

INSTRUCTIONS FOR ACCESSING THE **AGORÀ** AND PARTICIPATING IN **TRENTINO SVILUPPO** **INITIATIVES/CALLS**

<https://agoraspid.trentinosviluppo.it/>

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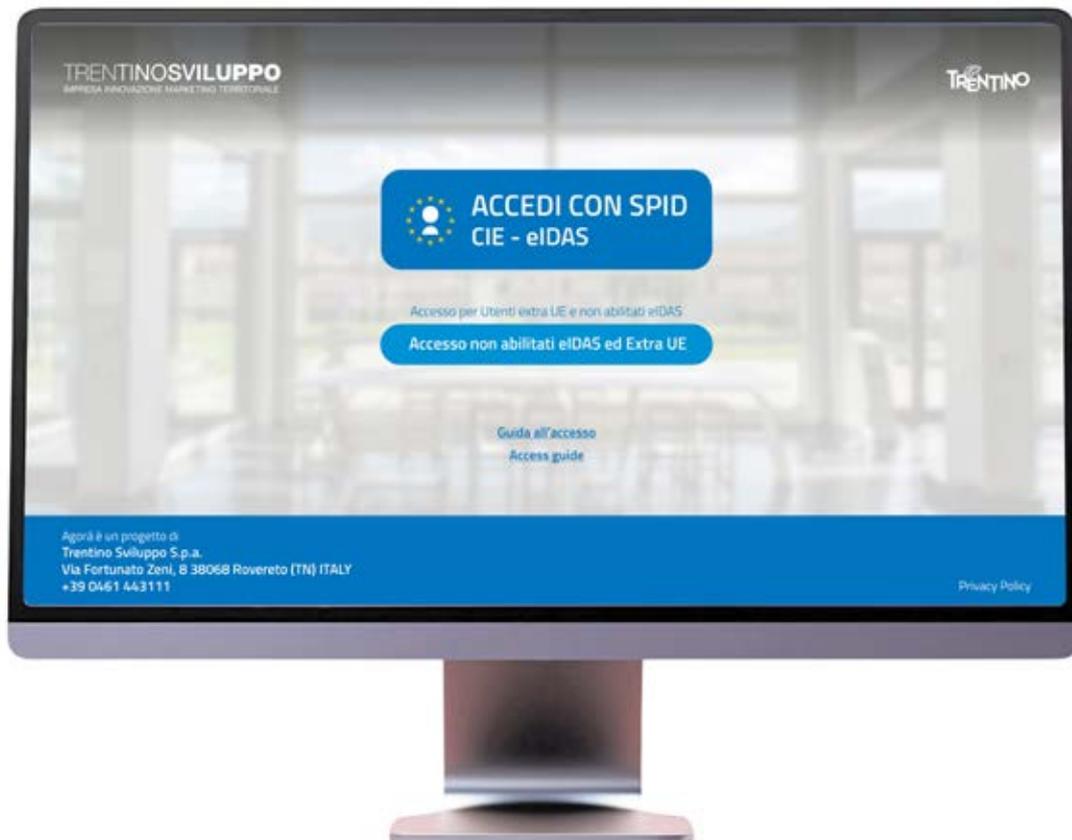
6 SUBMIT YOUR APPLICATION

