



## GROUP REGISTRATION INSTRUCTIONS

*Online group registration will be available from February 2010 at [www.esmo.org](http://www.esmo.org)*

### **PRELIMINARY STEPS**

1. Request a group ID and password by email at: [groups@esmo.org](mailto:groups@esmo.org).
2. Enter the group system with the ID and password which have been allocated to you and follow the steps indicated in the system.  
The ID number and password will enable you to register and manage the group directly on-line, ie registrations, name changes, invitation letters, payments, invoices.

### **BENEFIT FROM THE EARLY REGISTRATION FEE!**

1. Send your registration request using the specific excel sheet format provided by ESMO along with the group ID and password.
2. Check directly online if a delegate is an ESMO Member or not.
3. Pay the required number of early registration fees **by 7 July 2010** in order to benefit from the reduced rate.
4. Full names and details of your attendees need only be provided by **4 August 2010**.
5. Participant details may either be entered by the group leader in the [online system](#) or can be sent to [groups@esmo.org](mailto:groups@esmo.org) using the specific ESMO excel sheet.

### **Important:**

- All pre-paid registrations at the early registration fee must be assigned. ESMO will not refund any pre-paid fees (early or late registration fee).
- If payment is not received by 7 July 2010, all unpaid registrations will be charged at the late registration fee.**
- To register an ESMO member please enter the ESMO membership ID number.

### **LATE REGISTRATION FEE**

**From 8 July 2010** you may register your group or add additional registrations at the late registration fee.

### **NAME CHANGES**

Name changes can be processed online **free of charge until 1 September 2010**.

**After this date name changes will only be possible onsite at the fee of EUR 180 (20% VAT included) per name.**

To process a name change you must click on the Last Name of your delegate (e.g. Gugolz) and then click on the button **"DELETE PERSON FROM GROUP / KEEP TICKET"**. The ticket status will change to "NOT ASSIGNED", allowing you to reassign the ticket to the new person.



## **PAYMENT**

- ❑ Payment must be received **by 7 July 2010** in order to **guarantee the early registration fee.**
- ❑ For late registrations, payment and names must be received by **1 September 2010.**
- ❑ Payment may be made:
  1. **by credit card ONLINE** in the group profile (Visa or MasterCard only)
  2. **by bank transfer** (please request bank account details at [groups@esmo.org](mailto:groups@esmo.org))

## **INVITATION LETTERS**

Invitation letters are issued only AFTER full registration of the group, and full pre-payment of the pre-registrations.

Online invitation letters can be printed as follows:

Click on the button "Print all the invitation letters ", if you need to print invitation letters for the whole group.  
Click on the button "Print selected invitation letter only", if you need to print only some invitation letters

Original invitation letters are available only upon request at [groups@esmo.org](mailto:groups@esmo.org)

## **GROUP CONFIRMATION AND COLLECTION OF REGISTRATION MATERIAL**

During the registration process you will be requested to select one of the following 4 options:

1. The Group Leader receives the individual confirmations of registration and the Local Contact collects badges and bags for the delegates on-site. The Local Contact is responsible for the distribution of this material to the delegates on-site.
2. The Group Leader receives the individual confirmations of registration and the Local Contact collects the badges but not the bags for the delegates on-site. The delegates will collect their own bags individually.
3. The Group Leader receives the confirmations of registration and then distributes them to the delegates who will have to collect their material individually on-site.
4. The confirmations of registration are sent directly to the delegates who are responsible for the collection of their material individually on-site.

## **ADDITIONAL INFORMATION**

- ❑ Group Leaders must collect their group material at the registration desk on 7 October 2010 (desk hours to be advised at a later stage).
- ❑ For groups of 50 participants and above, appointments may be scheduled for the collection of group material.
- ❑ Queries may be addressed by email to [groups@esmo.org](mailto:groups@esmo.org) or by telephone at +41 91 973 19 39.