



## ESMO现场和线上活动注册指南

### 团体报名 – 至少10名参与者

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## 初步信息

- ❖ 若想注册成为参与者，您需要有一个**ESMO个人账户**。如果您已经有账户，请使用您的ESMO用户名和密码登录。如果您还没有ESMO账户，请在[此处](#)创建一个。
- ❖ 在注册过程中，**每位参与者**必须提供**个人地址**（机构/公司或私人）和**电子邮件地址**。
  - 每位参与者应提供他们的个人电子邮件地址。请不要为了参加活动而专门创建电子邮件地址。该电子邮件地址可使他们在现场和线上活动的情况下都能访问在线平台，并获得[OncologyPRO](#)中的在线资源。
- ❖ **重要提示：恕不接受同一电子邮件地址的多次注册。**
- ❖ 注册参加ESMO会议即意味着接受注册条款和条件。在注册之前，请仔细阅读[ESMO会议注册条款和条件](#)。
- ❖ [ESMO活动页面上](#)提供特定的注册信息，如注册费和截止日期、增值税、付款细节、姓名更改、会员注册、取消退款政策等。
- ❖ 在注册时，您将需要选择相应的注册模块：

The image displays three distinct registration modules for the ESMO Congress 2023, each with a unique icon and set of options.

- Individual Registration:** Features a single person icon. The text reads "ESMO Congress 2023 Individual Registration for the ESMO Congress 2023" and "Would you like to register yourself?". It includes a button labeled "Register yourself".
- Group Registration:** Features a group of three people icon. The text reads "ESMO Congress 2023 Group Registration for the ESMO Congress 2023". It includes a "Test (ID: 18737)" field and three buttons: "Edit group information", "Show group summary", and "Participant list".
- Third Party Registration:** Features a group of three people icon. The text reads "ESMO Congress 2023 Third Party Registration for the ESMO Congress 2023" and "Would you like to register someone else? Or several people (less than 10)?". It includes a button labeled "Register a third party".