HOW TO REGISTER ON THE AGORÀ PLATFORM

1

<https://agoraspid.trentinosviluppo.it/>

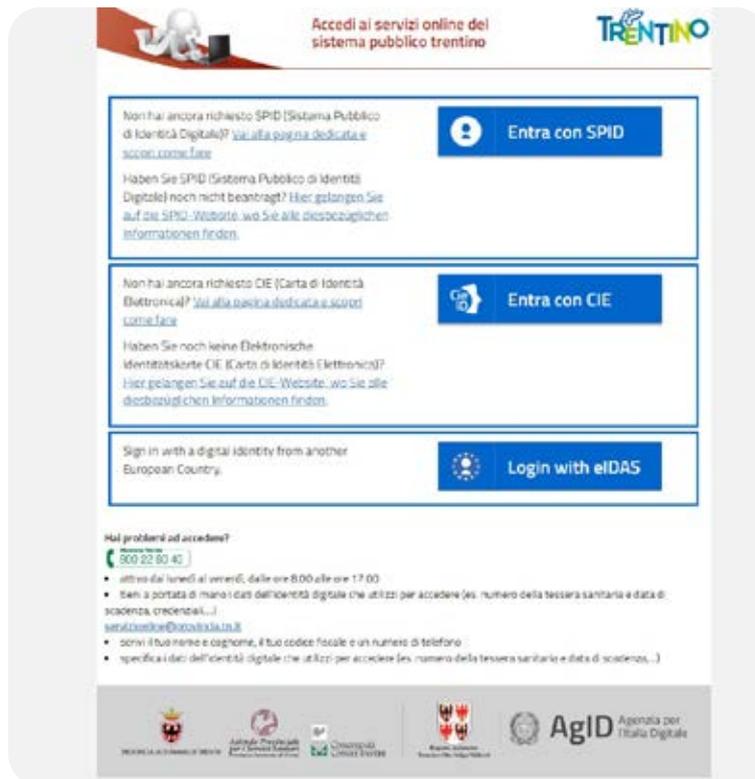
Click on the link <https://agoraspid.trentinosviluppo.it/>
The following page will appear:



You have now 4 possibilities:

- 1 **Log in with your personal SPID**
(click on the button )
- 2 **Log in with your CIE electronic identity card**
(click on the button )
- 3 **Log in with eIDAS**, the European Electronic Identification Mechanism
(click on the button )
- 4 **In the case you are a citizen residing in non-EU countries or in EU countries where eIDAS has not yet been implemented**, access by clicking on the 

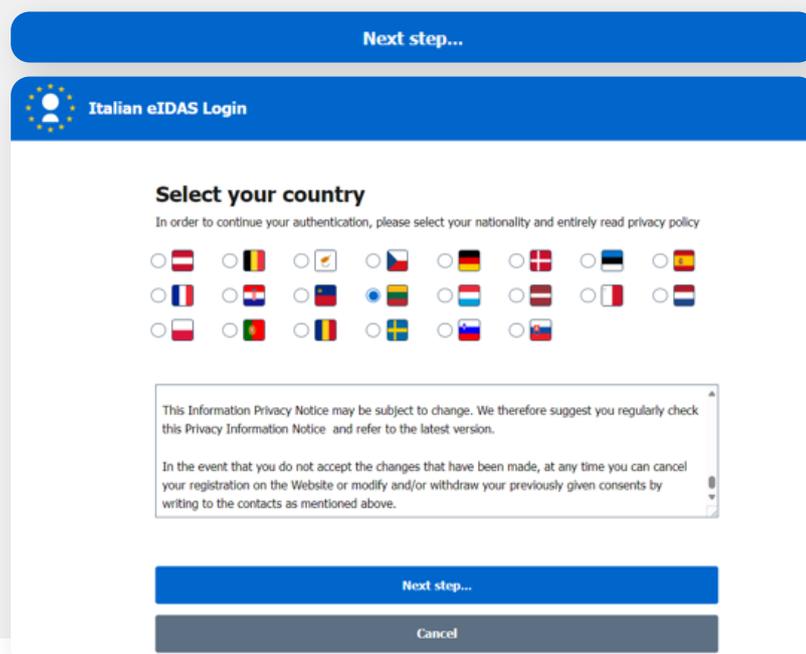
In cases 1, 2, 3 clicking the button you will access the following page:



Choose the desired identification mode, click on the relevant button and follow the consequent procedure.

ATTENTION!

If you choose the eIDAS identification procedure, on the page that will appear after pressing the button, you must select the flag relating to your country of residence, scroll the information squared to the bottom and then click on the button.



