by page 20 1-5 of 5

<input type="checkbox"/>	Date	Username	Type	Code	Invitation link	Downloaded	Accredited	Use	Status	Actions
<input type="checkbox"/>	20/05/2026 12:57h	ipique@...	VISITOR TRADE F...	VBPN5GEQ	Link	1	0	Single-use	Active	
<input type="checkbox"/>	20/05/2026 12:57h	ipique@...	VISITOR TRADE F...	NODLWMBF	Link	1	0	Single-use	Active	
<input type="checkbox"/>	20/05/2026 12:57h	ipique@...	VISITOR TRADE F...	LGMJ47F6	Link	1	0	Single-use	Active	



Download Exhibitor Passes



Exhibitor Passes

The process for downloading Exhibitor Passes is the same as for Full Congress Passes.

Click the **Download** button next to “Exhibitor Pass” and:

- Indicate how many passes you want to generate
- Choose the type of code:
 - 1 **Single-use code**
 - 2 **Multi-use code**
- Choose the type of code:
 - **Download the Excel file, or**
 - **Copy and share the registration link or invitation code from the table.**

Invitations and exhibitor passes

Management and download | Accredited persons

Here you'll find your invitations and passes ready to be downloaded by means of single-use and multi-use invitation codes. You also have the option of purchasing more units.

Type of invitation	Total	Available	Downloaded	Actions
FULL CONGRESS PASS 3 DAYS	2	2	0	Download
VISITOR TRADE FAIR	20	20	0	Download
EXHIBITOR PASS	2	2	0	Download

Follow-up of your invitations

Search: [] All [] [Download excel file](#)

Download invitations

The fields marked * are mandatory

You have 2 invitations of the type EXHIBITOR PASS

* How many do you want to download?

* What kind of code do you want?

Single-use code(s):
Individual codes are downloaded and, once used, disabled

A multi-use code:
A single code allowing several uses is downloaded, up to the total number of invitations that are allocated.

[Cancel](#) [Download](#)

Follow-up of your invitations

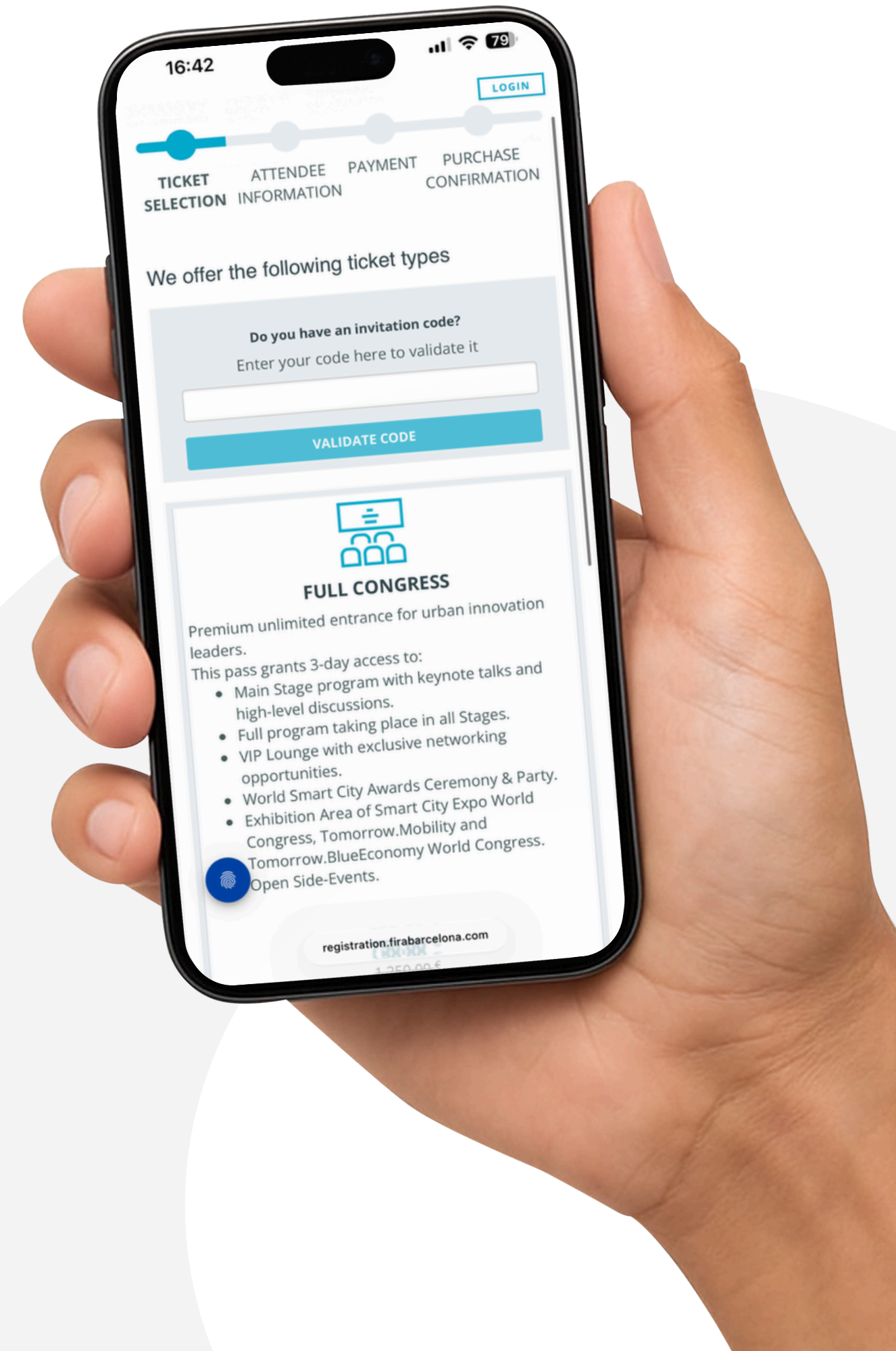
Search: [] All [] [Delete downloaded codes](#) [Download excel file](#)

