Under the High Patronage of His Majesty King Mohammed VI

IN PARTNERSHIP WITH





NDER THE AUTHORITY OF





ORGANISED BY

29 - 31

MAY 2024

MARRAKECH



YOUR GUIDE TO APPLYING FOR AN eVISA FOR GITEX AFRICA 2024



Introduction

We look forward to your participation in GITEX Africa 2024, the largest tech & startup event in Africa.

Please note that the Visa upon Arrival process that was offered for the inaugural edition of the event (in 2023) is no longer available to participants

All exhibitors who are required to apply for a visa prior to travelling to Morocco for the event should follow the following steps.

If you have any questions while completing your event registration and visa application process please contact your sales account manager or our team on:

Support@gitexafrica.com



Content :

- Do I require a Visa?
- Completing Your Exhibitor Registration
- Visa Invitation Letter
- Applying for Your Visa to Morocco Using Your GITEX Africa Unique Registration Number (URN)

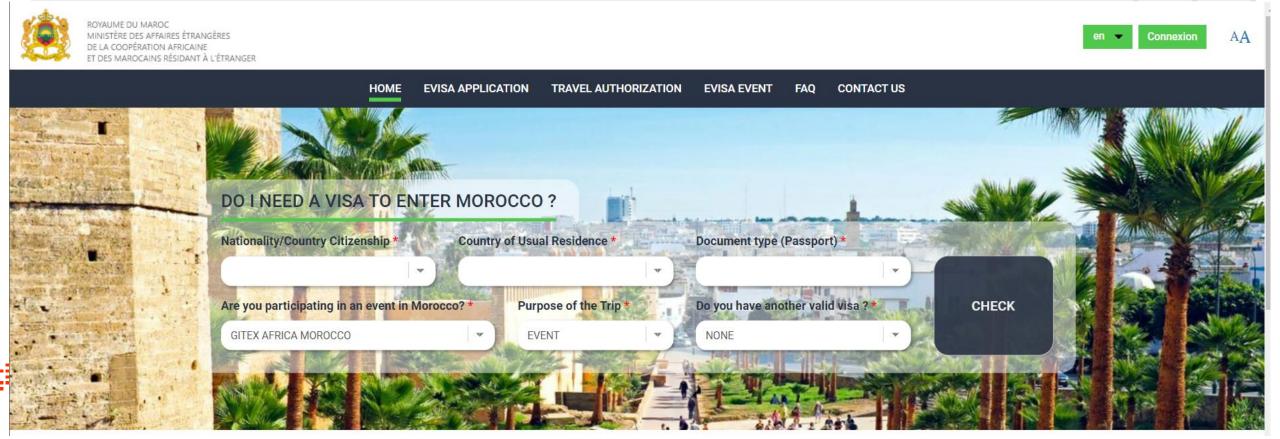


DO I NEED A VISA:

You can check if you require a visa to enter Morocco on the following link: www.acces-maroc.ma

Based on the information inputted, the website will advise whether you:

- Do need a visa and how to apply for an eVisa through the same portal
- Do not require a visa



Complete Your Exhibitor Registration for the Event

1. Login to the GITEX Africa 2024 Exhibitor Portal using your Username and Password

go.gitexafrica.com/eportal

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This page works best when using Google Chrome/ Firefox/Safari/Opera browser.

Please enter th provided in the \	
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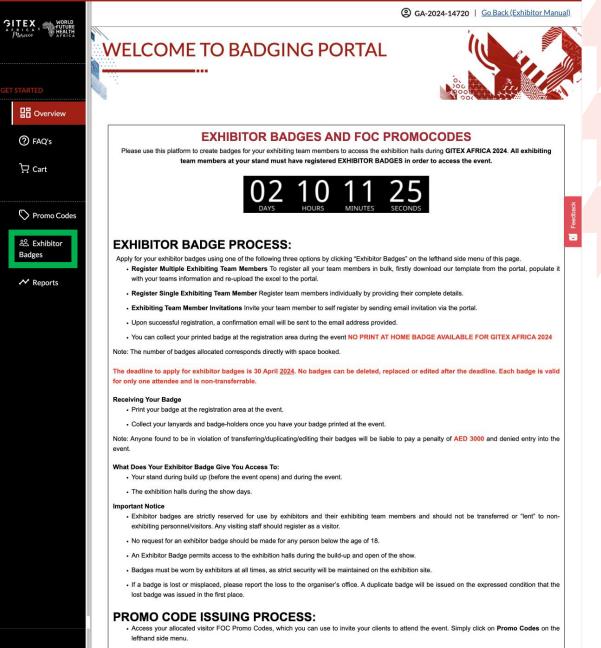


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2. Select Exhibitor Badges in the	DAYS HOURS MINUTES SECONDS 30 22 16 07 Image: Second Secon	KAOUN INTERNATIONAL Stand No: Hall No: Pavilie KAOUN - -	Type: 0.00 W	STAND D and Stand lidth: Depth: 00 0.00	PETAILS I
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	 VISA INVITATION LETTER FAQS ADD A CONTRACTOR ADDITIONAL USERS 	Form Name Stand Structure Form Health & Safety Declaration Form Electrical Mains & Power Supply Order Form	Deadline Date Time Left Form Status /C 03 May 2024 5 DAYS Not Fille 10 May 2024 12 DAYS Not Fille 12 May 2024 14 DAYS Not Fille	d ® View Form d ® View Form	Add To Calendar
		Utilizing Maps And Flags Optional Forms Form Name	12 May 2024 14 DAYS Submitte Deadline Time Date Left Form Status /C	Form	Add To Calendar
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3. Click Exhibitor Badges on the Welcome Page



To share the Promocode with your clients - firstly download our template from the portal, populate it with your clients information and re-upload the excel to the portal.

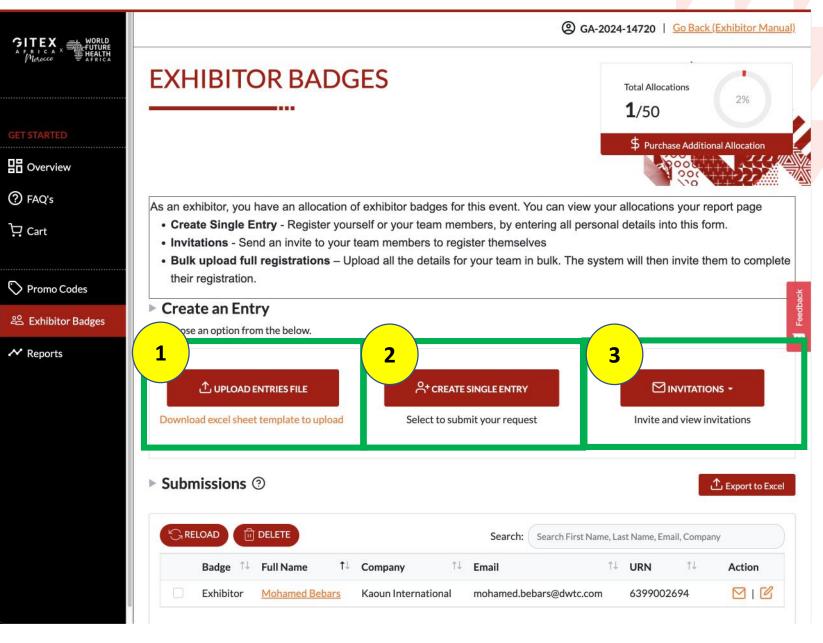
· The portal will automatically send out invitations to your identified client list assigned Promo Code and instructions how to register.

