



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> |
|---|---|---|

INDIVIDUAL registration

Used for registering **YOURSELF**

GROUP registration

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

THIRD PARTY registration

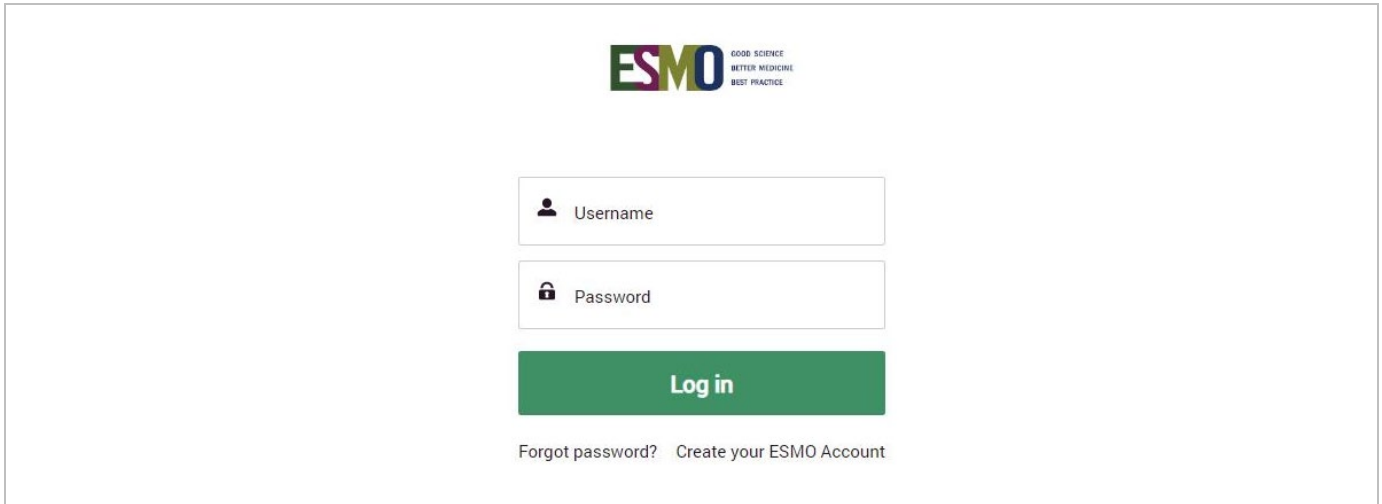
Used for registering **SOMEONE ELSE** or **FEW** participants (less than 10 people)

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

Step 1: Account with ESMO

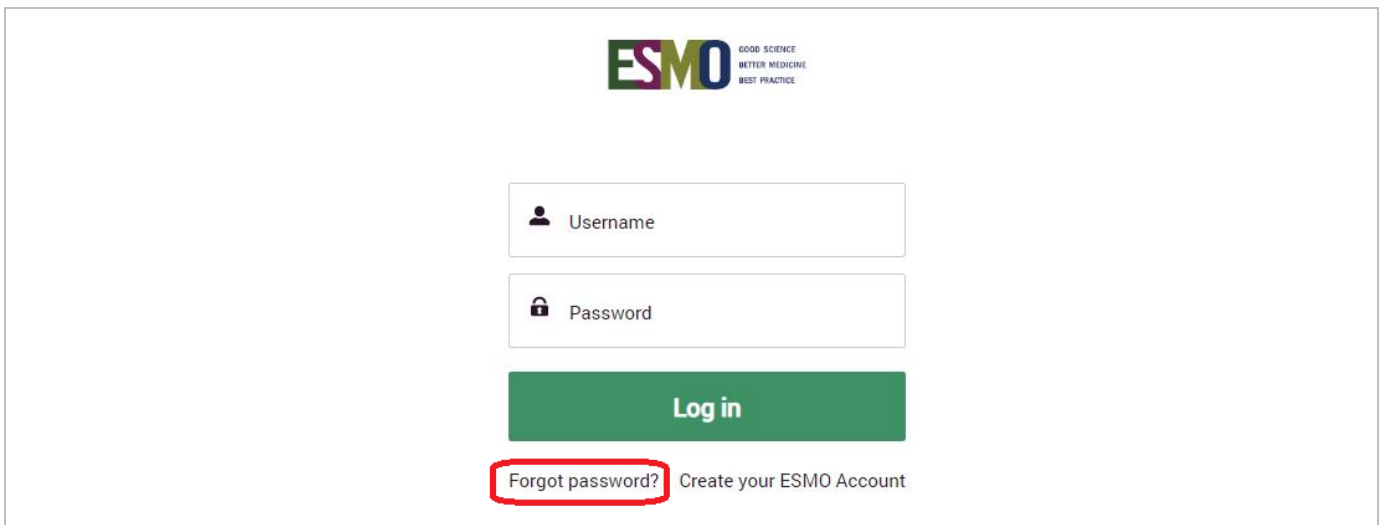
To register your participant(s) for an ESMO Meeting, you must first have your personal account with ESMO.

