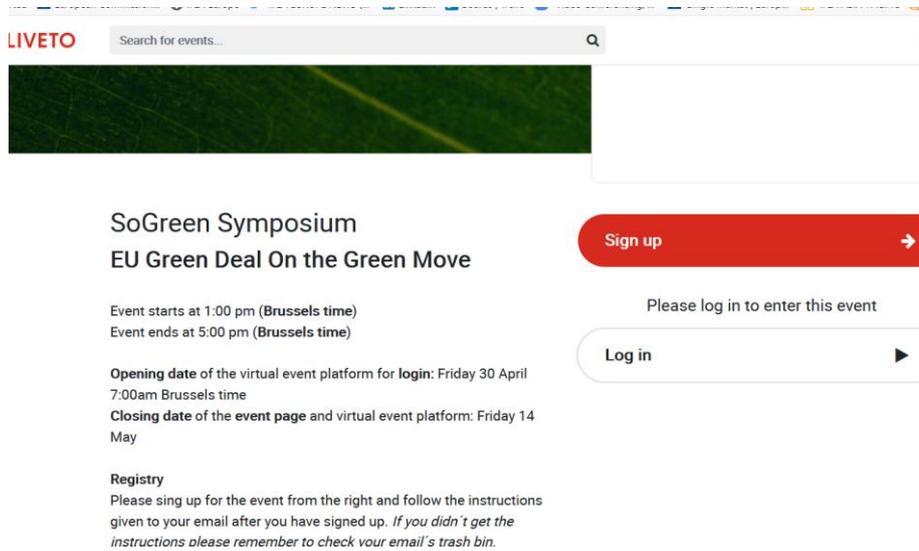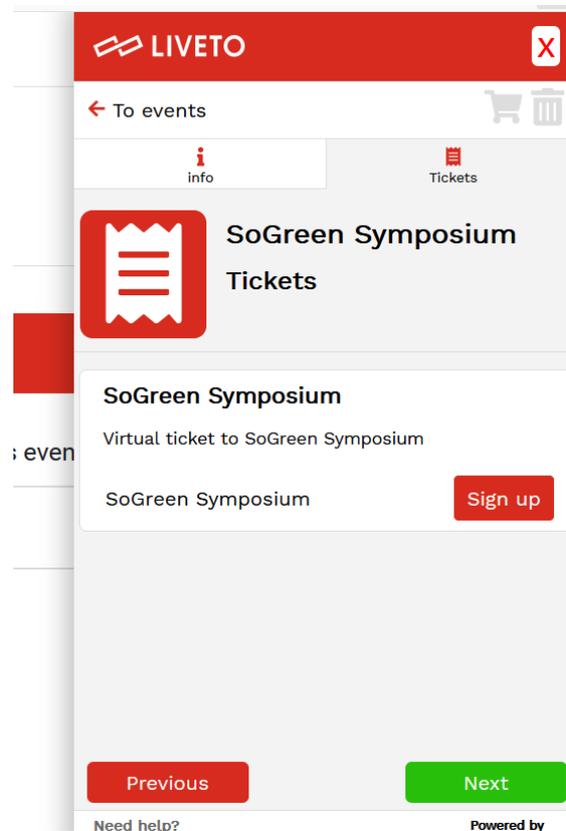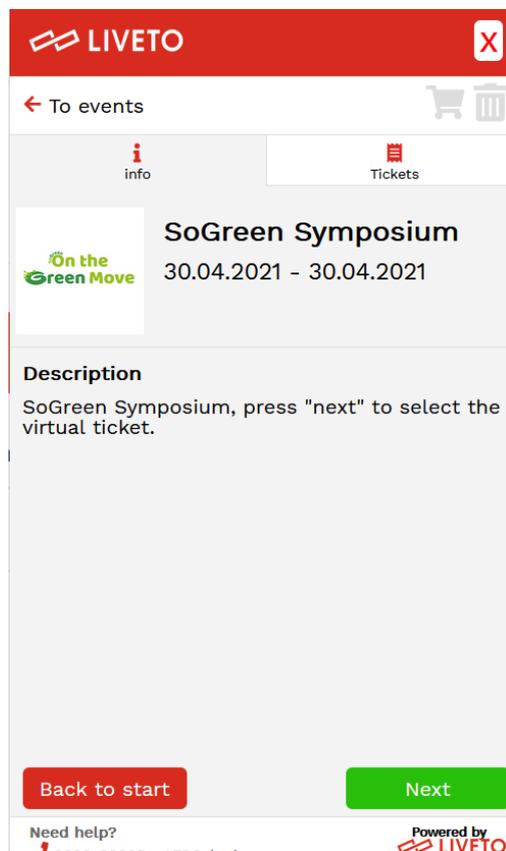**Step 1** - Follow the link to the event registration website: https://events.liveto.io/events/sogreen-symposium?access_key=key
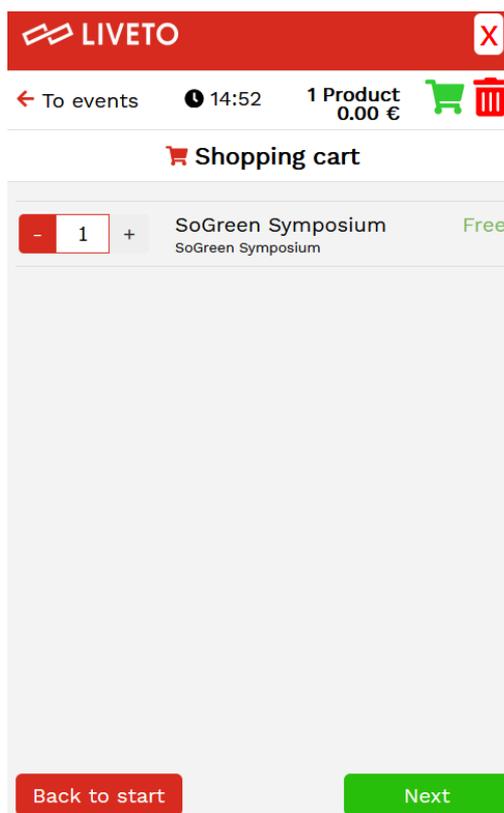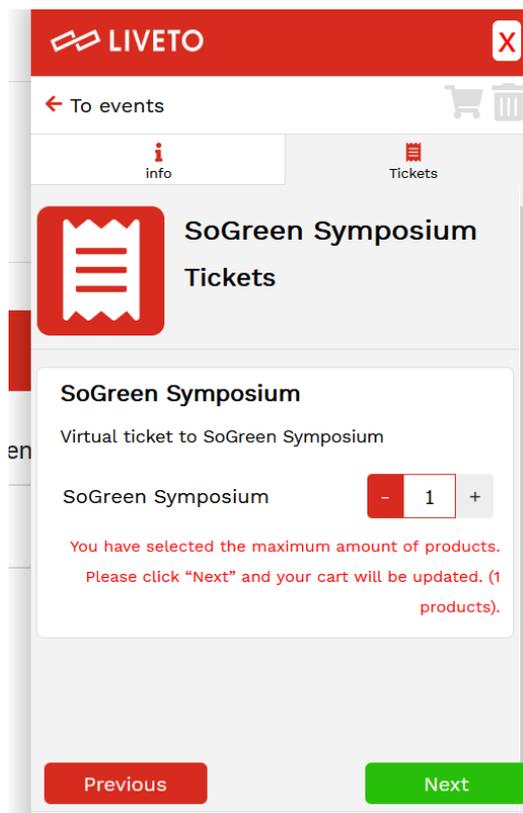
This will open the website So Green Symposium window. Click on Sign up. You will have 15 minutes to finalise your ticket registration/order.
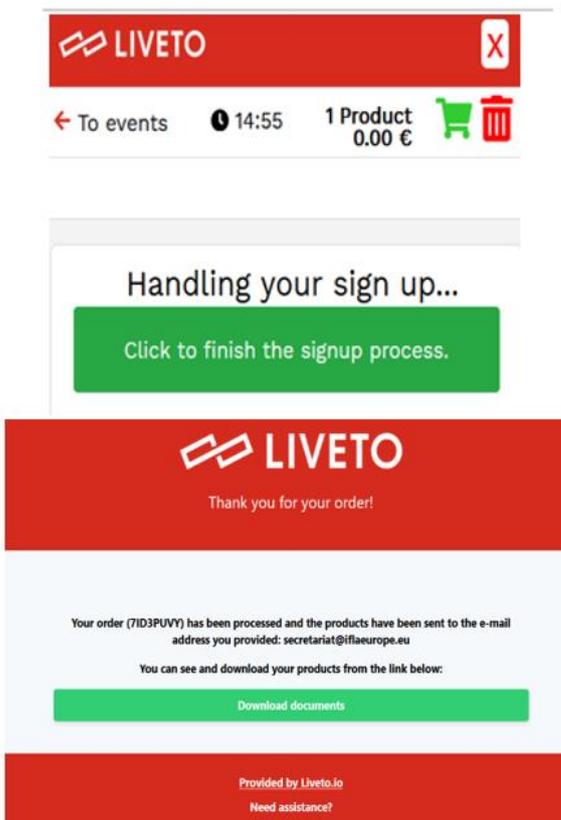