Should you require assistance with regard to your exhibitor badge request/registration, please e-mail: support@gitexafrica.com

There are 3 different options available to register exhibitors

- 1. Upload Entries File
- 2. Create Single Entry
- 3. Invitations



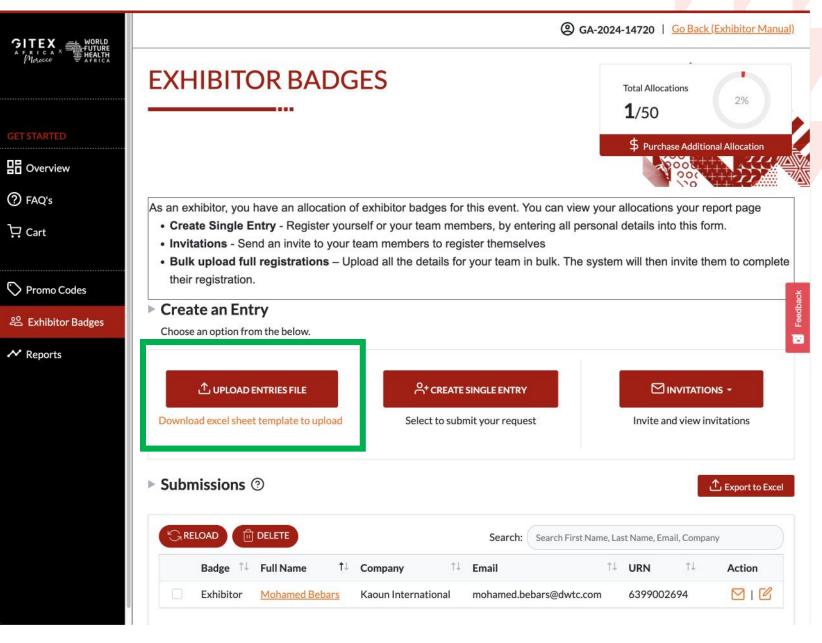


Option 1 – Upload Entries File

Step 1. Select 'Upload Entries File'

This method is used to upload multiple exhibitor details





Option 1 – Upload Entries File

Step 2. Download the Excel Template



	Upload Entries File		@ GA-2024-14720	
	EXHIBIT Choose File No file	e chosen Ilate	Total Allo 1/50	
GET STARTED		CANCEL UP	LOAD \$ Pure	chase Additional Allocation
	As an exhibitor, you have an allocation of • Create Single Entry - Register yours			
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	► Submissions ③			소 Export to Excel
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Option 1 – Upload Entries File

Step 3. Complete the information on Excel Template



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Option 1 – Upload Entries File

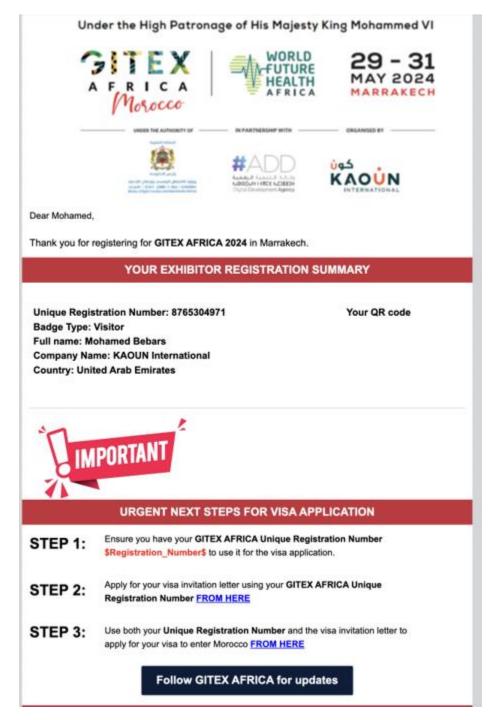
Step 4. Chose the Excel File that you completed

Click UPLOAD



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	Download excel sheet template to upload Submissions ③	Select to submit your request	Invite and view invitations	Excel
	RELOAD DELETE Badge 14 Full Name 14	Search: Searc Company ^{†‡} Email	th First Name, Last Name, Email, Company	
		Kaoun International mohamed.bebars@		

Once uploaded all of the uploaded list will receive a personalized confirmation email which will include their <u>Unique Registration Number (which is required if</u> you require a visa to travel to Morocco for GITEX Africa will be visible on the screen.



Option 2 – Create Single Entry

Step 1. Select 'Create Single Entry'

This method is used for single exhibitor entry



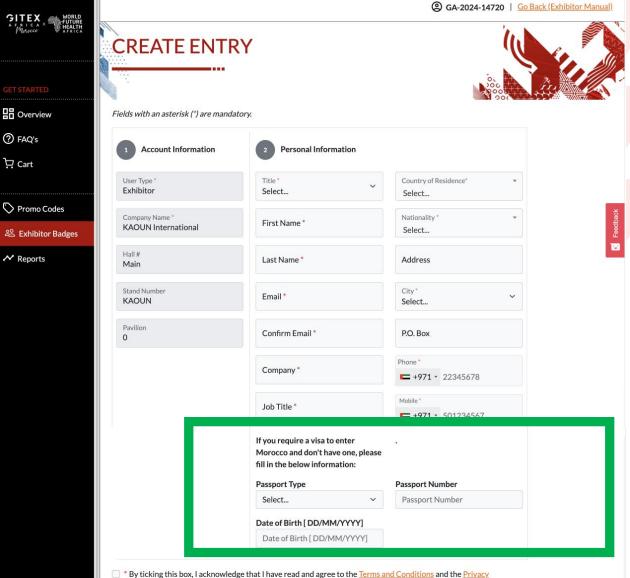
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Action

Step 2. Complete the 'Create Entry' Form ensuring that if required, the additional fields for the Visa to Morocco are completed

⑦ FAQ's

Cart

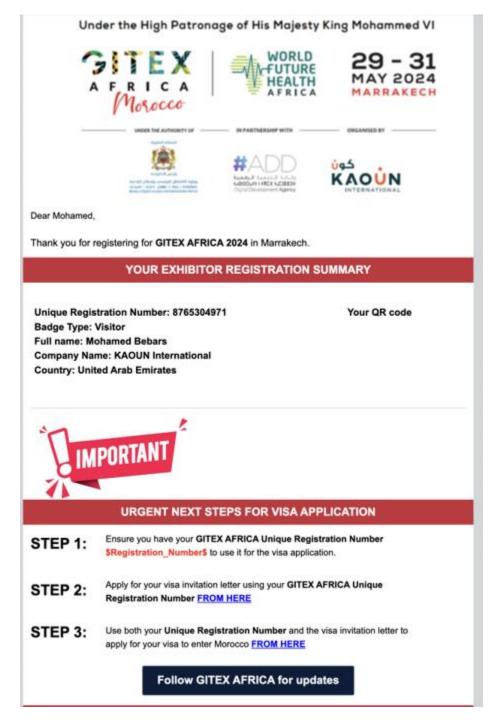
Click SUBMIT



Policy applicable to my visit at the events and of this website

] I confirm that the registrant is aged 18 and above and acknowledge anyone under 18 will be prohibited from entering the venue.

Once submitted, the registered exhibitor will receive a confirmation email which will include their <u>Unique</u> <u>Registration Number</u> (which is required if you require a visa to travel to Morocco for GITEX Africa will be visible on the screen.

