



ESMO Online event registration instructions

Register a group – 10 participants or more

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PRELIMINARY INFORMATION – Registration requirements

- If you would like to register a group, 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

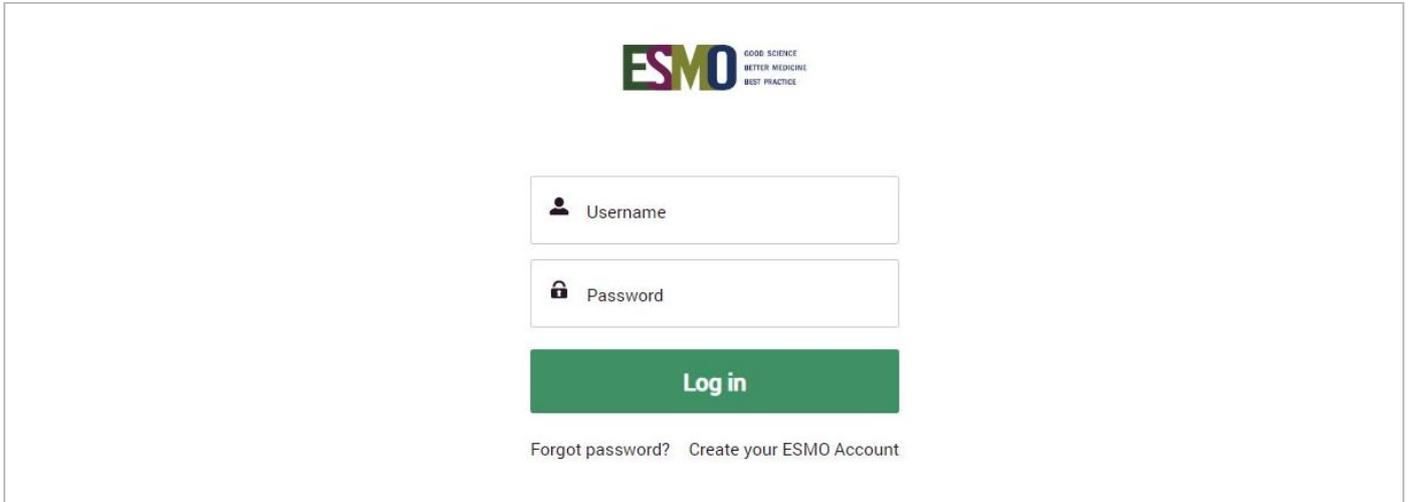
Used for registering **SOMEONE ELSE** or **FEW** participants (less than 10 people)

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

Step 1: Account with ESMO

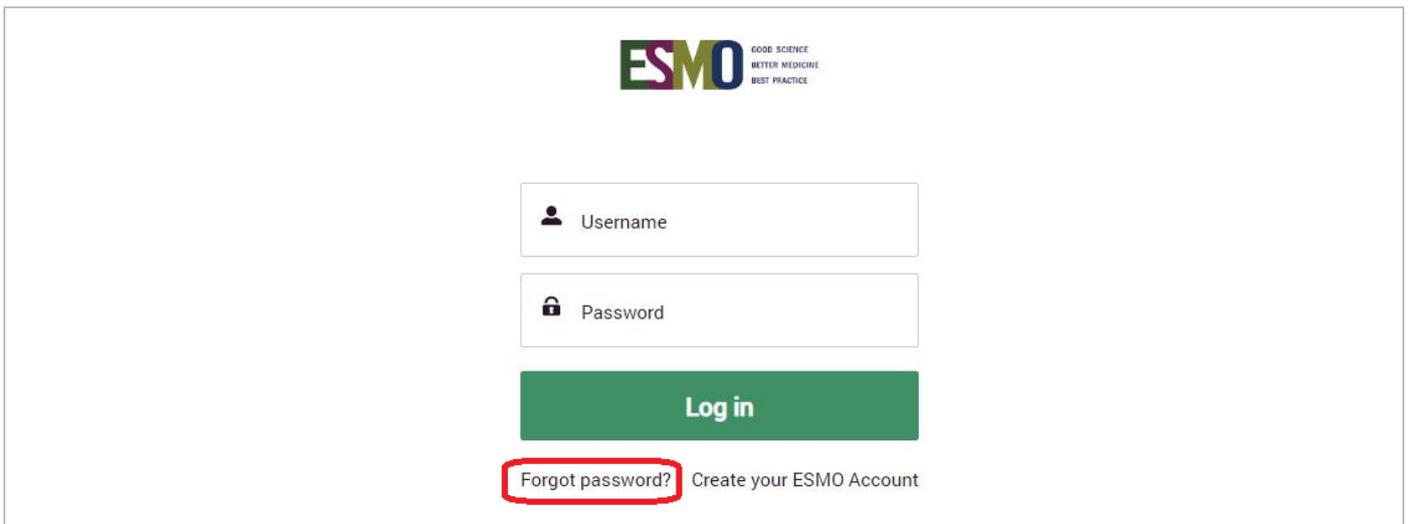
To register your group for an ESMO Meeting, you must first have your personal account with ESMO.