Step 2 - Click on Next. New window will open. Click on 'Sign up". The following window will open (see below). Click on "Next". You will see the text "SoGreen Symposium tickets". Click on "Sign up".

The window will open asking you to select 1 virtual ticket (only one is possible). After this click on "Next". The window opens showing Shopping cart. Click 'Next".

Please insert and confirm your email address and your name and your company/organisation. To finalise your registration please click on 'Sign up". The screen saying 'Handling your sign up" will appear. Click on the message below 'Click to finish the signup process". By doing so new window will open and you will see the confirmation message "Your order (xxxxxxx) has been processed and the products have been sent to the e-mail address you provided". After this you will receive a confirmation mail.

Step 3: In the confirmation mail you will receive the link for the SoGreen Symposium (link below is only for explanation purposes).

Hello,
Here's a receipt from your order on Liveto.
Order number: 7ID3PUVY
Order lines:
*   1 x SoGreen Symposium / SoGreen Symposium*
Order total: 0.00 EUR
You can access the virtual event SoGreen Symposium via this link:
https://events.liveto.io/events/sogreen-symposium?access_key=key

To access the virtual event, you need to sign in to Liveto with your account.
If you haven't yet created an account, you can do so from the event's page with the link above.

Tips for virtual event:
- We advise to use computer to participate the virtual event.
- Browsers like Chrome, Firefox and Edge are recommended.
- If you experience any issues with sound or image, refresh or restart the browser. Make sure the sound is on in your
*   device and in the browser and you have a good internet connection.*
- Fill in the information in your account. Add a picture and name to your profile among with other information.

Initial platform window will open. Click on 'Log in'. Log in with the credentials you created.

Or 'By clicking the link from the confirmation email, you will enter the Conference lobby. Click on the link: 'Enter Lobby', this is the entrance to the event platform

Conference administrator will open the Conference.