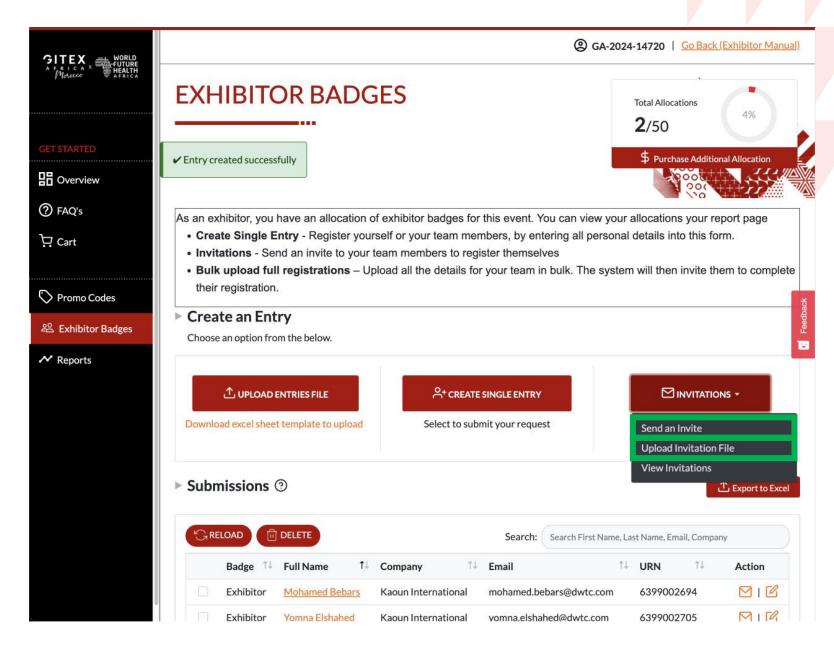


Option 3 – Invitations

The 'Invitation Feature' has two methods

- 1. Send an Invite
- 2. Upload Invitation File



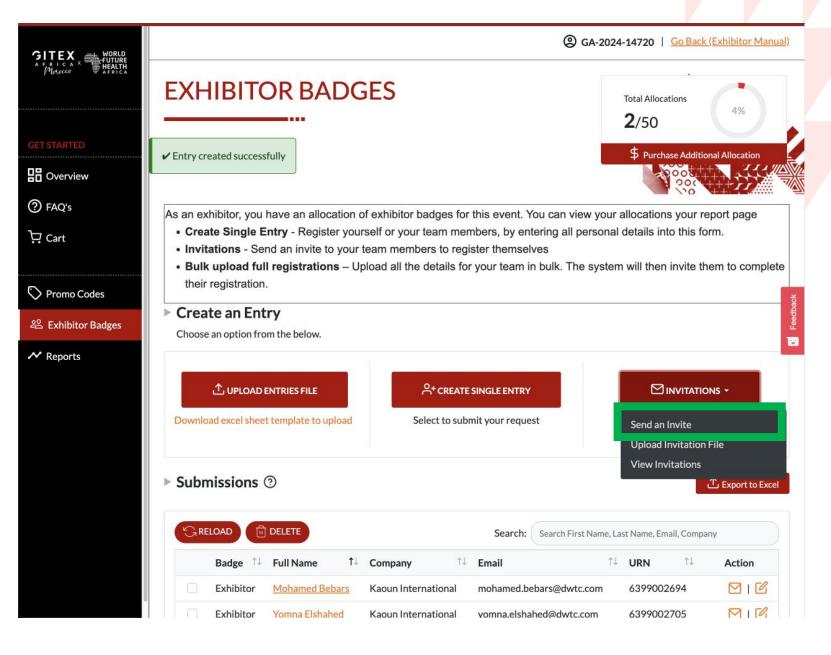


Option 3.1 'Send an Invite'

This method is used to invite an individual exhibitor

Step 1. Select 'Send an Invite' from the drop down list





Option 3.1 'Send an Invite'

Step 2. Complete the individual fields & click on 'SEND EMAIL'



		GA-2024-14720 Go Back (Exhibitor Manual)
	INVITE YOUR COLLEAGUE(S)	
GET STARTED		
0verview	Simply enter the email address of your colleague(s) below and an email will be automatically	sent from you telling them about this event.
⑦ FAQ's	You can send it to several friends / colleagues by adding a new email address.	
. Cart	User Type * Exhibitor First Name * Last Name * Email *	围
🛇 Promo Codes	+ Add Another	back
と Exhibitor Badges		Feedback
	SEND EMAIL	

Option 3.1 'Send an Invite'

- Your invited exhibitor will receive an email invitation to register him/herself as an exhibitor
- The invited exhibitor can click on 'Register here'



YOU ARE INVITED

Dear Mohamed,

You have been invited to register as an Exhibitor by **KAOUN International** for **GITEX AFRICA**, taking place from 29 - 31 May, 2024 in Marrakech, Morocco.

Please ensure that all details are filled out correctly as required.

Register here

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If you have any further questions or queries, please contact us at support@gitexafrica.com.

Best regards, GITEX AFRICA Support Team

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SUPPORT INQUIRIES support@gitexafrica.com

CONNECT WITH US

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#GITEXAFRICA gitexafrica.com

Your invited exhibitor should complete the 'Badge Registration Form' ensuring that if required, the additional fields for the Visa to Morocco are completed

Click SUBMIT

dge Registration		
lds with an asterisk (*) are mandate	pry.	
1 Account Information	2 Personal Information	
User Type * Exhibitor	Title * Select ~	Country of Residence*
Company Name * KAOUN International	First Name * Mohamed	Nationality * • Select
Hall # Hall 5	Last Name * Bebars	Address
Stand Number A.59	Email * m7bebars@gmail.com	City* ~
Pavilion Pavillion	Confirm Email * m7bebars@gmail.com	P.O. Box
	Company *	Phone *
	Job Title *	Mobile *
	If you require a visa to enter Morocco and don't have one, please fill in the below information:	
	Passport Type	Passport Number
	Select v	Passport Number
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	Date of Birth [DD/MM/YYYY]	

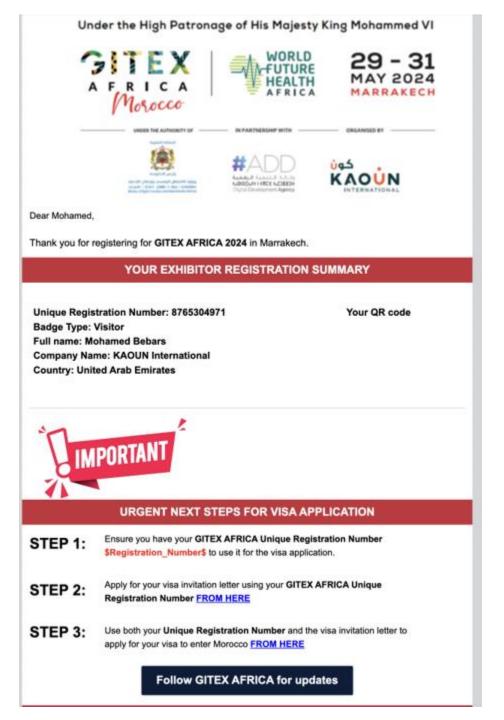
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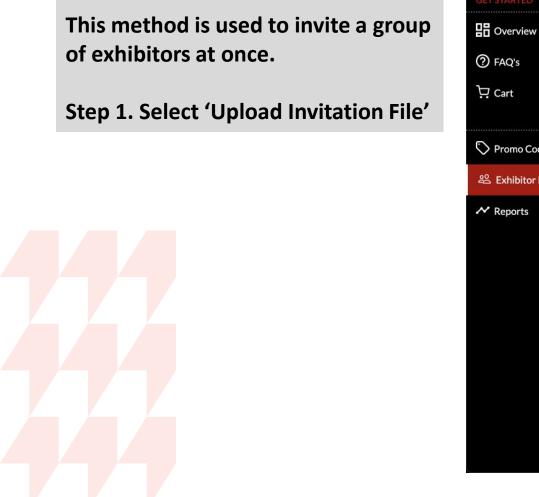
my visit at the events and of this website

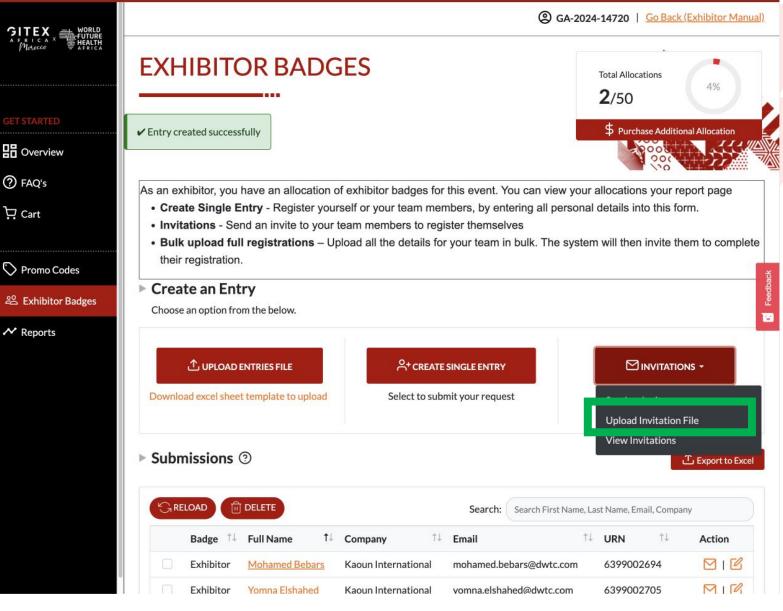
I confirm that the registrant is aged 18 and above and acknowledge anyone under 18 will be prohibited from entering the venue.