If you represent a company, you must associate the data of your company, by clicking on the icon indicated below and specifying if you are a representative of the company

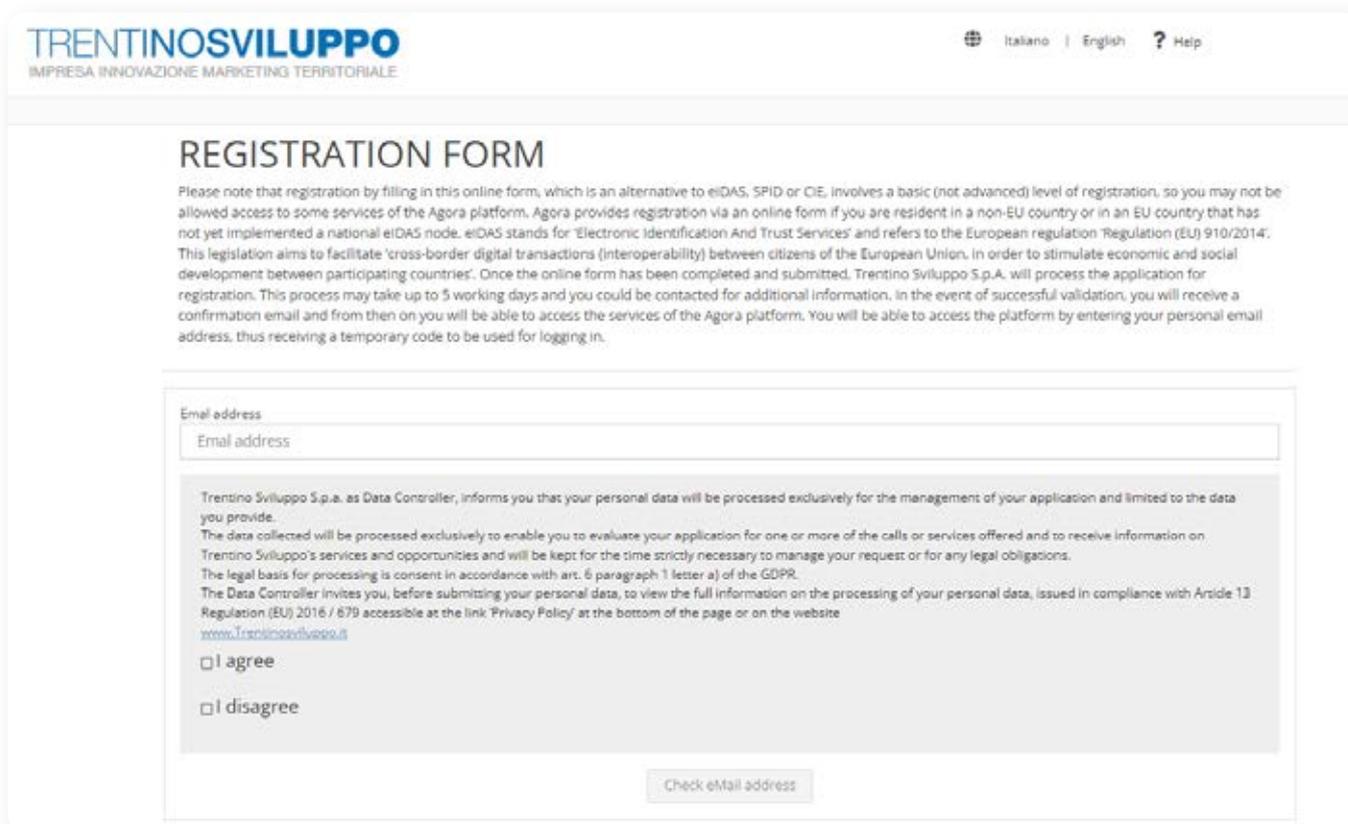
ATTENTION!

