Frequently Asked Questions – FAQs

SAP TechEd Bangalore in 2018

THE BEST RUN SAP

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REGISTRATION

What is included with my full conference pass?
Your full conference registration for SAP TechEd Bangalore allows you to take advantage of everything for which the event is famous:
• Guaranteed reservation of seats in up to three of our highly-rated workshops for hands-on training
• One-on-one access to SAP technical experts developing the products you use today
• Insightful content from keynotes, strategy talks, product road maps, and more
• Opportunities for great social and community interaction, networking dinner, and evening celebration

Do you offer a group discount?

Yes, for full details, please review our discount chart.

For more information on the group discount, please contact roopa.c@kestone.biz.

Can I use another promotion with the Group Discount package promotion?

Yes, you can. The early bird offer is applicable until August 20, 2018.

Can I register for a show floor-only pass?

Show floor-only passes are not available. All attendees must have a Full Conference or Lecture-Only pass to attend the event.

Is there a one-day pass?

One-day passes are not available. All attendees must have a Full Conference pass or a Lecture-Only pass to attend the event.

I need to cancel my registration. Is there a cancellation fee?

Please e-mail your cancellation request to contactus@saptechedindia2018.com. All cancellation requests must be received before November 5, 2018. For cancellation requests received before November 5, there will be a deduction of INR 3,500/- from the conference registration fee. Cancellations received after November 5, as well as registrants not attending without cancelling, will be liable for the full registration fee. For all valid cancellation requests, refunds will be processed after the event.

I would like to send someone in my place to SAP TechEd as I am no longer able to attend. Can I make a substitution?

Please e-mail your substitution request to contactus@saptechedindia2018.com with the details of the person you would like to substitute. All substitution requests must be received before November 5, 2018. Substitutions will not be accepted after the deadline. Registration substitutions are permitted only between employees from the same company and of the same registration type (Full Conference or Lecture Only). Registration is transferable only once.

Are attendees able to bring guests to conference activities, such as the keynotes, educational sessions, show floor, and Celebration Night?

Attendees may not bring guests or children to any conference activities. All attendees must be registered and have a conference badge.

I would like to be a speaker and present a session. How do I sign up?

Speaker registration is by invitation only. For questions related to speaker registration, contact saptechedspeaker.info@sap.com.

What meals are provided?

(Subject to change)

Days	Breakfast 8:00 a.m.–9:00 a.m.	Lunch Noon–2:00 p.m.	Evening Refreshments 4:00 p.m.–5:00 p.m.	Networking Dinner 8:15 p.m.–10:00 p.m.
Wednesday, November 28	x	x		x
Thursday, November 29	x	x	x	
Friday, November 30	x	x	x	

Go to the Agenda for more details >

How can a reporter, blogger, financial analyst, or industry analyst register?

Media/analyst registration is by invitation only. For more information, contact your media or analyst relations lead at SAP.

Is there a government rate for registration?

The conference does not offer a public sector / government rate.

Is there an age requirement to attend the conference?

Yes. All registrants must be 21 years of age or older to attend any portion of the conference.

Is there an SAP employee discount offer for registration?

We do not offer employee discounts for full conference registrations. See the SAP TechEd Jam Group – accessible from the SAP Corporate Portal – for the full employee attendance policy and options for the conference.

TRAVEL VISAS

How do I request a formal Letter of Invitation to obtain a visa?

SAP TechEd Bangalore requires that attendees have completed an online registration and that all registration fees are paid in full prior to the issuing of a "Letter of Invitation." During the registration process, you should provide all necessary details to obtain your "Letter of Invitation": full name (as it appears on your passport), passport information (number, date of issue, place of issue, and expiration date), as well as your company name and address details.

A "Letter of Invitation" will only be issued to the registrant after the registration is paid in full, it is only useful to the person stated on the letter, and it will not provide any other guest with access to the conference. All additional persons must register and pay the required fees to secure a "Letter of Invitation."

The "Letters of Invitation" will be issued in the name of the registrant and will be sent via e-mail as an Acrobat PDF file.

PAYMENTS AND RECEIPTS

What are the accepted methods of payment?

When you complete an online registration, you may use American Express, MasterCard, or Visa credit cards. Demand drafts (payable at Bangalore), and wire transfer.

I would like to pay with a purchase order. How can I do this?

We are not able to accept a purchase orders as a method of payment for individuals. However, a group payment may be done through a P.O. The payment must be realised before October 30, 2018.

How can I obtain a receipt or invoice for my registration?

You can obtain a registration receipt by contacting us, contactus@saptechedindia2018.com.