Once submitted, the registered exhibitor will receive a confirmation email which will include their <u>Unique</u> <u>Registration Number</u> (which is required if you require a visa to travel to Morocco for GITEX Africa will be visible on the screen.



Option 3.2. Upload Invitation File



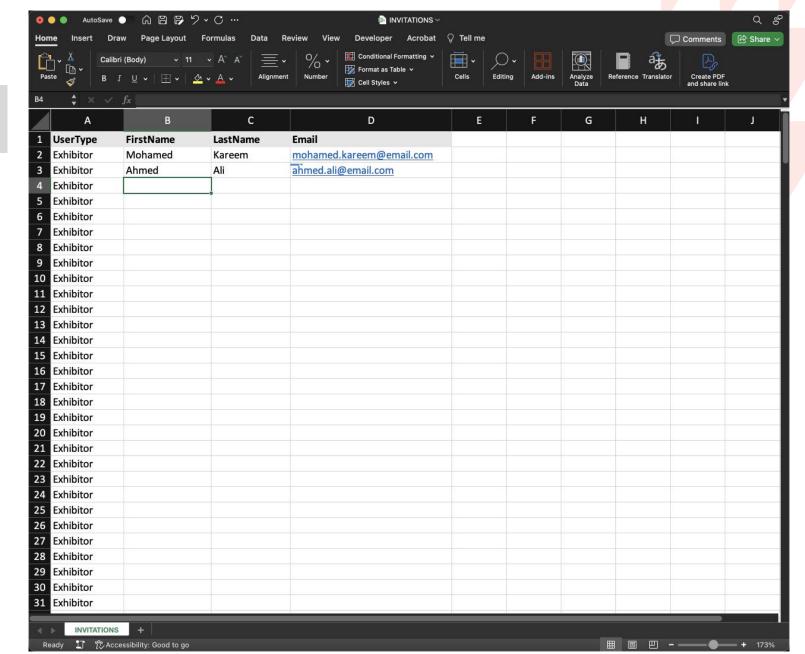


Step 2. Download the Excel Template



	Upload Invitations File	GA-2024-14720 Go Back (Exhibitor Manual)
	EXHIBIT Choose File No file chosen Download EXCEL Template	Total Allocations 4% 2/50
GET STARTED	Colleagues have be CANCEL	Purchase Additional Allocation
	As an exhibitor, you have an allocation of exhibitor badges for this eve • Create Single Entry - Register yourself or your team members, by • Invitations - Send an invite to your team members to register ther • Bulk upload full registrations – Upload all the details for your team	y entering all personal details into this form. nselves
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Step 3. Complete the information on Excel Template



Step 4. Chose the Excel File that you completed

Click UPLOAD



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	Exhibitor Yomna Elshahed	Kaoun International	6399002705 🕅 🕅	

- Your invited exhibitors will receive a personalized email invitation to register him/herself as an exhibitor
- The invited exhibitor can click on 'Register here'



YOU ARE INVITED

Dear Mohamed,

You have been invited to register as an Exhibitor by **KAOUN International** for **GITEX AFRICA**, taking place from 29 - 31 May, 2024 in Marrakech, Morocco.

Please ensure that all details are filled out correctly as required.

Register here

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If you have any further questions or queries, please contact us at support@gitexafrica.com.

Best regards, GITEX AFRICA Support Team

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#GITEXAFRICA gitexafrica.com

Your invited exhibitors should complete the 'Badge Registration Form' ensuring that if required, the additional fields for the Visa to Morocco are completed

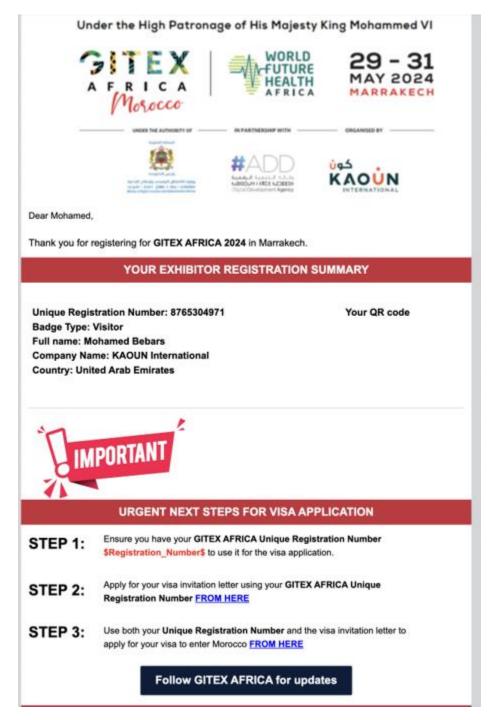
Click SUBMIT

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1 Account Information	2 Personal Information	
User Type * Exhibitor	Title* Select	Country of Residence" * Select
Company Name * KAOUN International	First Name * Mohamed	Nationality* • Select
Hall # Hall 5	Last Name * Bebars	Address
Stand Number A.59	Email * m7bebars@gmail.com	City* ~ Select
Pavilion Pavillion	Confirm Email * m7bebars@gmail.com	P.O. Box
	Company *	Phone *
	Job Title *	Mobile *
	If you require a visa to enter Morocco and don't have one, please fill in the below information:	
	Passport Type	Passport Number
	Select ~	Passport Number
	Date of Birth [DD/MM/YYYY]	
	Date of Birth [DD/MM/YYYY]	

* By ticking this box, I acknowledge that I have read and agree to the <u>Terms and Conditions</u> and the <u>Privacy Policy</u> applicable to my visit at the events and of this website

I confirm that the registrant is aged 18 and above and acknowledge anyone under 18 will be prohibited from entering the venue.

Once the invited exhibitors register they will receive a personalized confirmation email which will include their <u>Unique Registration Number</u> (which is required if you require a visa to travel to Morocco for GITEX Africa will be visible on the screen.



Complete Your Exhibitor Registration for the Event

From the confirmation email received, please pay special attention to:

1. Your Unique Registration Number (URN)

MPORT/

2. the 'IMPORTANT NEXT STEPS FOR VISA APPLICATION' in this confirmation email

IMPORTANT NEXT STEPS FOR VISA APPLICATION:

If you require a visa to enter Morocco and have not yet applied, please follow these steps promptly:

- Step 1: Ensure you have your GITEX AFRICA Unique Registration Number SURNS as it is required for the visa application process.
- Step 2: Apply for your visa invitation letter using your GITEX AFRICA Unique Registration Number FROM HERE.
- Step 3: Use both your Unique Registration Number and the visa invitation letter to apply for your Moroccan visa FROM HERE.

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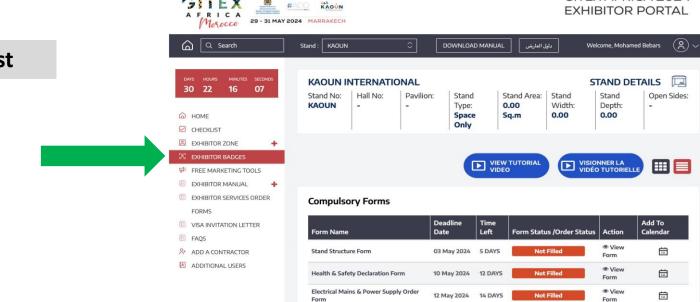
GITEX AFRICA 2024 EXHIBITOR PORTAL

Login to the Exhibitor Portal using your Username and Password

This page works best when using Google Chrome/ Firefox/Safari/Opera browser.