### 个人注册

用于**您自己**注册

### 团体注册

用于注册最少10人的**团体**

### 第三方注册

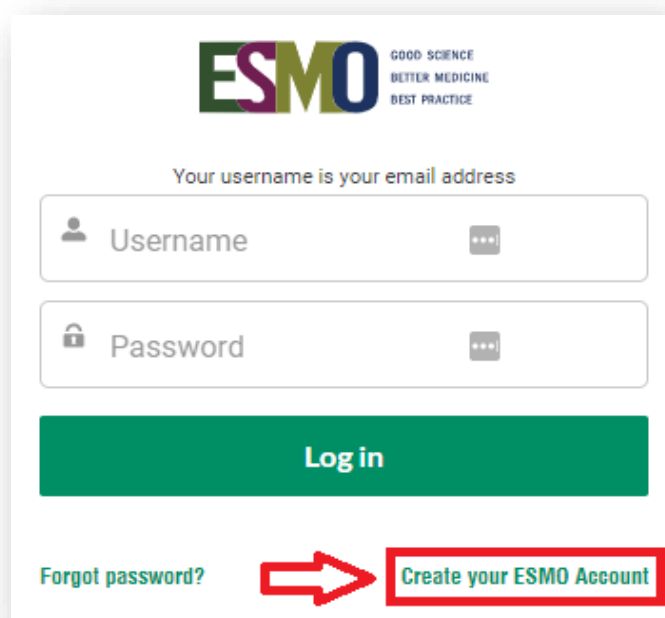
用于注册**其他人**或**少数参与者**（少于10人）

**请确保您选择正确的模块并按照相应的说明进行操作！**

## 步骤1: ESMO账户

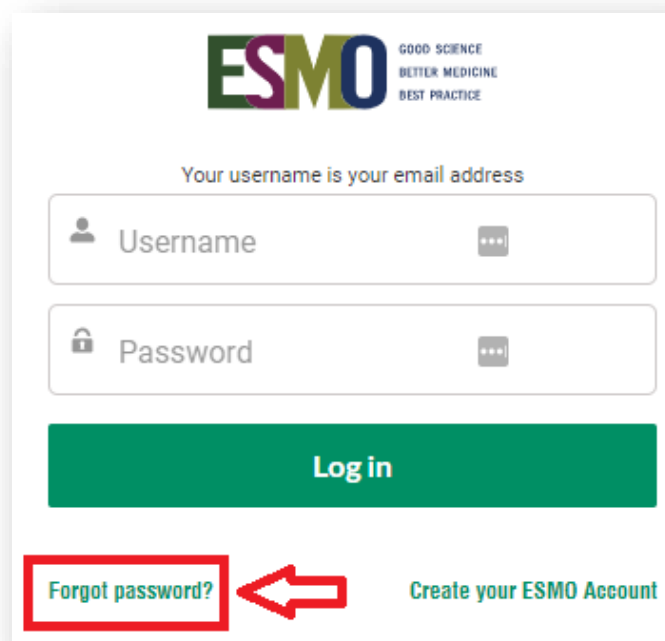
要为ESMO会议注册您的团体，您首先需要登录您的ESMO账户。

- ❖ 如果您还没有个人账户，请[在此处创建一个](#)。



The image shows the ESMO login and account creation interface. At the top is the ESMO logo with the tagline 'GOOD SCIENCE BETTER MEDICINE BEST PRACTICE'. Below the logo, it says 'Your username is your email address'. There are two input fields: 'Username' with a person icon and 'Password' with a lock icon. Both fields have a 'Show/Hide' button (three dots). Below the fields is a green 'Log in' button. At the bottom, there is a link 'Forgot password?' and a link 'Create your ESMO Account'. A red arrow points from 'Forgot password?' to 'Create your ESMO Account'.

- ❖ 如果您忘记了登录信息，请点击[忘记密码](#)。

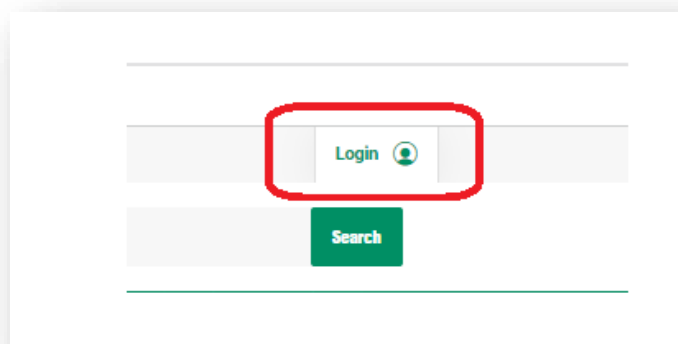


The image shows the ESMO login and account creation interface, similar to the one above. However, the 'Forgot password?' link is highlighted with a red box, and a red arrow points from it to the 'Create your ESMO Account' link.

- ❖ 您需要提供您的用户名，通常是与您的ESMO账户关联的电子邮件地址。

## 步骤2:登录您的个人账户

当您进入您的账户后，请点击[登录](#)



然后，在我们网站左侧的导航栏中选择[Meeting Calendar](#)（会议日程），并搜索您想要注册的活动项目。

 A screenshot of the ESMO website's Meeting Calendar page. The top navigation bar includes 'ESMO', 'Meeting Calendar' (highlighted with a red arrow), and 'OncologyPRO'. A search bar is on the right. The main content area shows 'Upcoming Meetings' with a filter section and a list of events.
 

| Filter by: |      |       |
|------------|------|-------|
| topic      | area | type  |
| location   | year | Reset |

40 meetings available

|  |   |  |
|--|---|--|
| 28 Jun - 01 Jul 2023<br>Barcelona, Spain | <b>ESMO Congress</b><br><b>ESMO World Congress on Gastrointestinal Cancer 2023</b>  | Abstract submission:<br>Closed<br>Late-breaking abstracts:<br>Closed |
| 05 Jul 2023<br>Virtual Meeting           | <b>ESMO Webinars</b><br><b>ESMO Deep Dive: Lower Digestive Cancers - Breakthroughs in Systemic Therapies for Metastatic Colorectal Cancer Patients without Oncogenic Drivers or Hypermutated Phenotype 2023</b> | Live on:<br>05 Jul 2023 at 18:30 CEST                                |

## 步骤 3:开始为贵团体注册

### 3.1 注册模块：团体注册

|  |   |  |
|--|---|--|
| <br><b>ESMO Congress 2023</b><br>Individual Registration for the ESMO Congress 2023<br>Would you like to register yourself?<br><input type="button" value="Register yourself"/> | <br><b>ESMO Congress 2023</b><br>Group Registration for the ESMO Congress 2023<br>Would you like to register a group?<br><input type="button" value="Register a new group"/> | <br><b>ESMO Congress 2023</b><br>Third Party Registration for the ESMO Congress 2023<br>Would you like to register someone else? Or several people (less than 10)?<br><input type="button" value="Register a third party"/> |
|--|---|--|

### 3.2 团体名称和发票地址：请按照指定步骤进行注册，并填写所有必填项目（具体步骤可能因会议而异）。

1 Information

2 Group

3 Participants

4 Crediting

5 Invoices

**Welcome to the ESMO Congress 2023 registration system.**

The group registration allows you to register a group of participants of minimum 10 people.