If you choose the identification procedure by CIE, once identified, the Agora platform will request a personal email to which a verification code will be sent for access to the Agora platform.



The screenshot shows a web form titled "Richiesto indirizzo eMail" on the Trentino Sviluppo website. The form has a header with the logo and navigation links for "italiano", "English", and "Help". Below the title, there is a label "eMail:" followed by a text input field. A blue information icon and text state: "Necessario fornire una mail per le comunicazioni. Verrà inviato un codice di verifica alla mail indicata." At the bottom right of the form is a button labeled "Invia codice verifica mail".

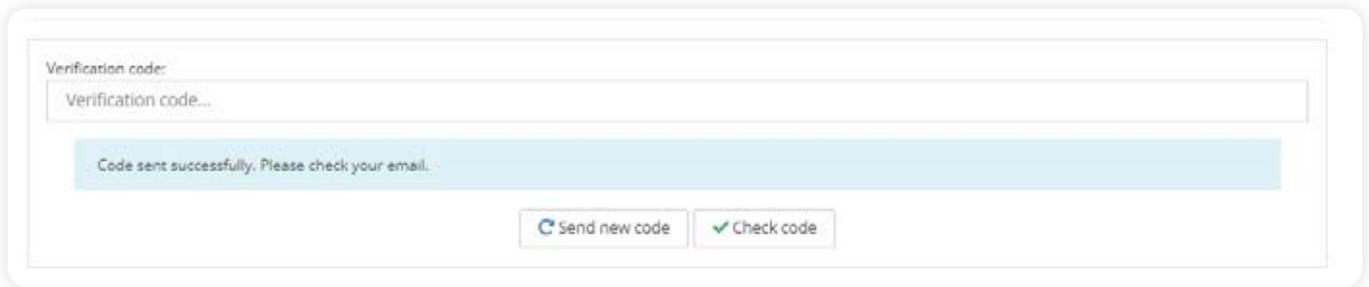
In case 4 by clicking the button you will access the following page:



The screenshot shows the "REGISTRATION FORM" on the Trentino Sviluppo website. The header includes the logo and navigation links. The main heading is "REGISTRATION FORM". Below it is a detailed paragraph explaining the registration process, noting it is an alternative to eIDAS, SPID or CIE, and involves a basic level of registration. It mentions that the process may take up to 5 working days and that a confirmation email will be sent. Below the text is a form with a label "Email address" and an input field. Underneath the input field is a grey box containing privacy information: "Trentino Sviluppo S.p.a. as Data Controller, informs you that your personal data will be processed exclusively for the management of your application and limited to the data you provide. The data collected will be processed exclusively to enable you to evaluate your application for one or more of the calls or services offered and to receive information on Trentino Sviluppo's services and opportunities and will be kept for the time strictly necessary to manage your request or for any legal obligations. The legal basis for processing is consent in accordance with art. 6 paragraph 1 letter a) of the GDPR. The Data Controller invites you, before submitting your personal data, to view the full information on the processing of your personal data, issued in compliance with Article 13 Regulation (EU) 2016 / 679 accessible at the link 'Privacy Policy' at the bottom of the page or on the website www.trentinosviluppo.it". Below this text are two radio buttons: "I agree" and "I disagree". At the bottom of the form is a button labeled "Check eMail address".

After entering your email (not PEC), reading the information on the processing of personal data and clicking on "I agree" and finally on the "Check eMail address" button, the system will send a code to the email indicated.

