

Registration Instructions for JA Organisations (part 1)

15-Jan-2024



Welcome to your Gen-E 2024 Catania Experience.

We are excited to open the registrations to Gen-E 2024 in Catania, 2-4 July 2024! Our Gen-E European Entrepreneurship Festival will transform Catania into a JA showcase and celebration and we look forward to welcoming all of you to this unique experience.

If you have any questions about Gen-E 2024 please contact JA Italy on gene2024@jaitalia.org.

If you have any questions about the competition elements please make sure to refer to the Gen-E Staff Dashboard on [Gen-E 2024 – Europe's Largest Entrepreneurship Festival](#) . You can log in to the Staff Dashboard from here: [Log In – Gen-E 2024](#)

Kindly note that registration process part 2 will be launched at a later date with instructions about how to add the personal details of the delegation, travel details, etc.

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1. What does the Registration Fee Include?

Both the Adult and the Student registration fee includes:

- i. 3-nights on a bed & breakfast basis at the designated hotel from the 2nd to the 5th of July. (Single rooms for adults; shared rooms for students)
- ii. Lunch and dinner on the 2nd, 3rd and 4th of July 2024.
- iii. Transportation from the respective hotel to respective activities – depending on the agenda of the delegate.
- iv. Airport transfers on the 2nd and 5th of July 2024*
- v. Respective activities for the running of the competition and any other activities that will be announced.
- vi. The fee is inclusive of 22% VAT.

* We would kindly like to remind you that JA Europe and JA Italia are committed to guaranteeing transport from the airport to your assigned hotel upon arrival on the 2nd July and your departure on 5th July; therefore, any bookings that require extra-event transfers will not be guaranteed or covered by the organisers. For those arriving earlier – we will do our best to provide you with a contact for taxi/transport to take you to your respective hotel. This information will be provided at a later date.

Hotels in Catania

We would like to remind you that due to the limited hotel capacities in Catania attendees will be assigned, *by the organisers*, to different hotels with the best allocation possible to allow for a smooth experience and organisation of the competitions. Currently the allocation stands as follows however it may be subject to change.

- Board Members – Una Hotel
- CEOs – Four Point Sheraton
- JA Staff – International Airport Hotel / Malavoglia Hotel / Plaza Hotel / Grand Hotel Faraglioni
- Educators – International Airport Hotel / Hotel Nettuno / NH Parco degli Aragonesi
- Mentors/Business Volunteers - International Airport Hotel / Hotel Nettuno / Malavoglia Hotel / Plaza Hotel / Grand Hotel Faraglioni
- Upper-Secondary Students – International Airport Hotel
- University Students – Hotel Nettuno

What the registration fee does NOT include:

- i. Alcoholic consumption – this is an alcohol-free event.
- ii. The cost of an interpreter - should this be needed by any of the delegations, it is the delegation's responsibility to coordinate and pay for (as an additional delegate)
- iii. Any additional nights due to flight availability

Despite the significant inflation and higher costs in the past 12 months in the tourism industry, JA Italy has kept the registration fee for participating in Gen-E 2024 at the same level of last year. In this registration you will be booking the spaces for each type of delegate however we will ask for further details at a later stage.

2. What to prepare before starting your JA Organisation's group registration

- i. A dedicated member from your JA organisation's staff to act as the **Gen-E coordinator for the purpose of the Gen-E 2024 registration**. This individual will be registered as part of the delegation to attend Gen-E 2024, which means that this individual will be recorded as an **ATTENDEE** for the Gen-E 2024 experience in Catania
- ii. Identification of **how many delegates** you will be reserving spots for.
- iii. Identify how many delegates for each **type of categories**.

Type of categories:

Adult Fee

- JA Chairperson (max of 1)
- JA Board Member
- JA CEO (max of 1)
- JA Staff Member
- Educator – University Level
- Educator – Upper-Secondary Level
- Educator – Other
- Business Volunteers/Advisors
- JA Additional Delegates

Student Fee

- Student – University Level – Competing (max of 5)
- Student – University Level – Non-Competing
- Student – Upper Secondary Level – Competing (max of 5)
- Student – Upper Secondary Level – Non-Competing

3. Pricing Packages & Registration Fee Timeline

Gen-E 2024 Participation Fee dates		
<i>Accommodation with arrivals on 2 July 2024 and departures on 5 July 2024</i>		
	Dates	Fee (EUR) 22% VAT included
Early Bird Registration	15 January – 20 February 2024	€ 650 / person (students) € 750 / person (adults)
Registration	21 February – 31 May 2024	€ 750 / person (students) € 850 / person (adults)
Late Registration	1 June – 18 June 2024	€ 750 / person (students) € 950 / person (adults)

4. Terms & Conditions

Once the payment has been carried out there is a 0% refund policy.