Please make sure to have read the [group registration instructions](#) and the information below, before starting the registrations.

**Registration requirements:**

- A **personal address** (Institution/Company or private) and **email address for each delegate** must be provided during the registration process.
- **Multiple registrations** with the same **email address** will not be accepted by the system

**ESMO Privacy & Data Security Policy and Meeting Registration Terms & Conditions:**

As a Group Leader you acknowledge that you have been given permission by the individuals you are registering to be part of your group. You confirm that your organisation accepts the [ESMO Privacy and Data Security Policy](#) and the [ESMO Meeting Registration Terms and Conditions](#) and is acting according to the principles outlined in the GDPR.

\* ☒ I have reviewed the [ESMO Privacy and Data Security Policy](#) and accept the [ESMO Meeting Registration Terms & Conditions](#)

Next

1 Information
2 **Group**
3 Participants
4 Crediting
5 Invoices

\* Group Name
\* Country

\* Name of the Pharma or Institute sponsoring the registration

**Invoice Address**

Company
Department
\* Street
Street 2
Postal Code
\* City
State/Province
\* Country
VAT Number

**VAT Representative**

Company
Attn.
Street
City
Country

**Confirmation of registration - option**

To whom will be sent the individual confirmation?
☐ To me
☒ Delegates

Back
Next

Please indicate the name of your group and the country

Invoice address

VAT Representative (if applicable)

**重要提示：**如果贵公司/机构有增值税（VAT）登记号码，请务必添加该信息。

### 3.3 如何为贵团体参与者注册

您需要为每位参与者逐一进行注册，并立即指定姓名。

#### **重要提示：会员注册**

若想注册成为ESMO会员并享受注册费减免优惠（如有），您必须在注册过程中提供完整的ESMO会员身份证号码或者参与者的姓氏。系统将自动检测此人是否为真实的ESMO会员且有权享受注册费减免优惠。如果此人不是ESMO会员，请为其进行非会员（NON ESMO Member）注册。

- ❖ 在我们的数据库中搜索：如果您有身份证号码的话，最佳选择就是率先搜索具有该信息的参与者。如果您没有身份证号码的话，我们建议您通过电子邮件地址进行搜索。最后，您可以尝试使用姓氏和名字进行搜索。

- ❖ 页面将显示以下结果：

| Title                            | First Name | Middle Name | Last Name |
|----------------------------------|------------|-------------|-----------|
| <input checked="" type="radio"/> | Mrs        | Nicole      | Bullo     |

**If the participant is present in the list, select the participant and click on "continue with selected person"**

**If the participant is NOT present in the list, click on "add new person"**

Continue with selected person   Add new person

- ❖ 如果页面弹出以下消息“此电子邮件地址已在使用中”（请参阅下面的示例），请注意该电子邮件地址已存在于我们的系统中，因此该联系人已经注册过了。为了在不创建重复联系人的情况下正确添加代表，请通过[registration@esmo.org](mailto:registration@esmo.org)联系我们的系统管理员。

\* E-Mail  ❗ Email address already in use

\* Retype E-Mail

The email address you have retyped is different to the one you provided

### 3.4 完成团体注册

选择您的处方者身份，并点击“下一步”

#### Add person

\* Healthcare information: [\(Clear selection\)](#)

- ☐ This person is a prescriber and a Medical Doctor
- ☐ This person is not a prescriber, and this person is a Healthcare Professional (e.g. Basic Researchers, Nurses, Medical Journalists, Patient Advocates)
- ☐ This person is not a prescriber, and this person is not a Healthcare Professional
- ☐ This person is a prescriber, and this person is a Nurse

Next

请选择现场参与或线上参与，并点击“下一步”

#### Add person

##### ONSITE OR ONLINE PARTICIPATION

\* Will this person attend the ESMO Congress 2023 onsite in Madrid, Spain? [\(Clear selection\)](#)

- ☐ Yes
- ☐ No

Please kindly inform us by **Monday, 28 August 2023**, if the participation changes.

##### COVID-19 regulations

ESMO will apply Health and Safety protocols according to the latest local authority guidelines and regulations, with the aim to ensure the highest Health and Safety standards. Further information will be made available on the [ESMO Congress 2023 website](#).