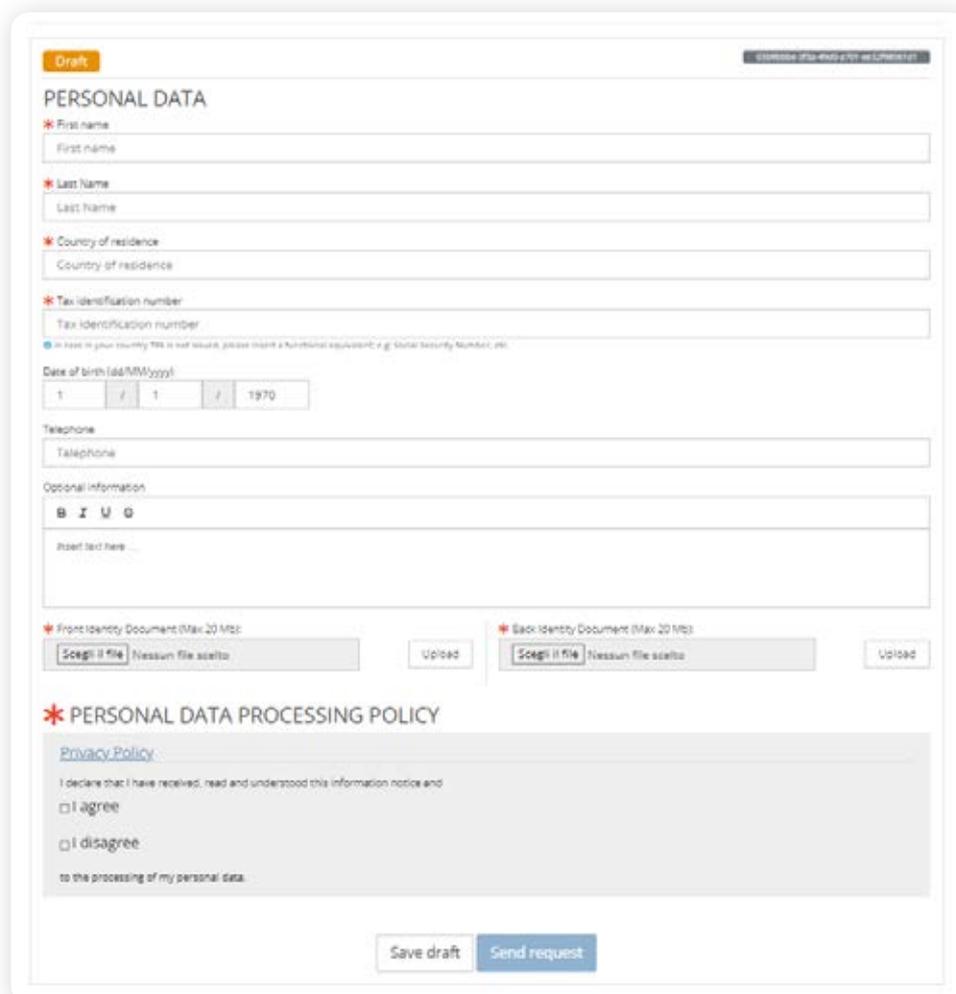
The code must be entered on the following page, in the Verification code field, and then click on Check code



A screenshot of a verification code input form. At the top, it says "Verification code:". Below this is a text input field containing "Verification code...". A light blue banner below the input field displays the message "Code sent successfully. Please check your email.". At the bottom of the form, there are two buttons: "Send new code" with a circular arrow icon and "Check code" with a checkmark icon.

In the event of failure to receive or loss of the code, click **"Send new code"** to receive a new one. In the case of a successful Verification code, the platform will ask for a series of data (personal and not), an **identity document**, necessary to identify the person you want to register on the platform. Data marked with an asterisk is mandatory. Once you have entered these data and consented to the processing by ticking **"I agree"**, continue by clicking on the **"Send request"** button.

The Trentino Sviluppo Team will then verify the data, possibly requesting additional data, clarifications by email.