	Please enter the USERNAME provided in the Welcome Email			
User Name				
Password				
C Remember Me	Forgot Password?			
Exhibi	tor Login			





Navigate to Exhibitor Badges in the Menu List



Utilizing Maps And Flags

Form Name	Deadline Date	Time Left	Form Status /Order Status	Action	Add To Calendar
Temporary Staff List	10 May 2024	12 DAYS	Not Filled	View Form	Ē
Exhibitors - Visa Invitation Letter	10 May 2024	12 DAYS	Not Filled	View Form	Ē
Participation Letter	10 May 2024	12 DAYS	Not Filled	View Form	Ē
Visitors - Visa Invitation Letter	10 May 2024	12 DAYS	Not Filled	View Form	
Audio Video Order Form	12 May 2024	14 DAYS	Not Filled	View Form	Ē
Furniture Order Form	12 May 2024	14 DAYS	Not Filled	View Form	Ē
Data & Telecoms Order Form	12 May 2024	14 DAYS	Not Filled	View Form	Ē
Stand Cleaning Order Form	12 May 2024	14 DAYS	Not Filled	View Form	Ē
Stand Security Order Form	12 May 2024	14 DAYS	Not Filled	View Form	Ē
Stand Catering Order Form	12 May 2024	14 DAYS	Not Filled	View Form	Ē

12 May 2024 14 DAYS

View

Form

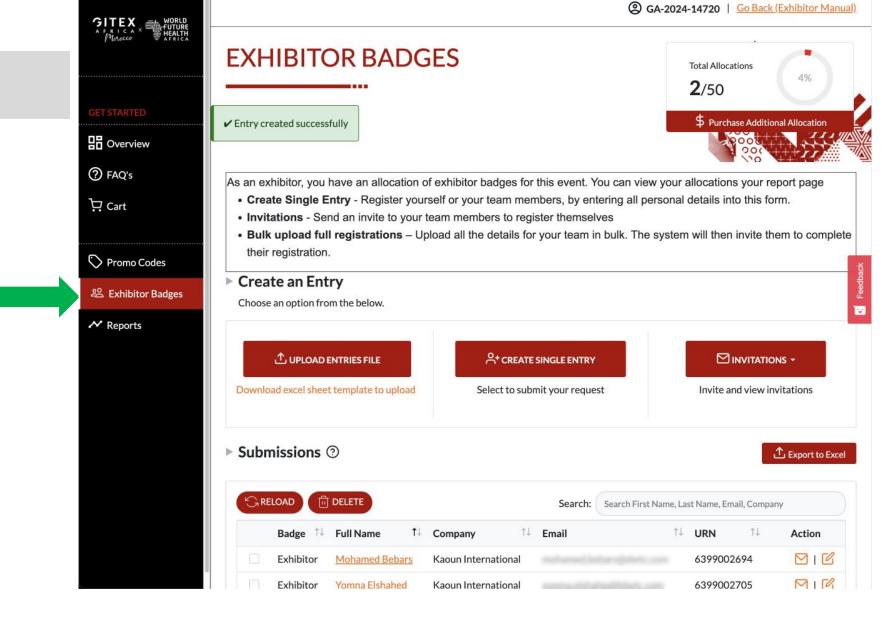
Submitted



Navigate to 'Overview' in the Menu List

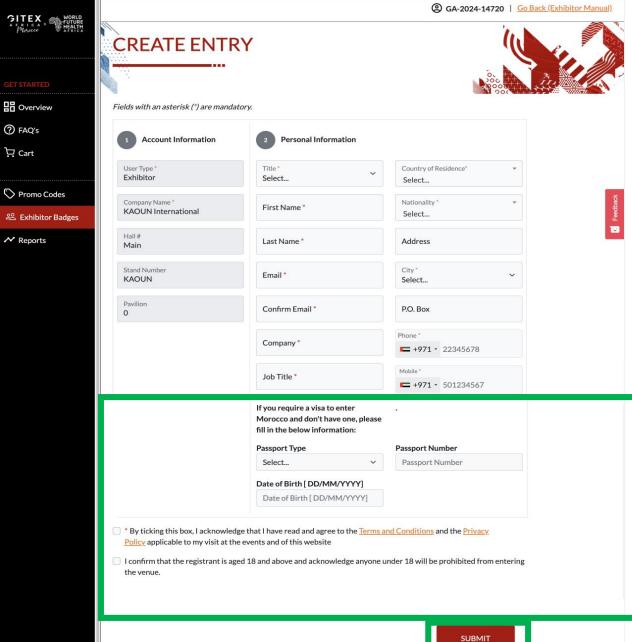
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PRICA X SECUTURE	WELCOME TO BADGING PORTAL				
ET STARTED					
Cverview					
⑦ FAQ's	EXHIBITOR BADGES AND FOC PROMOCODES Please use this platform to create badges for your exhibiting team members to access the exhibition halls during GITEX AFRICA 2024. All exhibiting team members at your stand must have registered EXHIBITOR BADGES in order to access the event.				
₩ Cart	02 10 11 25				
🛇 Promo Codes	DAYS HOURS MINUTES SECONDS				
跲 Exhibitor	EXHIBITOR BADGE PROCESS:				
Badges	Apply for your exhibitor badges using one of the following three options by clicking "Exhibitor Badges" on the lefthand side menu of this page. • Register Multiple Exhibiting Team Members To register all your team members in bulk, firstly download our template from the portal, populate it with your teams information and re-upload the excel to the portal.				
Reports	Register Single Exhibiting Team Member Register team members individually by providing their complete details.				
	• Exhibiting Team Member Invitations Invite your team member to self register by sending email invitation via the portal.				
	Upon successful registration, a confirmation email will be sent to the email address provided.				
	• You can collect your printed badge at the registration area during the event NO PRINT AT HOME BADGE AVAILABLE FOR GITEX AFRICA 2024				
	Note: The number of badges allocated corresponds directly with space booked.				
	The deadline to apply for exhibitor badges is 30 April 2024. No badges can be deleted, replaced or edited after the deadline. Each badge is valid for only one attendee and is non-transferrable.				
	Receiving Your Badge Print your badge at the registration area at the event.				
	Collect your lanyards and badge-holders once you have your badge printed at the event.				
	Note: Anyone found to be in violation of transferring/duplicating/editing their badges will be liable to pay a penalty of AED 3000 and denied entry into the event.				
	What Does Your Exhibitor Badge Give You Access To: • Your stand during build up (before the event opens) and during the event.				
	The exhibition halls during the show days.				
	Important Notice Exhibitor badges are strictly reserved for use by exhibitors and their exhibiting team members and should not be transferred or "lent" to non- exhibiting personnel/visitors. Any visiting staff should register as a visitor.				
	No request for an exhibitor badge should be made for any person below the age of 18.				
	An Exhibitor Badge permits access to the exhibition halls during the build-up and open of the show.				
	Badges must be worn by exhibitors at all times, as strict security will be maintained on the exhibition site.				
	 If a badge is lost or misplaced, please report the loss to the organiser's office. A duplicate badge will be issued on the expressed condition that the lost badge was issued in the first place. 				
	PROMO CODE ISSUING PROCESS: Access your allocated visitor FOC Promo Codes, which you can use to invite your clients to attend the event. Simply click on Promo Codes on the lefthand side menu.				
	To share the Promocode with your clients - firstly download our template from the portal, populate it with your clients information and re-upload the excel to the portal.				
	The portal will automatically send out invitations to your identified client list assigned Promo Code and instructions how to register.				
	Should you require assistance with regard to your exhibitor badge request/registration, please e-mail: support@gitexafrica.com				

Navigate to 'Exhibitor Badges' in the Menu List

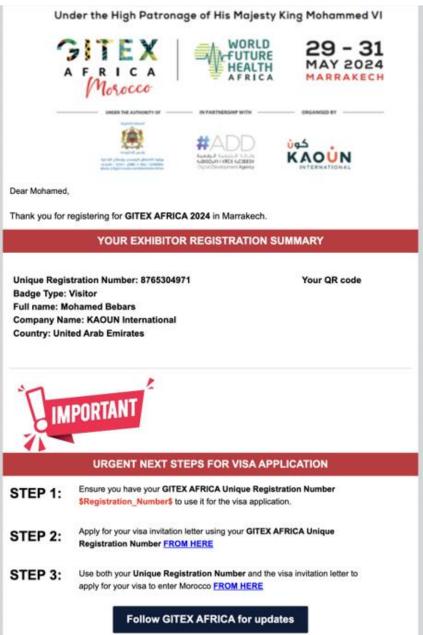


Update the details under 'If you require a visa to enter Morocco and don't have one, please fill in the below information'