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



The screenshot shows the ESMO login page. At the top center 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 these fields. At the bottom of the form, there are two links: "Forgot password?" and "Create your ESMO Account".

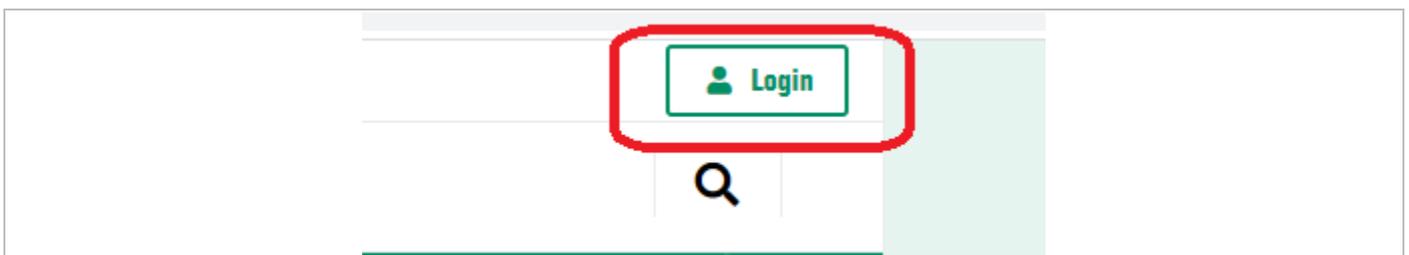
- If you don't remember your login details, please click on "Forgot Password"



This screenshot is identical to the previous one, but the "Forgot password?" link is highlighted with a red rectangular box to draw attention to it.

Step 2: Login into your personal account

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



The screenshot shows a user profile menu. A green button with a person icon and the text "Login" 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



3. Step 3: Start to register your delegates

3.1) Select the module of registration - **GROUP 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 Would you like to register someone else? Or several people (less than 10)? <input type="button" value="THIRD PARTY REGISTRATION"/>
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3.2) Group Name, Country and Invoice address

<ul style="list-style-type: none"> 1 Information <li style="background-color: #e0e0e0;">2 Group 3 Participants 4 Payment 5 Invoices 	<p>* Group Name <input type="text"/></p> <p>* Country <input type="text" value="Please select"/></p> <p>Invoice Address</p> <p>Company <input type="text"/></p> <p>Department <input type="text"/></p> <p>* Street <input type="text"/></p> <p>Street 2 <input type="text"/></p> <p>Postal Code <input type="text"/></p> <p>* City <input type="text"/></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>	<p>Please indicate the name of your group and the country</p> <p>Invoice address</p> <p>VAT Representative (if any)</p>
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IMPORTANT: If the company / institute has a VAT number, please do not forget to insert it.