ACCESS MY REGISTRATION

I do not remember my login information. How can I get it?

You may use the e-mail address you provided when you registered or your SAP TechEd confirmation number (located on your registration confirmation e-mail) as your user ID. If you do not remember your password, click on "Access My Registration", enter your e-mail, and select "Reset My Password." An e-mail will then be sent to you with instructions on how to reset your password.

I do not remember my confirmation number. How can I get it?

You can obtain a registration receipt by re-accessing your registration clicking on "Access My Registration". You will need your invoice number or the e-mail address you used to register, along with the password you created during the registration process. Once you are logged in, you will be able to e-mail yourself a copy of your registration receipt or invoice.

How do I reset my registration password?

If you do not remember your login information, click on "Access My Registration", enter your e-mail, and select "Reset My Password." An e-mail will then be sent to you with instructions on how to reset your password.

What if I have not received my confirmation e-mail?

You may send an e-mail to contactus@saptechedindia2018.com to request a copy of your confirmation e-mail.

HANDS-ON WORKSHOPS

How and when can I sign up for hands-on workshops?

Fully paid, full conference registrants may reserve seats for up to three hands-on workshops on a first-come, first-served basis. Hands-on workshop sign-up and the personal Agenda Builder are scheduled to open on October 15, 2018. Full conference registrants will receive an e-mail confirming the exact day within a week of the launch. Visit our session types and policies page for more details on hands-on workshops.

I would like to sign up for more than three hands-on workshops. Can I pay to attend more?

You cannot pay to reserve seats in more than three hands-on workshops. However, full conference attendees are welcome to attend any hands-on workshops with open seats at the session start time, and are able to wait list sessions on-site.

Can I get on a waiting list for hands-on workshops that are already full?

You are welcome to wait-list a session on-site. Plan to be at the session location at least 15 minutes before the session start time to check in with the room monitor and be placed on the wait list.

TRANSPORTATION

What is the nearest airport into which attendees should fly?

The nearest airport is Kempegowda International Airport, Bangalore.

Will transportation be provided between the airport and the Bangalore International Exhibition Centre?

Transportation will not be provided. However, there are many local transportation options available from the airport.

CONFERENCE EVENTS AND ADDITIONAL ACTIVITIES

Do you offer any activities for guests and spouses?

SAP TechEd does not offer non-conference activities for guests and spouses, although there are numerous activities and attractions available throughout Bangalore. For information on all that the Bangalore area has to offer, go to the Bangalore tourism Web site.

What about SAP InnoJam?

You'll be happy to know that the SAP InnoJam program is expanding to become a global program. SAP InnoJam will no longer be hosted at SAP TechEd. Instead you can now request and participate in a SAP InnoJam in your region or city.

ON-SITE LOGISTICS

When will I receive my SAP TechEd badge?

You will receive your conference badge upon check-in at the convention centre. A photo ID will be required. SAP employees may collect their badge from the SAP Labs campus November 26–27, 2018.

What is the attire?

The suggested dress for the conference and evening events is casual. You can expect an average daytime high temperature of 17°C at this time of year. We recommend a light sweater or jacket at the convention centre as meeting rooms can be cold. Please keep in mind the Bangalore International Exhibition centre is a large meeting facility and comfortable walking shoes are recommended.

Can I get into the conference without a badge?

No. A conference badge is required to access all space within the Bangalore International Exhibition centre dedicated to planned conference activities.

The badge is required to access all conference activities, as per your registered category entitlements, including sessions, the exhibit hall, meals and evening events. Uniformed security officers and conference staff will continually check badges. Please ensure that your badge remains visible at all times. Do not misplace or lend your badge to anyone. Replacement cost of badge is equal to the cost of your conference registration fee. No participant should swap their badge with another. If a participant does so, their registration will be considered invalid.

Where can I obtain a meeting room?

All space within the Bangalore International Exhibition centre has been dedicated for planned conference activities.

For all other meeting room needs, please contact local hotels for meeting space. A hotel map and listing is available on the Bangalore tourism Web site.

Can I earn an SAP TechEd certification at the conference?

Certification exams are not offered. However, registrants have an opportunity to save on SAP Learning Hub and SAP Certification Hub subscriptions, as well as individual SAP Associate Certification exams. This offer is valid for SAP TechEd registrants only. You can avail a discount if you are a full conference attendee. To avail a discount, contact **kaver.a@sap.com.**

FOR ALL OTHER GENERAL QUESTIONS, CONTACT US HERE

www.sap.com/contactsap

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