Click on Submit

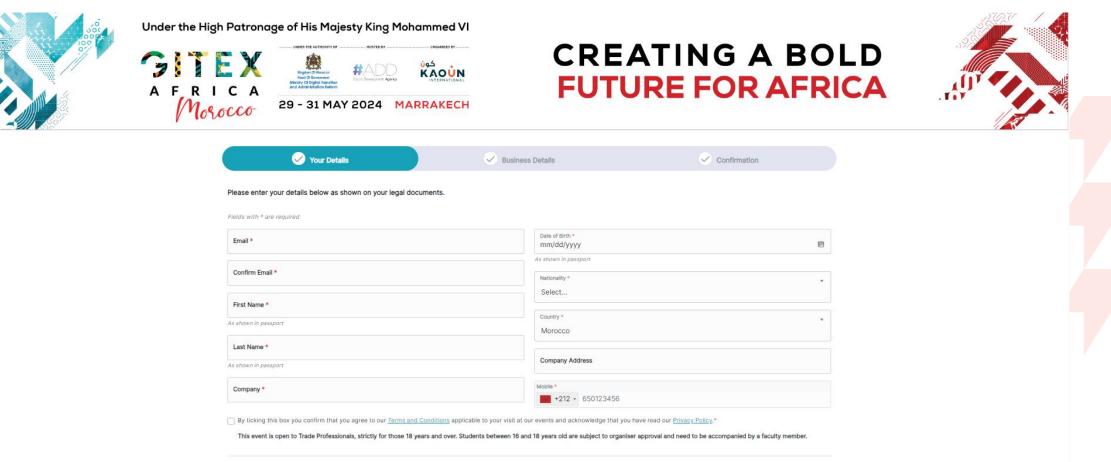


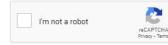
Once the exhibitor has edited and updated the information the system will resend the personalized confirmation email which will include their <u>Unique</u> <u>Registration Number</u> (which is required if you require a visa to travel to Morocco for GITEX Africa will be visible on the screen.



STEP 2. Applying for Your Visa Invitation Letter for the Event

Go to: https://go.gitexafrica.com/visalet and complete the fields as outlined Alternatively – click the link on your registration confirmation email to take you to the Visa Invitation Letter page





Applying for Your Visa Invitation Letter for the Event



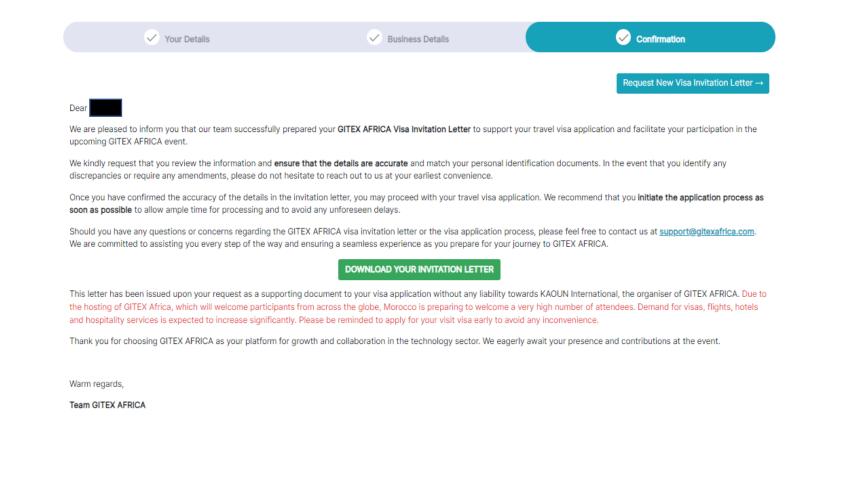
Complete the fields and click on Submit

Under the High Patronage of His N GIN EX A F R I C A Morocco 29 - 31			ATING A BO JRE FOR AFF	
Vour	Details	Business Details	Confirmation	
	stration and the state			
Kindly provide your accurate	passport information below.			
Country of Visa Application *				
Select		~		
Passport Type *				
O Ordinary Passport				
O Diplomat Passport				
Passport Number *				
Passport Number				
Passport Expiry (Enter in DD/I	/M/YYYY format) *	4		
Passport validity: Your pass validity at time of entry.	port or travel document must have at least six	months of		
I am attending GITEX Africa as	s: *			
○ DELEGATE				
O SPEAKER				
○ VISITOR ○ MEDIA				
		Back Submit		

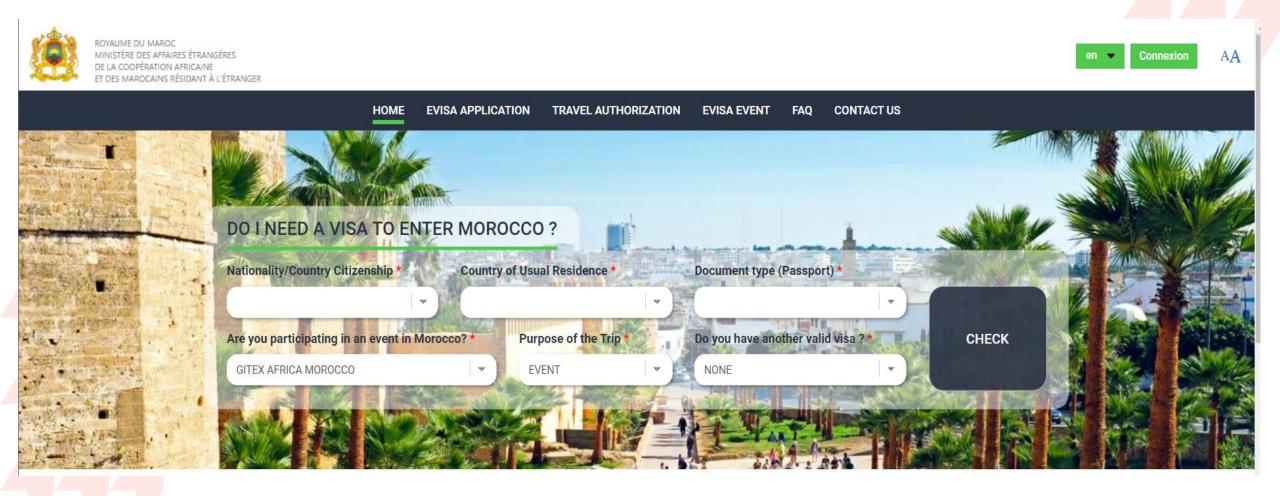
Applying for Your Visa Invitation Letter for the Event



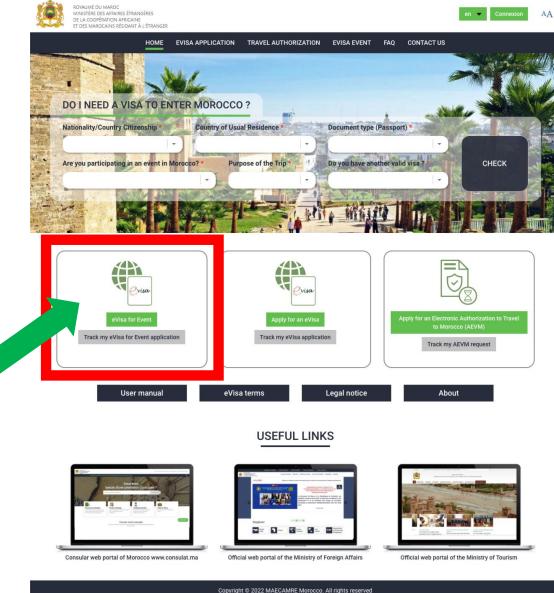
You can download your Invitation Letter from the Confirmation Screen A copy of the letter will also be sent to your registered email address



LOGIN INTO: www.acces-maroc.ma/#/



Navigate to the 'eVisa for Event' Section



Complete the information outlined.

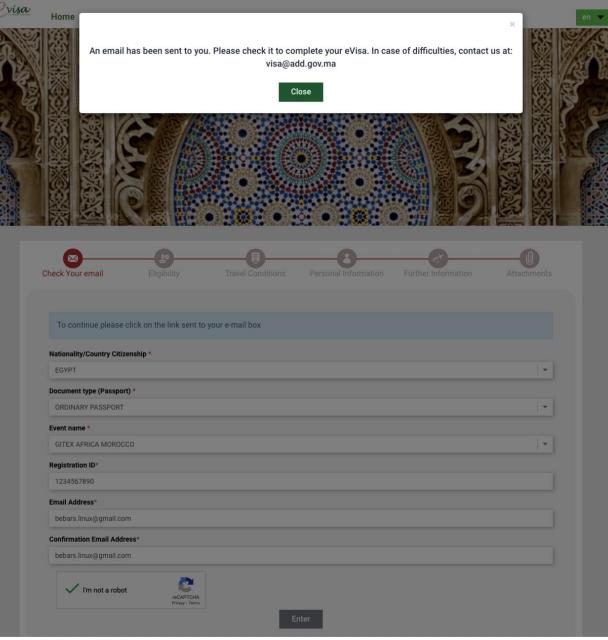
Under the 'Event Name' field – please select GITEX Africa Morocco

Under the 'Registration ID' field - please input your Unique Registration Number.