A screenshot of a registration form titled "PERSONAL DATA". The form is in a "Draft" state. It contains several input fields: "First name", "Last Name", "Country of residence", "Tax identification number", and "Date of birth (dd/MM/yyyy)" with a date picker showing "1 / 1 / 1970". There is also a "Telephone" field. Below these is an "Optional information" section with a rich text editor. Two file upload sections are present: "Front Identity Document (Max 20 Mb)" and "Back Identity Document (Max 20 Mb)", each with a "Seleziona il file" button and an "Upload" button. At the bottom, there is a section for "PERSONAL DATA PROCESSING POLICY" with a "Privacy Policy" link, a declaration "I declare that I have received, read and understood this information notice and", and two radio buttons: "I agree" and "I disagree". At the very bottom, there are "Save draft" and "Send request" buttons.

HOW TO ACCESS THE PLATFORM

<https://agoraspid.trentinosviluppo.it/>

2

To access the platform, once registered, follow the instructions in **SECTION 1**.

ATTENTION!

In the case you access as a citizens residing in non-EU countries or in EU countries where eIDAS has not yet been implemented (point 4. In the previous section), you will no longer be requested to re-enter the data. Just enter the email indicated during registration and enter the Verification code received a few moments later by email on the following page.

ASSOCIATE TO YOUR PERSONAL ACCOUNT ONE OR MORE COMPANIES

3

of which you are the legal representative or delegated by the legal representative

<https://agoraspid.trentinosviluppo.it/>

In calls (or other initiatives) for legal entities, a company account must be associated with your personal account. Once you have accessed the platform, you can request association with one or more legal entities by clicking on the button:



On the page that appears, click on the button  and then enter the company data. In the case you are a delegate, also insert a document (in free format) of the proxy signed by the delegating legal representative.

ATTENTION!

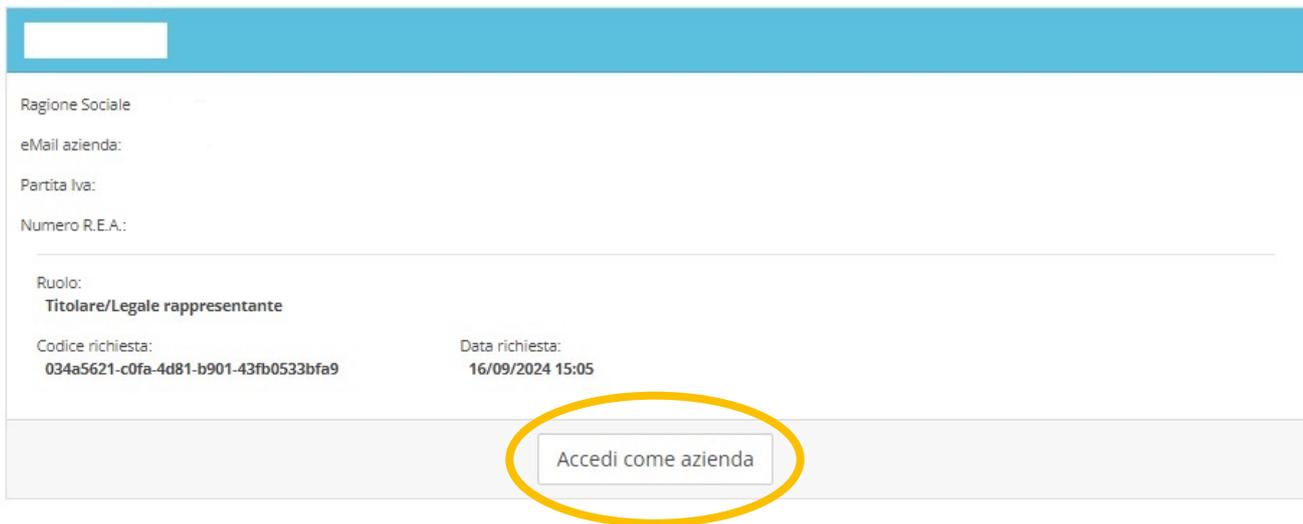
The email associated with the company must be different from the email of your SPID/CIE or email chosen during registration on the platform.

Once you have been associated with the company, in subsequent accesses, it will be sufficient for you to click on the button:



and select the “**Log in as a company**” button associated with the company you represent.

