Invoice Payment Procedure

For companies that would like to buy Heapcon tickets through the invoice this procedure is obligatory. Please read carefully the following steps.

Sending request for tickets:

Please send a request with a desired number of tickets and company details to tickets@heapspace.rs.

Tickets reservation:

The number of tickets you specified will be reserved during the period of 2 weeks. After that time frame, tickets will be available for purchase to other companies/individuals.

Ticket acquisition:

We are using Xing platform for tickets, and the process for acquiring tickets will be a bit different this year. Xing has great features, and it will guide you through some easy steps towards getting your ticket.

Here is the procedure:

When we receive the payment, you will get a **Promo Code**. With this Promo Code you will be able to fill in the details of the people attending Heapcon Conference. You will need 5-20 minutes to fill in the data, depending on the number of tickets purchased. Please collect all the information about each attendee (name, surname, email, company, job title, fields of interests, T-shirt size, food preferences) before acquiring the tickets. Thank you.

Steps:

1. Please open https://heapcon.io page. Click on the "Get your ticket". You will be transferred to the Tickets page.



2. On the right side of the Tickets page you will see Click here to enter a promotion code text.



3. Enter the Promo Code you received.



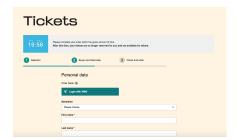
4. You should now see a new category of tickets available for you.



5. Select the number of tickets you purchased in that new category.

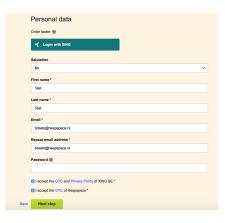


6. Click NEXT STEP. You will be transferred to the page where you should fill in the data of the buyer (company representative)





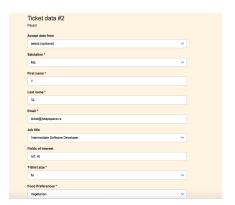
7. <u>Buyer and Ticket Data</u>: Fill in all the info and accept the General Terms and Conditions of XING, and Heapcon's Code of Conduct.





June, 2018.

8. Please fill in all the boxes. It will help us choose the right lectures and activities for the attendees of the Conference.

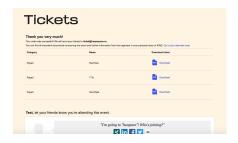


9. <u>Check and Order step</u>: Please check again number of tickets purchased and the email for receiving the tickets.





10. Confirmation page and PDF of the ticket:





Have in mind that if you purchased more than 20 tickets, you need to repeat the process.



Please note that all ticket details can be changed until 15th of September 2018. After this date every change will be charged 30 euro per ticket change, due to added expenses that they cause.

Please do not print out the tickets, be kind to your environment.

Save the PDF of your ticket and show it at the registration desk.