Results by page: 20 | 1-5 of 5

<input type="checkbox"/>	Date	Username	Type	Code	Invitation link	Downloaded	Accredited	Use	Status	Actions
<input type="checkbox"/>	20/05/2026 12:57h	ipique@...	EXHIBITOR PASS	VBPN5GEQ	Link	1	0	Single-use	Active	🗑️
<input type="checkbox"/>	20/05/2026 12:57h	ipique@...	EXHIBITOR PASS	NODLWMBF	Link	1	0	Single-use	Active	🗑️
<input type="checkbox"/>	20/05/2026 12:57h	ipique@...	EXHIBITOR PASS	LGMJ47F6	Link	1	0	Single-use	Active	🗑️

05

How to use the invitation codes



Option A

A Direct Registration Link

This link automatically directs the user to the registration page with the code already applied. The user only has to initiate the registration process.

- 1 Click on the registration link.
- 2 Select the pass with the discount already applied.
- 3 Complete the registration form.

We offer the following ticket types

Do you have an invitation code?

Enter your code here to validate it

MQEXBETX CANCEL



This promotion is valid for the **FULL CONGRESS**

This promotion will only apply to the first ticket purchased.

By accepting this invitation, your data will be communicated to the exhibitor for statistical and commercial contact purposes, as described in the [terms and conditions](#).



FULL CONGRESS

Premium unlimited entrance for urban innovation leaders.

This pass grants 3-day access to:

- Main Stage program with keynote talks and high-level discussions.

APPLIED PROMOTION

0.00 €

~~1,250.00 €~~

100% discount with this promotion

SELECT



- 1 Copy the invitation code.
- 2 Access the registration page [here](#).
- 3 Paste and validate the code.
- 4 Select the pass with the discount already applied.
- 5 Complete the registration form.

We offer the following ticket types

Do you have an invitation code?

Enter your code here to validate it

MQEXBETX CANCEL



This promotion is valid for the **FULL CONGRESS**

This promotion will only apply to the first ticket purchased.

By accepting this invitation, your data will be communicated to the exhibitor for statistical and commercial contact purposes, as described in the [terms and conditions](#).



FULL CONGRESS

Premium unlimited entrance for urban innovation leaders.

