

CONFIRM YOUR MODE OF PARTICIPATION TO ATTEND SHETRADES GLOBAL DUBAI

SheTrades Global Dubai has been postponed to **13-15 February 2022**. We understand that your own circumstances and preference may have since changed. We thus require you to reconfirm how you intend to attend SheTrades Global Dubai. To do so, follow the steps listed below.

Phase 1

Step 1- Login your SheTrades Global Dubai account by [clicking here](#)

Note: If you forgot your password, click on recover password

Step 2- Confirm your attendance in Dubai, by clicking on “In Dubai” or change to digitally by clicking on “Digitally” and **click on “Save”**.

Note: If you no longer wish you attend the event, or have any questions, please visit the [FAQs](#) contact the team at shetradeglobal@intracen.org

If you selected “digitally”, the survey would end.

If you selected “in Dubai”, please continue to step 3

Step 3- Kindly note that due to COVID-19 restrictions, only one representative per company will be able to attend in-Dubai. Select “Yes” only if you will be the company focal point attending in Dubai. Other members can still attend the event virtually. Please confirm if you have the available funds or access to sponsorship to cover your expenses in Dubai (flight, accommodation, PCR testing and others) and click on “Save”

Step 4- Carefully read and agree to the Terms and Conditions, confirm and indicate which country you are travelling from. Also indicate if you will need a visa to travel to Dubai. [Click here](#) to check your country's visa requirements to enter the UAE. Please do not forget to save your answers.

I am aware that due to Covid-19 restrictions, only one representative per company will be able to attend in-Dubai. ONLY this person needs to provide relevant information on their personal profile (passport information, update on flight, visa and accommodation) by August 31st, 2021. Failure to meet this deadline will result in losing my physical spot. Note: in this case the company representative can still attend virtually.

- If for any reason the company's representative cannot attend virtually, I commit to inform ITC by updating my attendance information on my personal profile and inform via email shetradesglobal@intracen.org.

- I understand that due to Covid-19 situation, travel regulations are fluid and change on a regular basis. I have checked the travel requirements set by the government of Dubai [here](#) (enter the link) and will comply by them.

- I also understand that ITC SheTrades and Dubai Industries & Exports are not responsible for any cost incurred by a sudden change in travel regulations into Dubai. Please frequently review our "Logistics in-Dubai" where we will be posting updated information on a regular basis. Note: we strongly advise you to contract an insurance for your travel arrangements in Dubai.

Confirmation*
 I have read and understood the above text

From which country will you be traveling to Dubai?*

From which country will you be traveling to Dubai?*

Will you be in the same country for at least 15 days pre-traveling? (including transit)*

Do you need a visa to enter the UAE?*

IMPORTANT NOTE

Kindly note that **filling this survey does not** automatically grant you an acceptance to attend the event in Dubai. Opportunity to attend in Dubai will be given on a first-come first-served basis and upon receipt of the following information through the personal profile within one month upon the receipt of the email.

Next steps to fully confirm your participation in Dubai you must provide/confirm to us the following:

1. You have sufficient funds/sponsorship to cover your travel to Dubai
2. If you have indicated you need a visa, please provide your passport information under your personal profile so we can issue a visa facilitation letter. Please make sure you upload your UAE visa when granted on the platform.
3. Upload your accommodation booking or confirm that you have a stay in Dubai
4. Upload a copy of your issued flight ticket (if you are not a UAE resident or already there)
5. Confirm you are regularly checking and compliant with the Covid-19 requirements in Dubai and your home country.

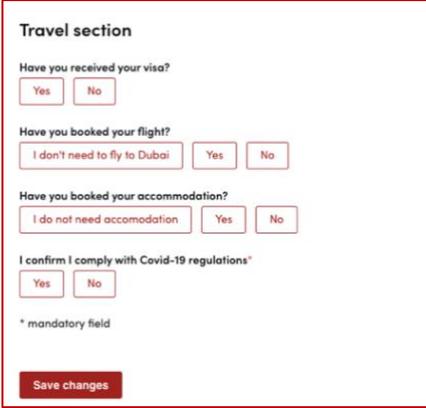
The system will notify the organizers once you have filled all these mandatory requirements within the given deadline. The organizers will review and will fully confirm that you have been granted a space to attend the event in Dubai.

For any queries, consult our Frequently Asked Questions (FAQs) or email us at shetradesglobal@intracen.org

Phase 2- Provide travel information

To fully confirm your participation in Dubai, you will have to provide us with the following updates through the “travel section”:

1. Upload a copy of a granted UAE Visa (if needed).
2. Upload your accommodation booking or confirm that you have a stay in Dubai
3. Upload a copy of your issued flight ticket (if not already in Dubai)
4. Confirm you are regularly checking and compliant with the Covid-19 requirements in Dubai and your home country.



The screenshot shows a form titled "Travel section" with the following fields and options:

- "Have you received your visa?" with "Yes" and "No" buttons.
- "Have you booked your flight?" with "I don't need to fly to Dubai", "Yes", and "No" buttons.
- "Have you booked your accommodation?" with "I do not need accommodation", "Yes", and "No" buttons.
- "I confirm I comply with Covid-19 regulations*" with "Yes" and "No" buttons.
- A note: "* mandatory field".
- A "Save changes" button at the bottom.