Next



系统将显示相应的注册费，请选择并点击“下一步”。

**重要提示：**如果参与者是ESMO会员，系统将自动识别其会员资格，并呈现相应的注册费。

Registration Tickets

☐ Non Member (€ 970.00 VAT included)

Next

### 3.5 付款方式

| ID   | Last Name | First Name | City   | Fees                  |
|--|-----------|------------|--------|-----------------------|
| <input checked="" type="checkbox"/> 466093 | Scott     | Henry      | Lugano | Non Member (€ 970.00) |
| <input checked="" type="checkbox"/>        |           |            |        | Non Member (€ 970.00) |
| <input checked="" type="checkbox"/>        |           |            |        | Non Member (€ 970.00) |
| <input checked="" type="checkbox"/>        |           |            |        | Non Member (€ 970.00) |
| <input checked="" type="checkbox"/>        |           |            |        | Non Member (€ 970.00) |
| <input checked="" type="checkbox"/>        |           |            |        | Non Member (€ 970.00) |
| <input checked="" type="checkbox"/>        |           |            |        | Non Member (€ 970.00) |
| <input checked="" type="checkbox"/>        |           |            |        | Non Member (€ 970.00) |
| <input checked="" type="checkbox"/>        |           |            |        | Non Member (€ 970.00) |
| <input checked="" type="checkbox"/>        |           |            |        | Non Member (€ 970.00) |

Total Items: **11 / 11**      Total Sum: **10670.00 €**

Please select one of the payment options below. IMPORTANT: Credit card transactions over € 50'000 will incur a 4% surcharge and can only be made by contacting [groups@esmo.org](mailto:groups@esmo.org)

☐ Bank Transfer  
☐ Credit Card - Visa  
☐ Credit Card - MasterCard  
☐ Credit Card - AmericanExpress  
☐ Credit Card - DinersClub

## 信用卡支付:

- ❖ 付款成功后, 您将立即通过电子邮件收到付款确认函。
- ❖ 如上截图所示, 超过50,000欧元的付款将会产生4%的附加费, 并且只能通过联系[groups@esmo.org](mailto:groups@esmo.org)进行支付。

## 银行转账支付:

- ❖ 选择“银行转账”后, 系统将自动向您的电子邮箱发送包含活动银行转账详情的电子邮件。
- ❖ 通过您的银行账户进行付款。-**重要提示: 请在付款详情中注明您的团体名称、活动名称和订单确认编号, 以便于对账。**
- ❖ 一旦您的付款到达ESMO的银行账户后, ESMO将完成您的注册, 并将付款确认函自动发送到您的电子邮件地址。

## 步骤 4:管理和查看贵团体并打印相关文件

请使用您在注册系统中的用户名和密码进行登录:

**ESMO Congress 2023**  
Individual Registration for the ESMO Congress 2023  
Would you like to register yourself?  
[Register yourself](#)

**ESMO Congress 2023**  
Group Registration for the ESMO Congress 2023  
EXAMPLE SWITZERLAND (ID: 18510)  
[Edit group information](#)  
[Administer group members](#)  
[Invoices](#)  
[Show group summary](#)  
[Participant list](#)

**ESMO Congress 2023**  
Third Party Registration for the ESMO Congress 2023  
Would you like to register someone else? Or several people (less than 10)?  
[Register a third party](#)

**Edit group information:** to change invoice address and option for the confirmation

**Administer group members:** to review and administer your registrations (buy additional tickets, name changes, assign names, issue invitation letters)

**invoices:** to download the invoice/s

**Show group summary:** to review the summary of your group

**Participant list:** to review the list of your participants, to issue invitation letters

**My Documents**  
Invoices  
[Invoice Nr MADRID2023-RG-0014 May 2, 2023](#)  
[Invoice Nr MADRID2023-RG-0030 Jun 9, 2023](#)

### 4.1 添加新注册

选择“管理团体成员”, 然后按照3.3中的指定步骤进行操作。

→ **重要提示:** 请向下滚动页面查看概览。

## 4.2 （已购买的）门票概览

| Fee   | Price    | BALANCE | open          | paid              | refunded      | Unassigned | Assigned |
|---|----------|---------|---------------|-------------------|---------------|------------|----------|
| ESMO Member developing countries VAT included | € 162.00 | 72      | 0             | 72                | 0             | 0          | 72       |
| ESMO Member in training VAT included          | € 97.00  | 2       | 0             | 2                 | 0             | 0          | 2        |
| <b>Total Sum</b>                              |          |         | <b>€ 0.00</b> | <b>€ 11858.00</b> | <b>€ 0.00</b> |            |          |

