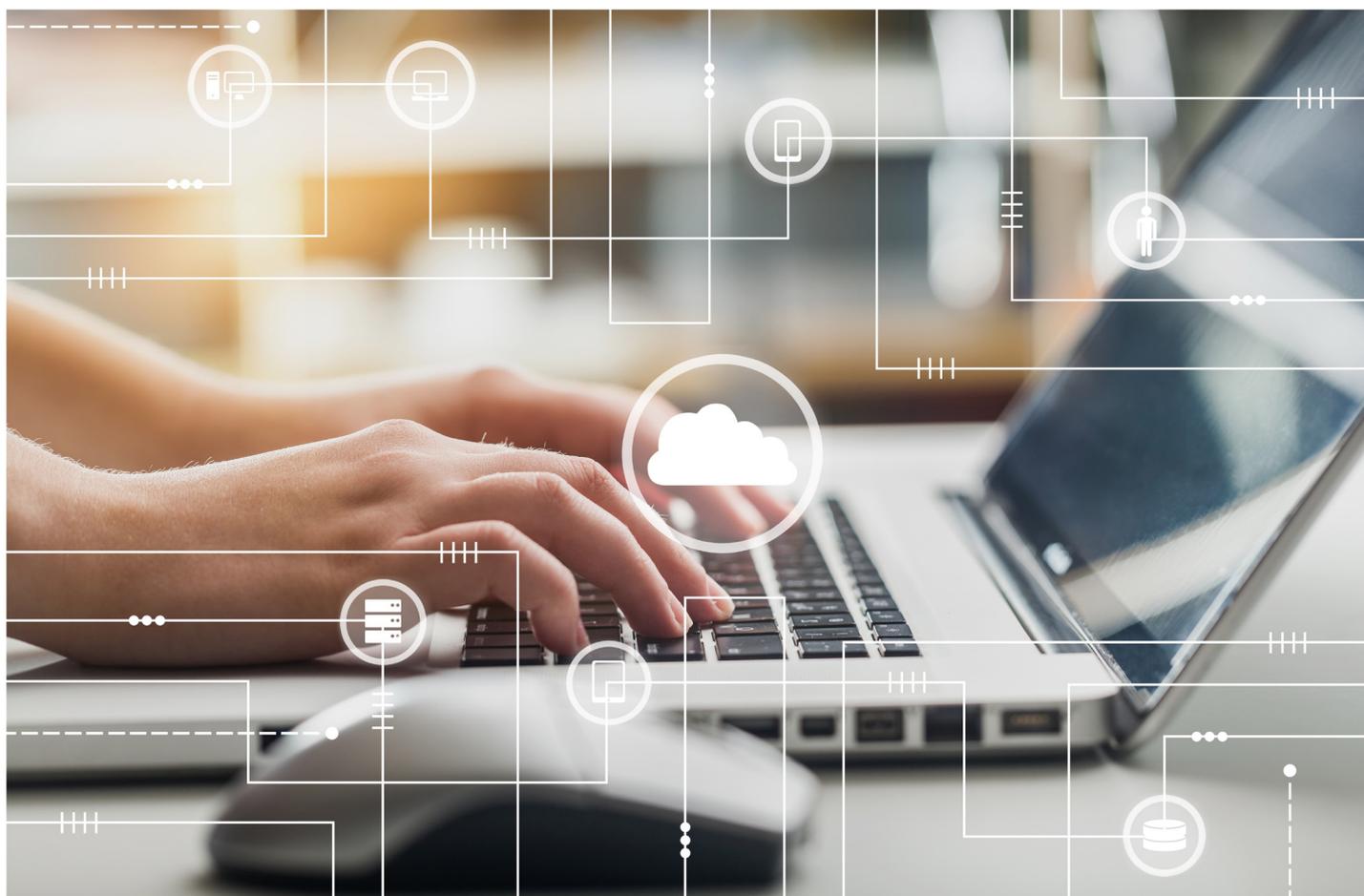


Edifactoring.com Webinar

5 February 2020: 14:00-16:00 CET



ONLINE



FCI Academy is pleased to invite you to the “Edifactoring.com” Webinar, aiming to provide all new members and new staff with all basic knowledge on the communication platform of FCI and enable them to start their two-factor business efficiently.

Participants will be able, without leaving their office, to familiarize themselves with Edifactoring.com messages and their legal implications as well as to learn more about monitoring their operational risks using the edifactoring reporting system.

OBJECTIVE

The participants are going to familiarize themselves with Edifactoring.com message. They will understand the legal implications of the messages and learn the monitoring of risk while using edifactoring reporting system.

