ESMO Online event registration instructions
Register someone else or few participants (1-9 persons)

INDEX

Registration requirements ..........................................................................................................................Page 2

1. Account with ESMO ..........................................................................................................................Page 3

2. Login into your personal account ......................................................................................................Page 3-4

3. Start to register your delegates ........................................................................................................Page 4-6
   3.a Module of registration ..................................................................................................................Page 4
   3.b Invoice address ..............................................................................................................................Page 4
   3.c How to register your participant(s) ..............................................................................................Page 5
   3.d Payment method ..........................................................................................................................Page 6

4. Review of the registrations and print the related documents ............Page 7-8
   4.a Add new registrations ..................................................................................................................Page 7
   4.b Overview of the tickets ................................................................................................................Page 7
   4.c Overview of the participants ........................................................................................................Page 7
   4.d Name change ................................................................................................................................Page 8
   4.e Change the badge details ..............................................................................................................Page 8
   4.f Invitation letter ..............................................................................................................................Page 8
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:

  - **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.

Step 2: Login into your personal account

When you are in your account, click on My Profile and select My Profile.
Afterwards, select “Conferences” and click on “Manage event”

**IMPORTANT:** Make sure to select the link that corresponds to the meeting you are looking for!
Step 3: Start to register your delegates

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

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

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

The following results will be displayed

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.

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”

The appropriate registration fee will be displayed, select it and click on next
3.d Select the payment method you prefer

<table>
<thead>
<tr>
<th>ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>City</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>265415</td>
<td>Bullo</td>
<td>Nicole</td>
<td>Viganello-Lugano</td>
<td>Non Member (SG$ 450.00)</td>
</tr>
</tbody>
</table>

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 - American Express

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

Administer third party registrants

4.a Add new registrations (Please follow step 3.c)

4.b Overview of the tickets that have been purchased

<table>
<thead>
<tr>
<th>Fee</th>
<th>Fee shortname</th>
<th>Price</th>
<th>Balance</th>
<th>open</th>
<th>paid</th>
<th>refunded</th>
<th>Unassigned</th>
<th>Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>NON Member</td>
<td>VAT excluded</td>
<td>€ 200.00</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Sum</strong></td>
<td></td>
<td><strong>€ 200.00</strong></td>
<td><strong>€ 200.00</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.c Overview of the participants that have been registered
- Unpaid Tickets
- Paid Tickets
- All Tickets (Unpaid AND paid)
- Person view
4.d Name change
(Available before the late deadline ONLY – The deadlines are published on the ESMO event page)

<table>
<thead>
<tr>
<th>ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>City</th>
<th>Country</th>
<th>Fees</th>
<th>Invoice</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>20650</td>
<td>Letizia</td>
<td>Scarfo</td>
<td>Viganello-Lugano</td>
<td>Switzerland</td>
<td>NON Member fee (€200.00) VAT excluded</td>
<td>IMMUNO2013-R13-RT-00002</td>
<td>paid</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>City</th>
<th>Country</th>
<th>Fees</th>
<th>Invoice</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>20650</td>
<td>Letizia</td>
<td>Scarfo</td>
<td>Viganello-Lugano</td>
<td>Switzerland</td>
<td>NON Member fee (€200.00) VAT excluded</td>
<td>IMMUNO2013-R13-RT-00002</td>
<td>paid</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>City</th>
<th>Country</th>
<th>Fees</th>
<th>Invoice</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>20660</td>
<td>Letizia</td>
<td>Scarfo</td>
<td>Viganello-Lugano</td>
<td>Switzerland</td>
<td>NON Member fee (€200.00) VAT excluded</td>
<td>IMMUNO2013-R13-RT-00002</td>
<td>paid</td>
</tr>
</tbody>
</table>

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