## 4.3 （已注册的）参与者概览

- 未付款门票
- 已付款门票
- 所有门票（未付款和已付款）
- 人员视图

**Tickets**

Unpaid Tickets Paid Tickets All Tickets Person view

| ID     | First Name | Last Name | City   | Country     | Fees                               | Invoice | Status       |
|--------|------------|-----------|--------|-------------|------------------------------------|---------|--------------|
| 466093 | Henry      | Scott     | Lugano | Switzerland | Non Member (€ 970.00) VAT included |         | Not yet paid |

Exchange person  
Edit  
Remove person  
Remove ticket  
Edit badge details

10

Page 1 of 1

## 4.4 添加参与者

| ID | First Name | Last Name | City | Country | Fees                               | Invoice            | Status          |
|----|------------|-----------|------|---------|------------------------------------|--------------------|-----------------|
|    |            |           |      |         | Non Member (€ 970.00) VAT included | MADRID2023-RG-0019 | paid Add person |

## 4.5 更改参与者的电子邮件地址

为了发送确认邮件或最终的团体邮件列表 – 此选项仅适用于该活动，数据库保留原始电子邮件地址。

**Tickets**

Unpaid Tickets | Paid Tickets | All Tickets | Person view

| ID     | First Name | Last Name | City   | Country     | Fees                               | Invoice | Status       |
|--------|------------|-----------|--------|-------------|------------------------------------|---------|--------------|
| 466093 | Henry      | Scott     | Lugano | Switzerland | Non Member (€ 970.00) VAT included |         | Not yet paid |

Exchange person  
Edit  
Remove person  
Remove ticket  
Edit badge details

10 Page Possible ONLY if the ticket has not been paid

## 4.6 更改姓名

此选项仅在截止日期之前可用 – 截止日期已在[ESMO活动页面](#)上标明

| ID     | First Name | Last Name | City   | Country     | Fees                               | Invoice | Status       |
|--------|------------|-----------|--------|-------------|------------------------------------|---------|--------------|
| 466093 | Henry      | Scott     | Lugano | Switzerland | Non Member (€ 970.00) VAT included |         | Not yet paid |

Exchange person  
Edit  
Remove person  
Remove ticket  
Edit badge details

## 4.7 删除参与者

门票将被保留，您可以随时添加新的人员（按照步骤4.4进行操作）。请注意在截止日期之前指定在[ESMO活动页面](#)上可用的姓名。

| ID     | First Name | Last Name | City   | Country     | Fees                               | Invoice | Status       |
|--------|------------|-----------|--------|-------------|------------------------------------|---------|--------------|
| 466093 | Henry      | Scott     | Lugano | Switzerland | Non Member (€ 970.00) VAT included |         | Not yet paid |

Exchange person  
Edit  
Remove person  
Remove ticket  
Edit badge details

## 4.8 邀请函

此选项仅在已支付注册费的情况下可用。

| ID     | First Name | Last Name | City   | Country     | Fees   | Invoice                            | Status |   |
|--------|------------|-----------|--------|-------------|--|------------------------------------|--------|---|
| 466093 | Henry      | Scott     | Lugano | Switzerland | ESMO Member developing countries (€ 162.00) VAT included | <a href="#">MADRID2023-RG-0015</a> | paid   | <a href="#">Exchange person</a><br><a href="#">Create invitation letter</a><br><a href="#">Edit badge details</a> |

## 4.9 编辑徽章详细信息

徽章上将显示“公司 - 国家”。此选项仅适用于该活动并在团体截止日期之前-数据库保留原机构地址。

| ID     | First Name | Last Name | City   | Country     | Fees                               | Invoice | Status       |   |
|--------|------------|-----------|--------|-------------|------------------------------------|---------|--------------|---|
| 466093 | Henry      | Scott     | Lugano | Switzerland | Non Member (€ 970.00) VAT included |         | Not yet paid | <a href="#">Exchange person</a><br><a href="#">Edit</a><br><a href="#">Remove person</a><br><a href="#">Remove ticket</a><br><a href="#">Edit badge details</a> |

## 步骤5:最终注册确认

注册确认函将在活动开始前几周通过电子邮件发送（仅在注册费已全额缴清的情况下）。有关更多详情，请参阅[ESMO活动页面](#)。

根据您的选择的选项，注册确认函将发送至以下地址：

- A. **团体负责人：**将收到注册确认函，现场联系人将为所有现场参与者领取徽章。然后，现场联系人负责将徽章分发给参与者。
- B. **参与者：**注册确认函将发送至团体负责人，并抄送参与者。参与者随后需要在现场各自领取注册徽章。