WHO SHOULD ATTEND?

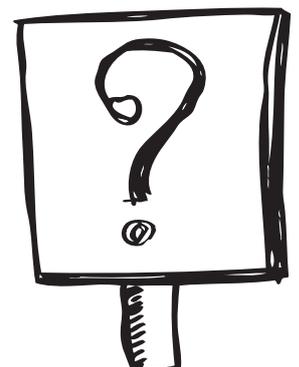
- new members
- new staff of existing member
- any staff that would start to use edifactoring.com in the near future

FORMAT

All participants are expected to actively participate in the session by using the various interactive tools of the webinar platform. A Q&A session shall follow at the end, answering all questions.



“The webinar session was very useful. Lots of things were discussed on the operational aspects on edifactoring.com platform. Special thanks for making the presentation such interactive & cleared each and every doubt we were having”



IMPORTANT INFORMATION

EQUIPMENT AND FACILITIES YOU WILL NEED

In order to attend the Webinar Sessions, you will need a minimum set up that includes the following:

- **A quiet & comfortable space**

You must ensure that you are attending the event from a quiet and comfortable space.

- **A computer**

It is obviously a requirement to have a computer to attend the webinar. If you're using a laptop, make sure that is plugged into the mains - don't rely on your batteries. You need a minimum of 256 MB of RAM, but we would recommend a minimum of 1 GB and preferably more than that. You obviously need a browser to connect to the software, and a good sound card.

- **Fast Internet Connection**

You will also need fast broadband connection to the Internet. As a participant, you need a fast download speed. Your Internet connection should be hard wired via a LAN connection, or Ethernet cable. Do not use a wireless connection, as this will cause the sound to drop in and out.

- **High-quality headset**

Please be aware you are accessing the webinar via VOIP and to get the best from the session you will need a headset with microphone, preferably a headset with a USB connection. You should NOT use your computer's speakers and microphone as this causes feedback problems for other attendees. A high-quality headset is a must.

REGISTRATIONS

Please use the **on-line registration form** on the [FCI website](#) and make sure that it reaches the FCI Secretariat as soon as possible and certainly not later than 31 January 2020.

After receipt of your registration, the FCI Secretariat will send you a pdf version of the invoice, which will serve at the same time as a confirmation of the registration.

Participants shall receive a personal invitation at their email address, providing the link to join the event.

REGISTRATION FEE AND PAYMENT

The registration fee for the training is Euro 100 per delegate for FCI Members and Euro 150 per delegate for non FCI members.

Payment of the fee can be made either by credit card, by clicking on the link in the confirmation email, or by bank transfer, quoting the invoice number, to the following bank account:

FCI

IBAN/ Account number: NL04ABNA0540245771

Bank: ABN AMRO, Amsterdam, the Netherlands

SWIFT Code: ABNANL2A

VAT number: NL801484169B01

NOTE: Registration fees must have been paid prior to 31 January 2020 or your company takes the risk that delegates on a "waiting list" will be given the chance to attend instead.

CANCELLATIONS

FCI accepts cancellations until 31 January 2020 without penalty. For cancellations received after 31 January 2020, the full registration fee is due.



Facilitating Open Account – Receivables Finance

Registration deadline is: 31 January 2020

Use on-line registration on [FCI website](#)

E-mail:

fci@fci.nl

REGISTRATION FORM

Edifactoring.com Webinar, 5 February 2020

Dates: 5 February 2020

Location: online

COMPANY

Company Name: _____ Factor code: _____

Address (for non-Member): _____

City: _____ Zip Code: _____ Country: _____

VAT No: _____

DELEGATE 1

Title: Mr. Mrs. Ms. Surname: _____ First Name: _____

Position: _____ Branch office / Department: _____

E-mail: _____ Years of experience in current position: _____

DELEGATE 2

Title: Mr. Mrs. Ms. Surname: _____ First Name: _____

Position: _____ Branch office / Department: _____

E-mail: _____ Years of experience in current position: _____

PLEASE TICK THE APPROPRIATE BOX

Please register the delegate(s) to:

- FCI Member EUR 100/participant
- Non FCI Member EUR 150/participant

CANCELLATION POLICY:

Any change or cancellation MUST be made in writing.

- FCI accepts cancellations until 31 January 2020 without penalty. For cancellations received after 31 January 2020, the full registration fee is due.
- There will be no charges for name changes.

The FCI Secretariat will send an email with a pdf version of the invoice to you upon receipt of your registration form, confirming your attendance. Payment can be made by credit card or by bank transfer quoting the invoice number.

Name (CAPITAL LETTERS): _____ Date: _____

Signature (Mandatory): _____