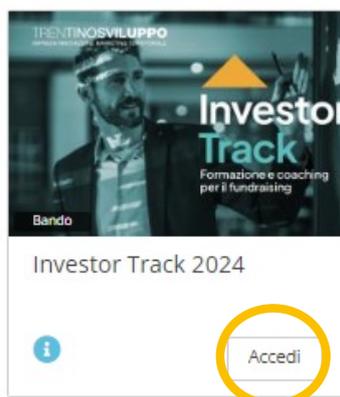
Aziende



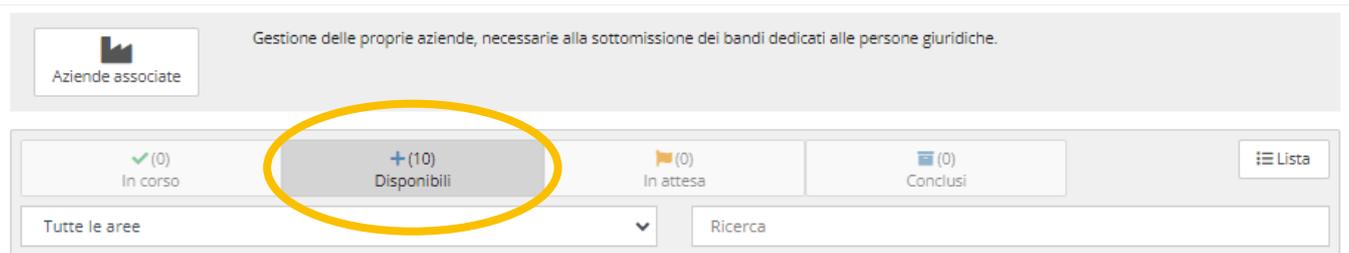
SUBMIT AN APPLICATION ON AN AGORA CALL

4

- 1 Log in to the platform and choose the associated company, following the instructions in the previous points
- 2 In the case of a call/initiative intended for natural persons, the association with a company is not to be carried out
- 3 Click on the “**LOGIN**” button of the widget of interest (e.g.: Investor Track 2024, in the case of the call of the same name)



If the widget of the call/initiative of interest is not visible, click on the **“Available”** button indicated below and select the widget of interest.



4 On the next page, click on the link below (in the example the link relating to the Investor Track 2024 call)

Contenuto:

E online il nuovo bando per la raccolta delle Manifestazioni di interesse alla partecipazione ad Investor Track 2024. Per compilare la domanda e per modificare le bozze, cliccare [QUI](#)

5 Then click on **“Participate in the call”**



6 You can then save the draft or, if you have completed the compilation, submit it definitively, by clicking on the buttons of the same name.

CONTINUE FILLING IN THE CALL FOR PROPOSALS AFTER SAVING IT IN DRAFT

5

- 1 As in the previous point, but you must then click on **“Continue filling out the application”**



Richiesta insediamento - B.I.C.

Innovation Factory - B.I.C.

Scadenza: Nessuna scadenza

Status: **Continua la compilazione della domanda**

- 2 Now you can continue to fill in the fields (those with an asterisk are mandatory!) and then save the draft or save permanently by clicking on the buttons of the same name at the beginning and bottom of the page.



Lista Stampa bozza vuota Cancellata Salva in bozza Sottometti definitivamente

BANDO "RICHIESTA INSEDIAMENTO - B.I.C."

Innovation Factory - B.I.C.

Salva in bozza Stampa bozza compilazione

Sottometti definitivamente

Salva una bozza della domanda e potrai modificarla in un secondo momento. La domanda non è sottomessa fino a quando non verrà premuto "Sottometti definitivamente".

Sottometti definitivamente la domanda affinché venga valutata. Non sarà più possibile modificare la **domanda di partecipazione**.

SUBMIT YOUR APPLICATION DEFINITELY

6

Click on the **“Submit definitively”** button. The system will register the application and send you a confirmation email