3.3) How to register your participants online:

Register the participants adding them one by one, assigning the name immediately

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.

ADD PARTICIPANTS ONE BY ONE

3.4) Select by person

- **Search in the database:** If you have the ID number, the best option is to search first the delegate with this detail. If you do not have the ID number, we suggest you search by email. As last option you can try with the Last name and First name.

Select by person

First Name:

Last Name:

use phonetic search

User id:

E-Mail:

- 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.
If a delegate is ESMO Member the system will recognise the status of the membership and assign the properly registration fee.

▼ Registration fees

Non Member (SG\$ 450.00 VAT excluded)

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 detail of the event.
- ❖ Process the payment through your bank. **Remember to indicate the name of your group 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: Manage and review the group 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 asks 'Would you like to register yourself?'. The second panel, for group 'EXAMPLE_SWITZERLAND (ID: 1568)', contains several buttons: 'Edit group information', 'Administer group members', 'Invoices', 'Show group summary', and 'Participant list'. The third panel asks 'Would you like to register someone else? Or several people?' and has a 'THIRD PARTY REGISTRATION' button. A 'My Documents' section shows an 'Invoices' link and a specific invoice: 'Invoice Nr SARCOMA2014-R13-RG-00001_Sep 4, 2013'.

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 letter,...)

Invoice → To download the invoice

Show group summary → To review the summary of your group

Participant list → To review the list of your participants

Administer group members

→ **IMPORTANT: Please scroll down the page to see the overview**

4.1 Add new registrations (Please follow the steps 3.4a or 3.4b)

4.2 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			

4.3 Overview of the participants that have been registered

- Unpaid Tickets
- Paid Tickets
- All Tickets (Unpaid AND paid)
- Person view

The screenshot shows a navigation bar with tabs: 'Unpaid Tickets', 'Paid Tickets', 'All Tickets', and 'Person view'. Below the tabs is a table with the following data:

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

Attention: if the confirmation of order has not yet been created, the ticket can be removed

ID	First Name	Last Name	City	Country	Fees	Invoice	Status	
255415	Nicole	Bullo	Lugano	Switzerland	Non Member Full package (€ 871.20) VAT included		Not yet paid	Exchange person Edit Remove person Remove ticket Edit badge details

4.4 Add the person

ID	First Name	Last Name	City	Country	Fees	Invoice	Status	
					NON Member fee(€ 280,00) VAT included	SARCOMA2014- R13-RG-00001	paid	Add person

4.5 Change the e-mail address of the delegate (in order to send out the confirmations or eventual third party mailing list) - Available for the event ONLY, the database keep the original email address

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

Possible ONLY if the ticket has not been paid

4.6 Name change

Available before the deadline ONLY – Deadlines available on the [ESMO event page](#)

To find or add the new person please follow the steps 3.4

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

4.7 Remove person

The ticket is kept, you will be able to add a new person whenever you want (follow step 4.4)

Please pay attention at the deadline for assigning the names available on the [ESMO event page](#)

ID	First Name	Last Name	City	Country	Fees	Invoice	Status	
20660	Letizia	Scarfo	Viganello-Lugano	Switzerland	NON Member fee (€ 280,00) VAT included		Not yet paid	Exchange person Edit Remove person Remove ticket Edit badge details

4.8 Change badge details, which will appear on the badge (COMPANY – COUNTRY)

Available for the event ONLY – the account in the database keep the original institute address

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

4.9 Issue 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

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

Step 5: Final registration confirmation

Final confirmation of registration is sent via e-mail only if the registration fee is fully paid approximately 1 month prior the event. For further information refer to the [ESMO event page](#).

The final confirmation of registration will be sent to:

- The **GROUP LEADER**, a general confirmation will be sent informing that the delegates have received a final confirmation
- The **DELEGATES**, the delegates will receive a final confirmation with the instructions on how to access to the virtual meeting