



ESMO Online event registration instructions

Register someone else or few participants (1-9 persons)

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PRELIMINARY INFORMATION – Registration requirements

- If you would like to register your participant(s), you will **need a personal ESMO account**. If you already have an account, please log in with your ESMO Username and Password. If you don't have an ESMO account, please create one first.
- 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.**
- Registration for an ESMO Meeting implies the acceptance of the Registration Terms & Conditions. Please read the [ESMO Meeting Registration Terms & Conditions](#) carefully before registering.
- Specific registration information such as registration fees and deadlines, VAT, payment details, name changes, member registration, cancellation refund policy are available on the [ESMO event webpage](#).
- At the time of the registration you will be asked to select the appropriate registration module:

 <p>Asia 2015 Individual Registration Individual Registration for Asia 2015</p> <p>Register now</p>	 <p>Asia 2015 Group Registration Group Registration for Asia 2015</p> <p>Register new group</p>	 <p>Asia 2015 Third Party Registration Third Party Registration for Asia 2015</p> <p>Would you like to register someone else? Or several people (less than 10)?</p> <p>THIRD PARTY REGISTRATION</p>
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INDIVIDUAL registration

Used for registering **YOURSELF**

GROUP registration

Used for registering a **GROUP** of minimum 10 people

THIRD PARTY registration

Used for registering **SOMEONE ELSE** or **FEW** participants (less than 10 people)

Please make sure that you select the appropriate module and follow the corresponding instructions!

Step 1: Account with ESMO

To register your participant(s) for an ESMO Meeting, you must first have your personal account with ESMO.

- If you don't have a personal account yet, please create **your own account**.

Sign in

Please note that to be able to sign up for a newsletter, become a member or to register yourself, someone else or a group, you will be asked to create your personal account* with your personal details.

*You have a personal account if you are an ESMO member or if you have participated in past ESMO events

Connection

Login with My ESMO account

Create a new account

Use of the ESMO services is subject to the [Terms & Conditions](#) and constitutes your agreement to abide by these.

Create My ESMO account

- If you don't remember your login details, please click on "Forgot Password"

Login

nico_87@bluemail.ch

.....

Login

Forgot Password?

Step 2: Login into your personal account

When you are in your account, click on  and select My Profile

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xnal organ

My Profile

Logout

» My Details

- Personal Data
- Interests
- Contact Details
- Reset Password
- Renew Membership
- Subscriptions
- Transactions
- Payment Methods
- Membership Directory
- Conferences**

» Personal Data

ESMO ID * [REDACTED]

Title * [REDACTED]

First Name * [REDACTED]

Middle Name [REDACTED]

Last Name * [REDACTED]

Suffix [REDACTED]

Birthdate * [REDACTED]

Gender * Male

Profession * Clinician (MD, MD/PhD)

Afterwards, select “**Conferences**” and click on “**Manage event**”

IMPORTANT: Make sure to select the link that corresponds to the meeting you are looking for!

My Details

Become a member

» My Conferences

My Education

My Elections

Nicole Bullo

Welcome to the myESMO area ID 500037 - Account

My Conferences Webcast library




ESMO World Congress on Gastrointestinal Cancer 2016
29 Jun - 02 Jul 2016

ESMO Academy 2016
26 Aug - 28 Aug 2016

Manage event ⚙️

Step 3: Start to register your delegates

3.a Select the module of registration – **THIRD PARTY REGISTRATION**

 Asia 2015 Individual Registration Individual Registration for Asia 2015 <input type="button" value="Register now"/>	 Asia 2015 Group Registration Group Registration for Asia 2015 <input type="button" value="Register new group"/>	 Asia 2015 Third Party Registration Third Party Registration for Asia 2015 <small>Would you like to register someone else? Or several people (less than 10)?</small> <input type="button" value="THIRD PARTY REGISTRATION"/>
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3.b Invoice address: The address to be indicated in the “invoice address” should be the one of the company / institute that will pay the invoice

1 Information

2 Invoice Address

3 Participants

4 Payment

5 Invoices

Invoice Address

Company

Department

Attn

* Street

Street 2

Postal Code

* City

State/Province

* Country

VAT Number

VAT Representative

Company

Attn.

Street

City

Country

Invoice address

VAT Representative (if any)

3.c How to register your participant(s):

You can register the participant/s adding them **one by one**, selecting the appropriate fee and assigning the name immediately. It **will not be possible** to purchase registrations without providing the name of the participant/s.

IMPORTANT – MEMBERS REGISTRATION

To register an ESMO Member and to benefit from the reduced fee (when available), the full ESMO ID number or Last name of the participant must be provided during the registration process.

The system will automatically detect if the person is a real ESMO Member in good standing and is entitled to the reduced fee. Should the person not be an ESMO Member, please register the person as a NON ESMO Member.