If for any circumstance you become aware at a later stage that a delegate will not be able to attend, please reach out to JA Italy to discuss possible alternatives - gene2024@jaitalia.org.

5. Registration Form Instructions - Step by Step

<p>Welcome to Gen-E Registration.</p> <p>This is the email received by the JA Programme Coordinators and CEOs of each respective JA Organisation office.</p> <p>Click on Register Now to start your registration process and book your early bird tickets!</p>	<p>GEN 2024 E EUROPE'S LARGEST ENTREPRENEURSHIP FESTIVAL WWW.GEN-E.EU #GEN-E</p> <p>JA Italia JA Europe</p> <p>Hello ExampleContactFirstName ExampleContactLastName, Registrations are now open!</p> <p>Please identify the Gen-E Coordinator for the purpose of the official registration to complete the registration form. You may find a step by step guide, instructions and information about the registration process HERE</p> <p>Gen-E 2024!</p> <p>Tuesday, July 2, 2024 - Friday, July 5, 2024 Catania, Sicily, Italy</p> <p>Register Now</p>																					
<p>i. Click on Register now</p>	<p>Register Now</p> <p>Already registered?</p>																					
<p>Read through the introduction page.</p> <p>i. Click on NEXT</p>	<p>Gen-E 2024 2 - 4 July 2024 Catania</p> <p>Welcome to your Gen-E 2024 Catania Experience. We are excited to open the registrations to Gen-E 2024 in Catania, 2-4 July 2024! Our Gen-E European Entrepreneurship Festival will transform Catania into a JA showcase and celebration and we look forward to welcoming all of you to this unique experience.</p> <p>What you need to prepare for your Gen-E registration</p> <ol style="list-style-type: none"> 1. A dedicated member from your JAorganisation's staff to act as the Gen-E coordinator for the purpose of this registration. This individual will be registered as part of the delegation to attend Gen-E 2024. 2. Identification of <u>how many delegates</u> you will be reserving spots for. 3. Identify how many delegates for each <u>type of categories</u>. <p>Despite the significant inflation and higher costs in the past 12 months in the tourism industry, JA Italy has kept the registration fee for participating in Gen-E 2024 at the same level of last year. In this registration you will be booking the spaces for each type of delegate however we will ask for further details at a later stage.</p> <table border="1"> <thead> <tr> <th colspan="3">Gen-E 2024 Participation Fee dates</th> </tr> <tr> <th colspan="3">Accommodation with arrivals on 2 July 2024 and departures on 5 July 2024</th> </tr> <tr> <th></th> <th>Dates</th> <th>Fee (EUR) 22% VAT included</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Early Bird Registration</td> <td rowspan="2">15 January – 20 February 2024</td> <td>€ 650 / person (students)</td> </tr> <tr> <td>€ 750 / person (adults)</td> </tr> <tr> <td rowspan="2">Registration</td> <td rowspan="2">21 February – 31 May 2024</td> <td>€ 750 / person (students)</td> </tr> <tr> <td>€ 850 / person (adults)</td> </tr> <tr> <td rowspan="2">Late Registration</td> <td rowspan="2">1 June – 18 June 2024</td> <td>€ 750 / person (students)</td> </tr> <tr> <td>€ 950 / person (adults)</td> </tr> </tbody> </table> <p>Cancel Next</p>	Gen-E 2024 Participation Fee dates			Accommodation with arrivals on 2 July 2024 and departures on 5 July 2024				Dates	Fee (EUR) 22% VAT included	Early Bird Registration	15 January – 20 February 2024	€ 650 / person (students)	€ 750 / person (adults)	Registration	21 February – 31 May 2024	€ 750 / person (students)	€ 850 / person (adults)	Late Registration	1 June – 18 June 2024	€ 750 / person (students)	€ 950 / person (adults)
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Please complete this page with the details of **your selected Gen-E Coordinator** who **will be attending** Gen-E in Catania, Sicily.

Please make sure that the e-mail used is an active email address.

Mobile- Please add the country code as 000xx

Example: 00356 79555818

Once completed click NEXT



Next step is to add the delegates for your group.



i. Click on 'ADD a Delegate'

A pop-up window will open.

- i. Select the Type of Delegate (refer to [Types here](#) for the list) from the drop-down menu;
- ii. Select YOUR JA Organisation from the drop-down menu;
- iii. First Name & Last Name; For those registrations for whom you DO Not know the details of such as the students and educators you can complete as follows as a **PLACEHOLDER**
First Name: Country
Last Name: Type of delegate
 example University Student 1 or Educator 1
- iv. Enter email address for the additional delegates whom details you know.