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



The screenshot shows the ESMO login page. At the top is the ESMO logo with the tagline 'GOOD SCIENCE BETTER MEDICINE BEST PRACTICE'. Below the logo are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A green 'Log in' button is positioned below the password field. At the bottom of the form, there are two links: 'Forgot password?' and 'Create your ESMO Account'.

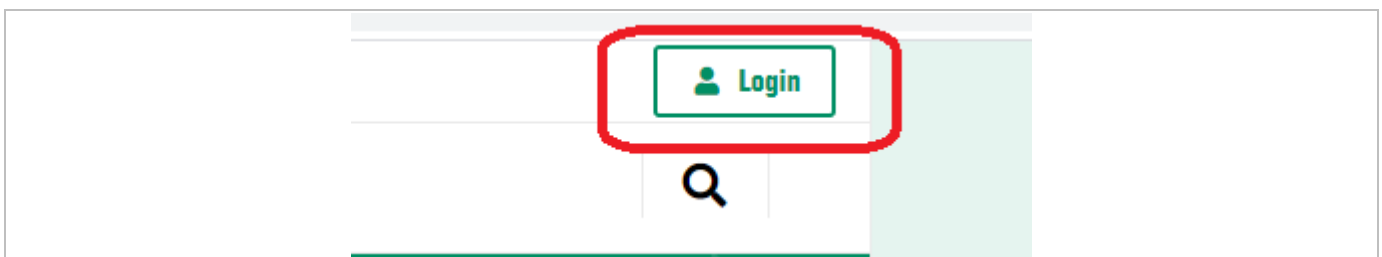
- If you don't remember your login details, please click on "Forgot Password"



This screenshot is identical to the previous one, but the 'Forgot password?' link at the bottom of the login form is highlighted with a red rectangular box.

Step 2: Login into your personal account

When you are in your account, click **Login**






The screenshot shows a user profile page. A green 'Login' button with a person icon is highlighted with a red rounded rectangular box. Below the button is a search icon (magnifying glass).

Afterwards, select “Meetings” (in the bar on the left of our website) and search the event you would like to register



The screenshot displays the ESMO website interface. On the left, a vertical navigation menu lists several categories: COVID-19 AND CANCER, ABOUT ESMO, MEMBERSHIP, GUIDELINES, MEETINGS, and About ESMO Meetings. The 'MEETINGS' item is highlighted with a red rectangular border, and two orange arrows point to it from the left. Below the 'MEETINGS' item, a sub-menu is visible with the following options: ESMO Congresses, ESMO Academy, and ESMO Advanced Courses. The main content area on the right features the ESMO logo at the top, followed by a green banner with the text 'EUROPEAN SOCIETY FOR MEDICAL ONCOLOGY' and 'The leading professional organisation for medical'. Below this banner is an illustration of three healthcare professionals (two men and one woman) in a meeting setting, looking at a screen and a calendar. Underneath the illustration, the title 'COVID-19 and Cancer' is displayed, followed by a short paragraph: 'ESMO has prepared useful materials and compiled a list c support oncology professionals in their delivery of quality'. A green button with the text 'Read more' and a right-pointing arrow is located at the bottom of this section.

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"/> |
|---|---|--|

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

| | | | |
|--|--|--|---|
| <ul style="list-style-type: none"> 1 Information 2 Invoice Address 3 Participants 4 Payment 5 Invoices | <p>Invoice Address</p> <p>Company <input type="text" value="ESMO Congress Department"/></p> <p>Department <input type="text" value="Congress"/></p> <p>Attn <input type="text"/></p> <p>* Street <input type="text" value="Via Luigi Taddei 4"/></p> <p>Street 2 <input type="text"/></p> <p>Postal Code <input type="text" value="6962"/></p> <p>* City <input type="text" value="Viganello-Lugano"/></p> <p>State/Province <input type="text"/></p> <p>* Country <input type="text" value="Switzerland"/></p> <p>VAT Number <input type="text"/></p> <p>VAT Representative</p> <p>Company <input type="text"/></p> <p>Attn. <input type="text"/></p> <p>Street <input type="text"/></p> <p>City <input type="text"/></p> <p>Country <input type="text" value="Please select"/></p> |  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.

IMPORTANT FOR A VIRTUAL MEETING:

If the registration is free of charge please select the method of payment **bank transfer**.

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

| 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

| ID | First Name | Last Name | City | Country | Fees | Invoice | Status |
|--------|------------|-----------|------|-------------|--|---------|--------------|
| 255415 | Nicole | Bullo | | Switzerland | NON Member fee (€ 200,00) VAT excluded | | Not yet paid |

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)