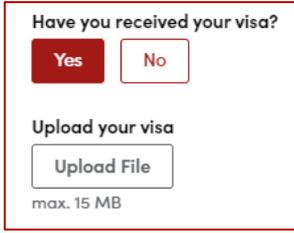
Note: You will be able to access “Travel section” by login your SheTrades Global Dubai account by [clicking here](#) , on your dashboard, click on edit profile and scroll to the bottom of the page.

Step 1- Update the status of your visa (if needed)

Every country has different visa requirements to enter the UAE. Please check your country's specific visa requirements by [clicking here](#)

Note: Please kindly note that ITC has no visa granting authority and that your visa application will be adjudicated by the Government of the UAE, according to their regulations and in a process that we have no influence over.

Once you have received your visa, please upload it on the platform and click on “save”

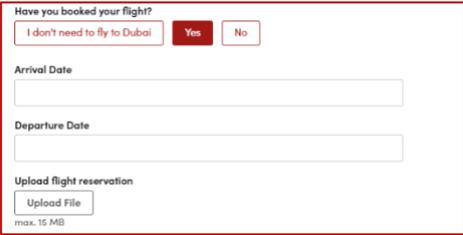


The screenshot shows a form titled "Have you received your visa?" with the following fields and options:

- "Have you received your visa?" with "Yes" and "No" buttons.
- "Upload your visa" with an "Upload File" button.
- A note: "max. 15 MB".

Step 2- Update the status of your travel

Please upload a copy of your confirmed flight reservation and indicate your dates of arrival and departure.



The screenshot shows a form titled "Have you booked your flight?" with the following fields and options:

- "Have you booked your flight?" with "I don't need to fly to Dubai", "Yes", and "No" buttons.
- "Arrival Date" with a text input field.
- "Departure Date" with a text input field.
- "Upload flight reservation" with an "Upload File" button.
- A note: "max. 15 MB".

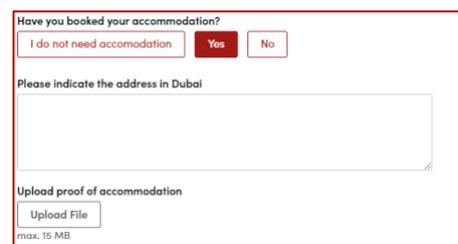
Step 3- Update the status of your accommodation

Click on “I do not need accommodation” if you are a Dubai resident or will be staying with friends or family.

If you are staying at a hotel, please provide us with the address and upload a copy of your reservation.

Step 4 – You comply with COVID-19 regulations

You are aware of your country specific Covid regulations to enter UAE and you confirm you comply with UAE requirements and at your home country. [Click here](#) to view your country requirements.



Have you booked your accommodation?

Please indicate the address in Dubai

Upload proof of accommodation

max. 15 MB

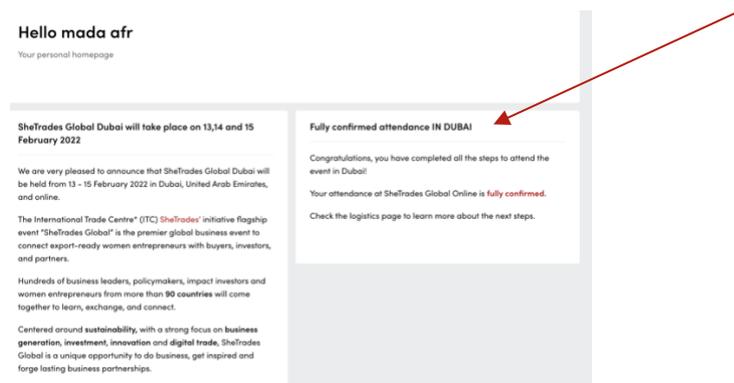


I confirm I comply with Covid-19 regulations*

* mandatory field

Once you have uploaded the required documents/confirmations listed above, please email us at shetradeglobal@intracen.org informing us that all your documents are now ready. We will then assess them.

To learn about your attendance modality, [login](#) to your account and check your dashboard. The decision will be available on the dashboard.



Please note that failure to provide us with the necessary documentation and information with the deadline, will result in you forfeiting your place in Dubai and your attendance being changed to “digitally”.

ANNEX - ACQUIRING A VISA FACILITATION LETTER

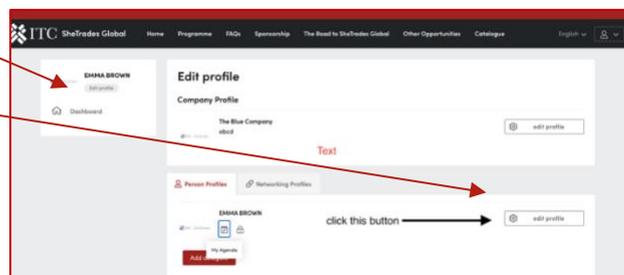
If you need a visa to travel to Dubai, please upload a scanned copy of your passport (picture and information page) to provide you with a visa facilitation letter. Please follow the steps below.

Note: You can check your country's visa requirements for entry into the UAE by [clicking here](#).

Step 1- Login your SheTrades Global Dubai account by [clicking here](#)

Step 2- On your dashboard, click on edit profile

Step 3 – Click on edit personal profile



Step 4- Scroll to the bottom of the page, fill in required passport information and save your changes.

Step 5- As soon as you have provided this info, email the team at shetradsglobal@intracen.org so we can process your request.

Step 6- The SheTrades team will upload your visa facilitation letter under **documents**. You will receive a message on your dashboard that a document was uploaded.