Type of delegate list:

We will ask for additional information at a later stage when you will be able to revisit

<p>the platform and edit and add the personal delegate's details accordingly.</p>	
<p>Here is an example of how to complete the form for the type of delegates whom details you do not know.</p>	
<p>Once the information is complete click on 'Add'</p>	
<p>To add your additional delegates click on 'Add a Delegate' and repeat the process of completing the respective information about delegate.</p>	
<p>Once you have added all your delegates click on 'Next'</p>	
<p>The next page will take you to show you the respective type of tickets. To view who has been assigned which ticket you can click on the 'X Selected Buttons'</p> <p>Based on the type of registrations the type of registration fee is already pre-assigned.</p>	

Once you click on 'x Selected' button, a pop-up window such as this will show up.

This will show you which are the respective delegates assigned to the respective 'registration fee'.

**In order to proceed from this page all delegates need to be assigned a registration fee (or ticket).*

On the Registration summary page you can see all the respective details for each delegate.

- 'Edit' – click on edit if you wish to amend any of the details of that specific delegate
- 'Remove' – click on remove if you would like to cancel that delegate completely

Click on 'NEXT' if you are satisfied with this list and information provided.

We will provide with further instructions at a later date to insert all the specific personal details for each delegate.

The next page contains 3 sections

- i. Terms & Conditions stating the following:

“Kindly note that there is a zero refund policy. Should you have any questions when you have your complete delegation please contact JA Italy on gene2024@jaitalia.org”

- ii. Order Summary

This is a complete list of all the fees and registration fees (admission item). This also provides a breakdown of the final price.

- iii. Payment

Select the option of 'Via Bank Transfer' *Further instructions will follow*

<p>Click 'SUBMIT' to complete registration form.</p> <p>An Email will be sent to the Gen-E Coordinator with the pro-forma invoice and the Confirmation Code</p> <p>Make sure to save that email to be able to access the form at a later stage.</p>	<div style="border: 2px solid #008080; border-radius: 15px; padding: 10px 20px; display: inline-block; background-color: #004a7c; color: white; font-weight: bold;">Submit</div>
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6. Payment Process Instructions – Step by step

i. Confirmation of Registration

The Gen-E Registration Coordinator will receive an email of confirmation on the provided email address together with a temporary Pro-Forma Invoice

- Subject line: Registration confirmed for Gen-E 2024
- Sender email: event@gen-e.eu

ii. Read through the information and download the pro-forma invoice.

- a. Next Steps to download and carry out payment
- b. Add to your calendar
- c. Registration management link and confirmation number
- d. Summary of Tickets
- e. Registration Detail Summary

Elizabeth Pulo,

Your registration for Gen-E 2024 has been received. Your spots will be automatically blocked once the invoice is paid.

What are the next steps?

1. Download your Pro-Forma Invoice [Print the invoices](#).
2. Follow the payment instructions and due date on the pro-forma invoice.
3. Once the payment is received, JA Italy will issue an official invoice with a paid status.

Add to Calendar

If you need to make any changes, use your confirmation number to [manage your registration](#).

Confirmation number: **FDNJQ9QXPCD**

Number in party: 4

Elizabeth Pulo								
Order Date	Invoice	Order Type	Item	Item Type	Amt Ordered	Amt Paid	Amt Due	
12-Jan-2024 2:58	GenE24-0007-	Offline	Gen-E 2024 Adult Admission		EUR	EUR	EUR	

a. Click on 'Print the invoice' to download your Pro-Forma Invoice

c. Click on 'manage your registration' to carry out any edits or additions. Use the confirmation Code provided

d. Preview of the tickets booked and final cost.

Registration Summary
Elizabeth Pulo Gen-E 2024 Adult Fee
Questions JA Organisation JA-Europe
Davide Copp. Gen-E 2024 Adult Fee
Questions JA Organisation JA-Europe
Europe Teacher 1 Gen-E 2024 Adult Fee
Questions JA Organisation JA-Europe

e. Registration Summary with all the completed information.

iii. Carry out the payment of your invoice via Bank Transfer

Payment Due Dates:

1. Early Bird Tickets purchased between the 15th of January to the 20th of February are to be paid by the 8th of March 2024.
2. For purchases made after the 20th of February, payment is due within 10 working days.

Bank Charges

Bank charges are to be covered by the paying entity.

JA Italy Bank Account Details

NAME OF ACCOUNT:	Associazione Junior Achievement Young Enterprise ITALY ETS
LEGAL ADDRESS OF BANK HOLDER:	Milano-Piazza Paolo Ferrari, 10
NAME OF BANK:	Intesa San Paolo
ACCOUNT NO:	55000/1000/00177960
IBAN:	IT15 M030 6909 6061 0000 0177 960
SWIFT:	BCITITMM
TITLE OF TRANSFER:	Gen-E 2024 – JA [Country Name] – Order Number

iv. Invoice from JA Italy with paid status

Once the pro-forma invoice has been paid, JA Italy will issue a formal Invoice with a Paid Status.