This pass grants 3-day access to:

- Main Stage program with keynote talks and high-level discussions.
- Full program taking place in all Stages.
- VIP Lounge with exclusive networking opportunities.
- World Smart City Awards Ceremony & Party.
- Exhibition Area of Smart City Expo World Congress, Tomorrow.Mobility and

APPLIED PROMOTION

0.00 €

~~1,250.00 €~~

100% discount with this promotion

SELECT



Option B

B Enter the code manually

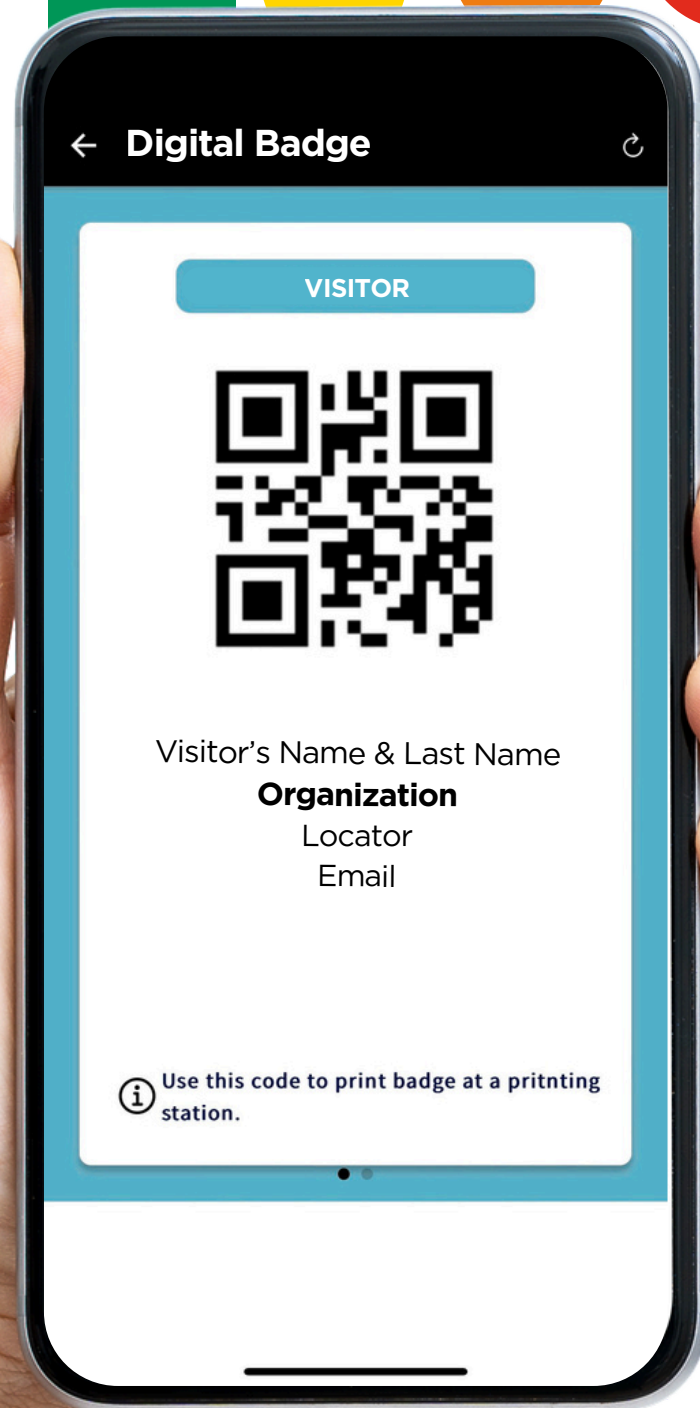
The code must be entered manually on the registration page to activate the pass or invitation.



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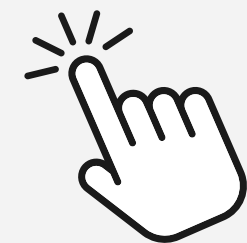
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Video Guide

[See the video](#)





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**Thank you!
See you in**

SCEWVC26



More practical info at:

<https://www.smartcityexpo.com/practical-information/>