This has been provided to you in your Event Confirmation email sent to your registered email address

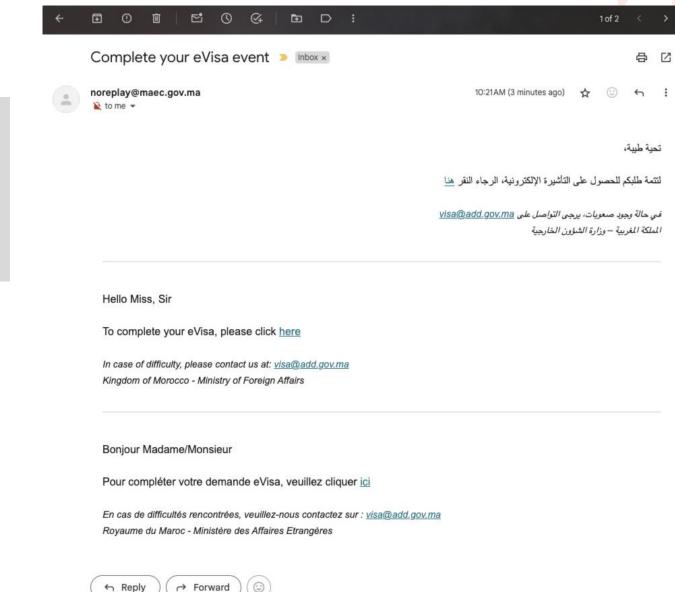
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Document type (Passport) *	e .				· ·
Event name *					× 1
Registration ID*					
Email Address*					
Confirmation Email Address	5*				
I'm not a robot	reCAPTCHA Privacy - Tems	_			
		E	Enter		

After completing the information on this 1st page of the Application Form, you will receive an email from 'noreplay@maec.gov.ma'

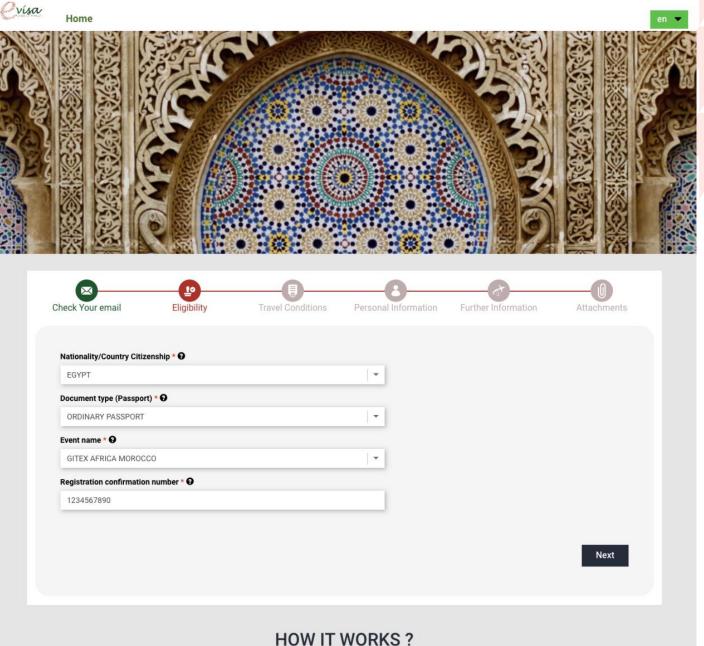


Your will receive an email from 'noreplay@maec.gov.ma' Subject: 'Complete your eVisa'

Click on the link to complete your application.



Complete your details under the 'Eligibility' section and click Next



You will receive an email from noreplay@maec.gov.ma

Subject: 'Creation and follow-up of eVisa – FNG-24 -xx-xxxx event request'

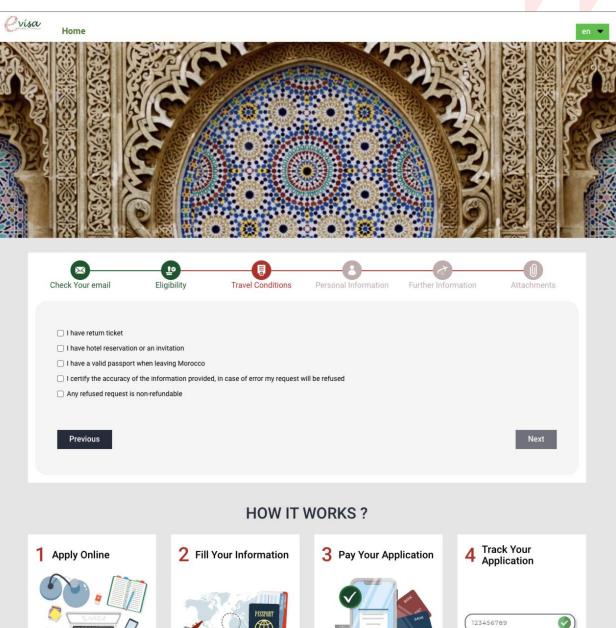
Click on the link to complete your application.

←			1 of 3	
``			1013	
	Creation and follow-up of eVisa - FNG-24-000007 event request 🦻	Inbox ×		¢
2	noreplay@maec.gov.ma 10:27 AM (0 minute	ago) 🟠		¢
				طيبة،
	ة الإلكترونية. يمكن إكمال طلبكم أو تتبعته بواسطة الرقم : FNG-24-00007 على الرابط التالي، أنقر هذا	، على التأشير	م للحصور	نح طلبك
	سل على <u>visa@add.gov.ma</u>	ن، يرجى التوا،	ي ص <i>عوبا</i> :	مالة وجو
	ية. جية	الشؤون الخار	ية – وزارة	ة المغرب
	Hello Miss, Sir Your eVisa application is created, you can complete it or follow it with the number FNG-24-00	<i>0007</i> , ple	ase cli	ck <u>he</u>
		0007, ple	ase cli	ck <u>he</u>
	Your eVisa application is created, you can complete it or follow it with the number FNG-24-00 In case of difficulty, please contact us at: <u>visa@add.gov.ma</u>	<i>0007</i> , ple	ase cli	ck <u>he</u>
	Your eVisa application is created, you can complete it or follow it with the number FNG-24-00 In case of difficulty, please contact us at: <u>visa@add.gov.ma</u> Kingdom of Morocco - Ministry of Foreign Affairs			



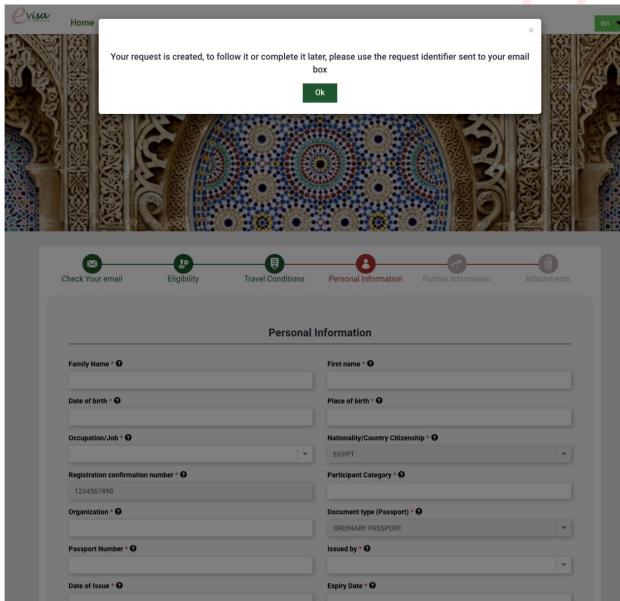
Under the Travel Conditions Section:

Check/select what applicable under the 'Travel Condition' section and click Next



You will received a notification advising that the Request is Created

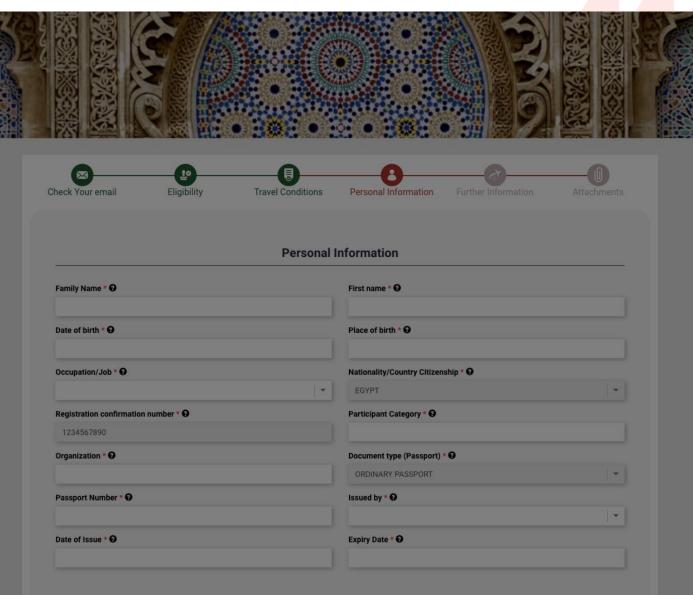
Click OK



Continue and complete the 'Personal Information Section' of the Application Form

Once completed click on

Next



Continue and complete the 'Further Information Section' of the Application Form

Once this section is completed click on Next

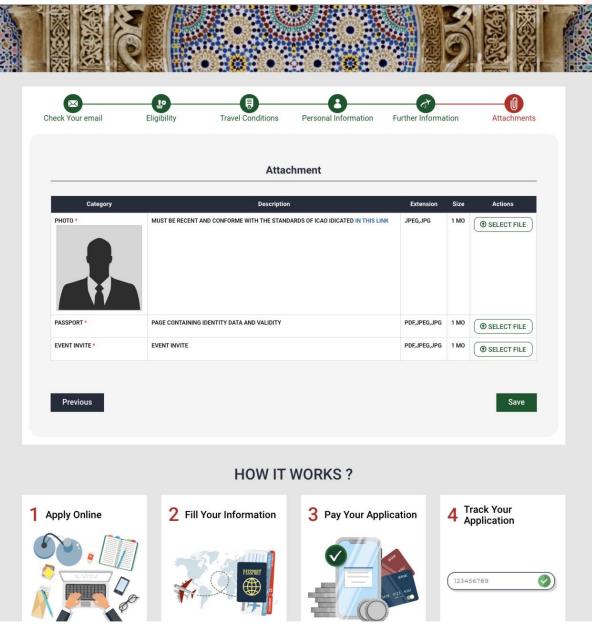
heck Your email	Eligibility	Travel Conditions	Personal Information	Further Inform	mation Attac	0 chments
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Country of residence * 9			Visa category * 😡			
		•		visa category 🐨		
Expected Date to Arrive in Morocco * 🛛			Expected Date to Leave Morocco * \Theta			
Previous						Next
		HOW IT	WORKS ?			
Apply Online	2 Fill	Your Information	3 Pay Your Ap	plication	4 Track You Applicatio	r n
					, pp. round	

Upload all of the required attachments in the 'Attachments' section.

Please ensure you have your GITEX Africa Visa Invitation Letter available to upload together with the other documents required.

Once this section is completed and all of the necessary documents are uploaded please click on

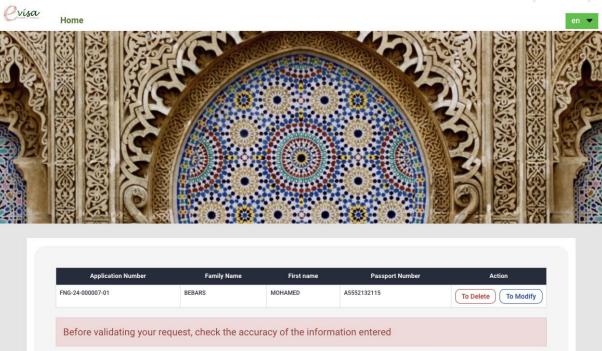
Save



You will then be asked to 'Validate Your Request'

Before 'Validating' please check the accuracy of the information entered and modify if required.

Once your are ready to validate click on Enter





HOW IT WORKS ?

Add beneficiary

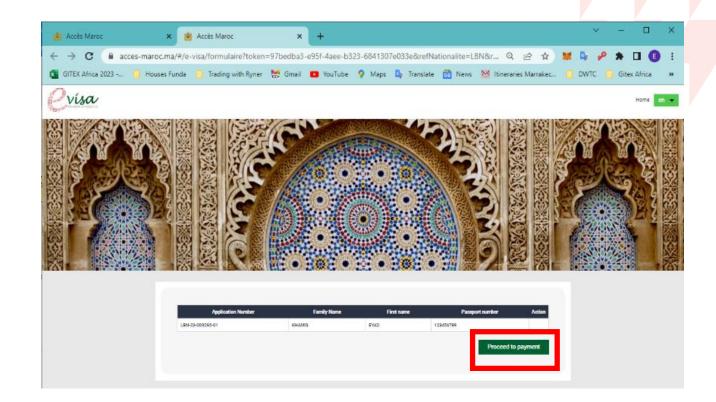
Enter



You will now see a 'summary' of your visa application number, name and passport number

You can now proceed to pay for your Moroccan Visa







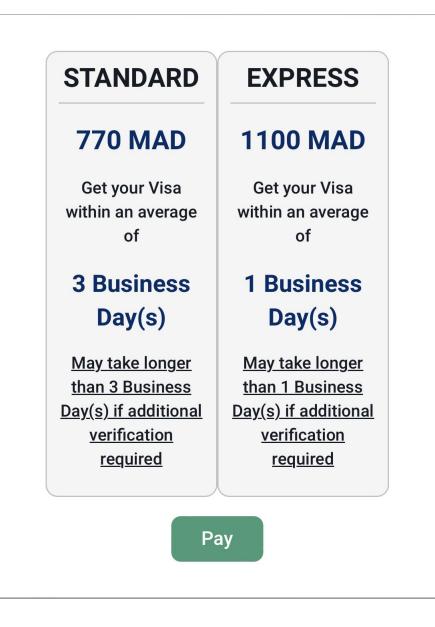
There are 2 Visa Options:

Standard Visa – may take between 3-10 days to process

Express Visa – can take 1-7 days to process

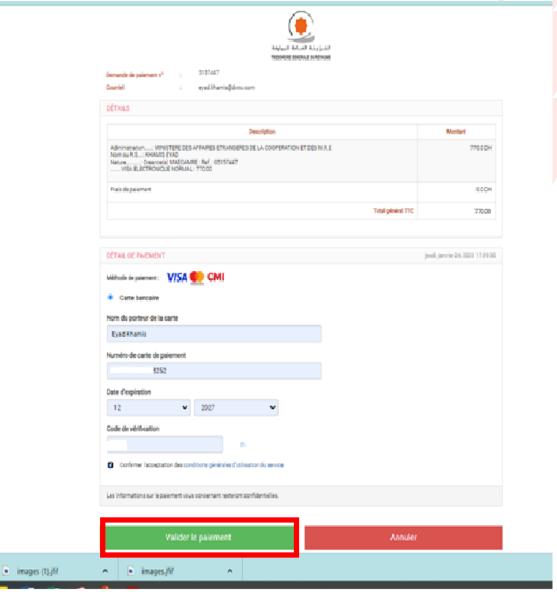
Select which visa you would like and click on





Complete your payment detail and click on

Valider le paiement



Authenticate/Verify the Payment to complete the
application

∧ SO OTP Template	+			✓ - □ ×
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A F R I C A Morocco



IMPORTANT

THE DEADLINE FOR VISA APPLICATIONS TO MOROCCO FOR GITEX AFRICA 2024 IS 22 MAY 2024

UPDATES TO THE VISA APPLICATION PROCESS WILL BE COMMUNICATED AS AND WHEN THEY HAPPEN

IN THE MEANTIME, IF YOU HAVE ANY QUERIES PLEASE CONTACT: SUPPORT@GITEXAFRICA.COM