- Search in the database by Last name, First name or ID number

Select by person

First Name:

Last Name:

use phonetic search

User id:

- The following results will be displayed

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"

→ If it appears the following message "Email address already in use" (please refer to the example below) please note that the email address is already present in our system, therefore the contact already exists. In order to add the delegate correctly without creating a double contact please contact the administration at registration@esmo.org.

* E-Mail Email address already in use

* Retype E-Mail

- The appropriate registration fee will be displayed, select it and click on next

Registration fees

Non Member (SG\$ 450.00 VAT excluded)

3.d Select the payment method you prefer

ID	Last Name	First Name	City	Fees
<input checked="" type="checkbox"/> 255415	Bullo	Nicole	Viganello-Lugano	Non Member (SG\$ 450.00)

Total Items: **1 / 1** Total Sum: **450.00 SG\$**

Please choose how you would like to pay:

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

Payment by Credit Card

- ❖ If the payment has been processed successfully you will immediately receive a confirmation of payment via e-mail

Payment by Bank Transfer

- ❖ After having selected "bank transfer", an email is automatically sent to your email address with the bank transfer details of the event.
- ❖ Process the payment through your bank. **Remember to indicate the ESMO ID number, the name of your participant(s) and the name of the event on the bank transfer.**
- ❖ Once the payment has reached the ESMO bank account, ESMO will finalize your registration and a confirmation of payment is automatically sent to your email address.

Step 4: Review the registration of your participant(s) and print related documents

Login with your username and password in the registration system

The screenshot shows three panels for the 'Sarcoma & GIST 2014 Conference' (18-19 February 2014). The first panel is for 'INDIVIDUAL REGISTRATION'. The second and third panels are for 'MIRIAM_MAGRI_ITALY (ID: 1567)'. A central legend explains the navigation options:

- Edit third party registration** → To change details and invoice address
- Administer third party registrants** → To review and administer your participant's registrations (buy additional registrations, name changes, pay open invoices, issue the invitation letter, etc..)
- Invoices** → To download the invoice
- Show participant summary** → To review the summary of your registrations
- Participant list** → To review the list of your participants

The interface also shows buttons for 'Edit third party registration', 'Administer third party registrants', 'Invoices', 'Show participant summary', and 'Participant list'. A 'My Documents' section for 'MIRIAM_MAGRI_ITALY' shows an 'Invoices' section with a link to 'Invoice Nr SARCOMA2014-R13-RTP-00002' dated Sep 3, 2013.

Administer third party registrants

- 4.a Add new registrations (Please follow step 3.c)
- 4.b Overview of the tickets that have been purchased

Fee	Fee shortname	Price	Balance	open	paid	refunded	Unassigned	Assigned
NON Member fee VAT excluded	Non Member	€ 200.00	2	1	1	0	0	2
Total Sum				€ 200.00	€ 200.00			

- 4.c Overview of the participants that have been registered
 - Unpaid Tickets
 - Paid Tickets
 - All Tickets (Unpaid AND paid)
 - Person view

The screenshot shows a navigation menu with four options: 'Unpaid Tickets', 'Paid Tickets', 'All Tickets', and 'Person view'. The 'Unpaid Tickets' option is circled in red. Below the menu is a table of participants:

ID	First Name	Last Name	City	Country	Fees	Invoice	Status	
255415	Nicole	Bullo		Switzerland	NON Member fee (€ 200,00) VAT excluded		Not yet paid	Exchange person Edit Remove ticket Edit badge details

4.d Name change

(Available before the late deadline ONLY – The deadlines are published on the [ESMO event page](#))

ID	First Name	Last Name	City	Country	Fees	Invoice	Status	
20660	Letizia	Scarfo	Viganello-Lugano	Switzerland	NON Member fee(€ 200,00) VAT excluded	IMMUNO2013-R13-RTP-00002	paid	Exchange person Create invitation letter Edit badge details

4.e Change the badge details (COMPANY – CITY – COUNTRY)

ID	First Name	Last Name	City	Country	Fees	Invoice	Status	
20660	Letizia	Scarfo	Viganello-Lugano	Switzerland	NON Member fee(€ 200,00) VAT excluded	IMMUNO2013-R13-RTP-00002	paid	Exchange person Create invitation letter Edit badge details

4.f Download the invitation letter (Available after payment of the registration fee ONLY)

ID	First Name	Last Name	City	Country	Fees	Invoice	Status	
20660	Letizia	Scarfo	Viganello-Lugano	Switzerland	NON Member fee(€ 200,00) VAT excluded	IMMUNO2013-R13-RTP-00002	paid	Exchange person Create invitation letter Edit badge details

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Issued ONLY if your registration has been finalized (fully paid)