



# Institutions for Equity & Resilience

ANNUAL WORLD BANK CONFERENCE ON LAND AND POVERTY  
WASHINGTON DC, MARCH 16-20, 2020



## Creating a User Account in ConfTool Land and Poverty Conference 2020

Please follow the guidelines below to create a user account in [ConfTool](#). If you registered for the 2018 or 2019 conference, **please use your login details from last year's event.**

Please note that creating a ConfTool user account is **NOT** equivalent to registering for the conference. **Official registration for the 2020 Land Conference opens on October 1, 2019.** More information could be found on the [conference website](#).

The ConfTool website is:

<https://www.conftool.com/landandpoverty2020/>

1. Begin by clicking on the link above, ensuring that you fill in all mandatory fields.
2. Submit your basic information and continue by clicking at the bottom

- **Submit and Begin with Submission of Contribution, or**
- **Create User Account Only, Submit Contribution Later.**

### New User Registration

All fields marked with an asterisk (\*) are mandatory and must be filled in. Please note that the conference name badge will appear exactly as in the form below.

Creating a user account is **NOT** equivalent to registering for the conference, which is a separate process that will require further information.

Personal Information	
* Organization / Company	<input type="text"/>
* Profession	Please select... <input type="text"/>
Department	<input type="text"/>
* Gender	<input type="radio"/> Female <input type="radio"/> Male
* Title	<input type="radio"/> Ms. <input type="radio"/> Mrs. <input type="radio"/> Mr. <input type="radio"/> Prof. Dr. <input type="radio"/> Prof. <input type="radio"/> Dr.
* Full Academic Title / Professional Position	<input type="text"/>
* First Name	Please enter your name exactly as it appears on your passport, starting each word with a capital letter and continuing with lower case. Do not use upper or lower case only.
* Last Name / Surname	Please enter your name exactly as it appears on your passport, starting each word with a capital letter and continuing with lower case. Do not use upper or lower case only.
* Please provide your biography	Please provide a 150 word biography about yourself.
* Work Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
(*) Postal Code / ZIP Code	<input type="text"/>
* City	<input type="text"/>
(*) State / Territory / Province	Please Select (only U.S. / Can / Aus) <input type="text"/>
* Country of Residence	United States of America <input type="text"/>
* Nationality	Please select... <input type="text"/>
Phone	<input type="text"/>
* E-Mail	<input type="text"/>
Secondary E-Mail (Optional)	<input type="text"/>
Personal Assistant's E-mail (cc)	<input type="text"/>
* Do you need a visa letter to enter the US?	It is the responsibility of participants to check with the nearest American Embassy to obtain up to date information on visa requirements. Your ConfTool account will automatically generate a visa letter AFTER the registration fees have been paid. <input type="radio"/> Yes <input type="radio"/> No
* Data Privacy Agreement	<b>Data Privacy Agreement</b> To use the ConfTool system, a user account with your personal details will be created. Your user data, your actions and the results of your actions will be stored within the system. <b>Use and Disclosure of Personal Data</b> Information stored in the ConfTool system will exclusively be used in relation to this event or a subsequent event. Your personal data will only be passed on to third parties if this is necessary for the organization of the event, for billing purposes or for legal reasons (e.g. in the case of an external audit), but it will not be distributed or sold to other parties for other purposes. <b>Right to Information</b> Upon request, the organizers of this event will provide you with your personal data that they store about you in writing. You can inquire where the data were collected, to whom they are disclosed and the purposes for which they have been stored. <input type="checkbox"/> I accept the data privacy agreement.
Account Information	
User Account Options	<input checked="" type="radio"/> Enter user account details below. You will receive a user account confirmation e-mail. <input type="radio"/> Create account automatically. You will receive user name and password by e-mail.
* User Name	Your user name must be at least two (2) characters long. It is case sensitive.
* Password	Passwords must have at least eight (8) characters. They must include at least one lower case letter (a-z), one CAPITAL letter (A-Z), one number (0-9) and one special character (e.g. one of ~!@#%&'*?). Passwords are case sensitive. This is a security requirement for services of the World Bank.
* Confirm Password	Please repeat your password for confirmation.
<input type="button" value="Submit and Begin With Submission of Contribution"/> <input type="button" value="Create User Account Only, Submit Contribution Later"/>	