



# ESMO On-site and Online event registration instructions

Register a group – 10 participants or more

## INDEX

<b>Preliminary information.....</b>	<b>Page</b>	<b>2</b>
<b>1. ESMO Account.....</b>	<b>Page</b>	<b>3</b>
<b>2. Login to your personal account .....</b>	<b>Page</b>	<b>4</b>
<b>3. Start to register your group .....</b>	<b>Page</b>	<b>5-10</b>
3.1. Registration module .....	Page	5
3.2. Group name and Invoice address .....	Page	5
3.3. How to register your participants .....	Page	7
3.4. Finalize the group registration.....	Page	8
3.5. Payment method .....	Page	9
<b>4. Manage and review your group and print related documents.....</b>	<b>Page</b>	<b>10-13</b>
4.1 Add new registrations.....	Page	10
4.2 Overview of the tickets .....	Page	11
4.3 Overview of the participants .....	Page	11
4.4 Add a participant.....	Page	11
4.5 Change the e-mail address of the participant.....	Page	12
4.6 Name change.....	Page	12
4.7 Remove participant.....	Page	12
4.8 Invitation letter.....	Page	13
4.9 Edit badge details.....	Page	13
<b>5. Final registration confirmation .....</b>	<b>Page</b>	<b>14</b>

## PRELIMINARY INFORMATION

- ❖ 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 [here](#).
- ❖ A **personal address** (Institution / Company or private) and **email address for each delegate**
  - must be provided during the registration process. Each participant should provide their personal email address. Please do not create email addresses with the purpose of using it only for the event. The email address gives them access to the online platform in case of hybrid events and to the online resources located in [OncologyPRO](#).
- ❖ **IMPORTANT: 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:

The image shows three registration modules for ESMO Congress 2023. Each module has a header with the ESMO logo and the text 'ESMO Congress 2023'. The first module, 'Individual Registration for the ESMO Congress 2023', asks 'Would you like to register yourself?' and has a 'Register yourself' button. The second module, 'Group Registration for the ESMO Congress 2023', shows a 'Test (ID: 18737)' and has buttons for 'Edit group information', 'Show group summary', and 'Participant list'. The third module, 'Third Party Registration for the ESMO Congress 2023', asks 'Would you like to register someone else? Or several people (less than 10)?' and has a 'Register a third party' button.

### INDIVIDUAL registration

Used to register **YOURSELF**

### GROUP registration

Used to register a **GROUP** of minimum 10 people

### THIRD PARTY registration

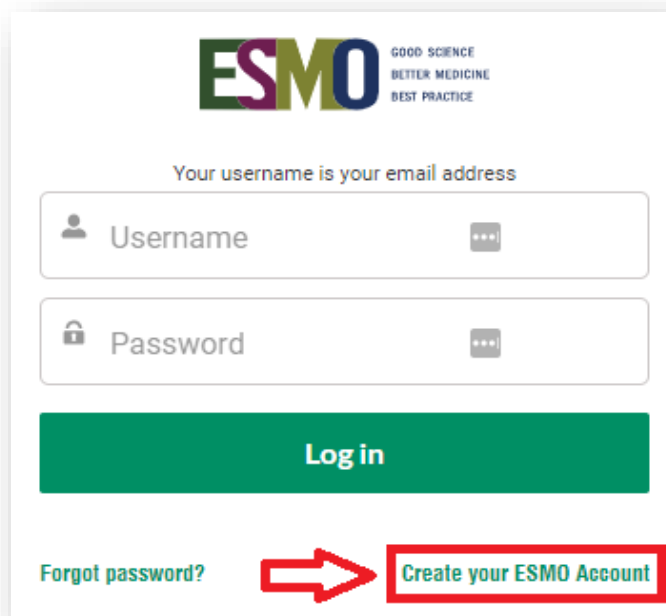
Used to register **SOMEONE ELSE** or **FEW** participants (less than 10 people)

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

## Step 1: ESMO Account

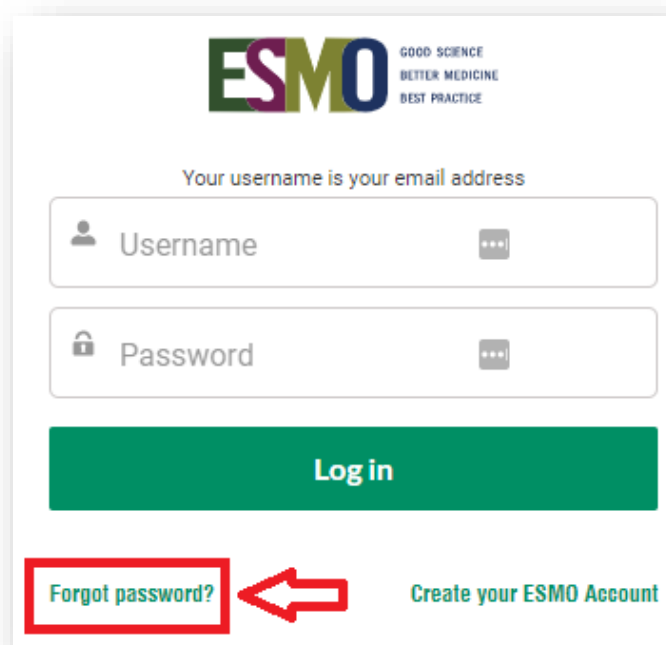
To register your group for an ESMO Meeting, you must first login to your ESMO account.

- ❖ If you do not have a personal account yet, please [create it here](#).



The screenshot shows the ESMO login 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' toggle (three dots). Below the fields is a green 'Log in' button. At the bottom, there are two links: 'Forgot password?' and 'Create your ESMO Account'. A red box highlights the 'Create your ESMO Account' link, and a red arrow points from the 'Forgot password?' link to it.

- ❖ If you do not remember your login details, please click on **Forgot Password**

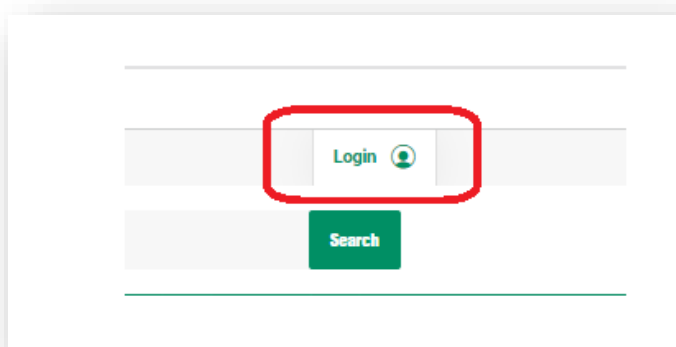


This screenshot is identical to the one above, showing the ESMO login page. However, in this version, a red box highlights the 'Forgot password?' link, and a red arrow points from the 'Create your ESMO Account' link to it.

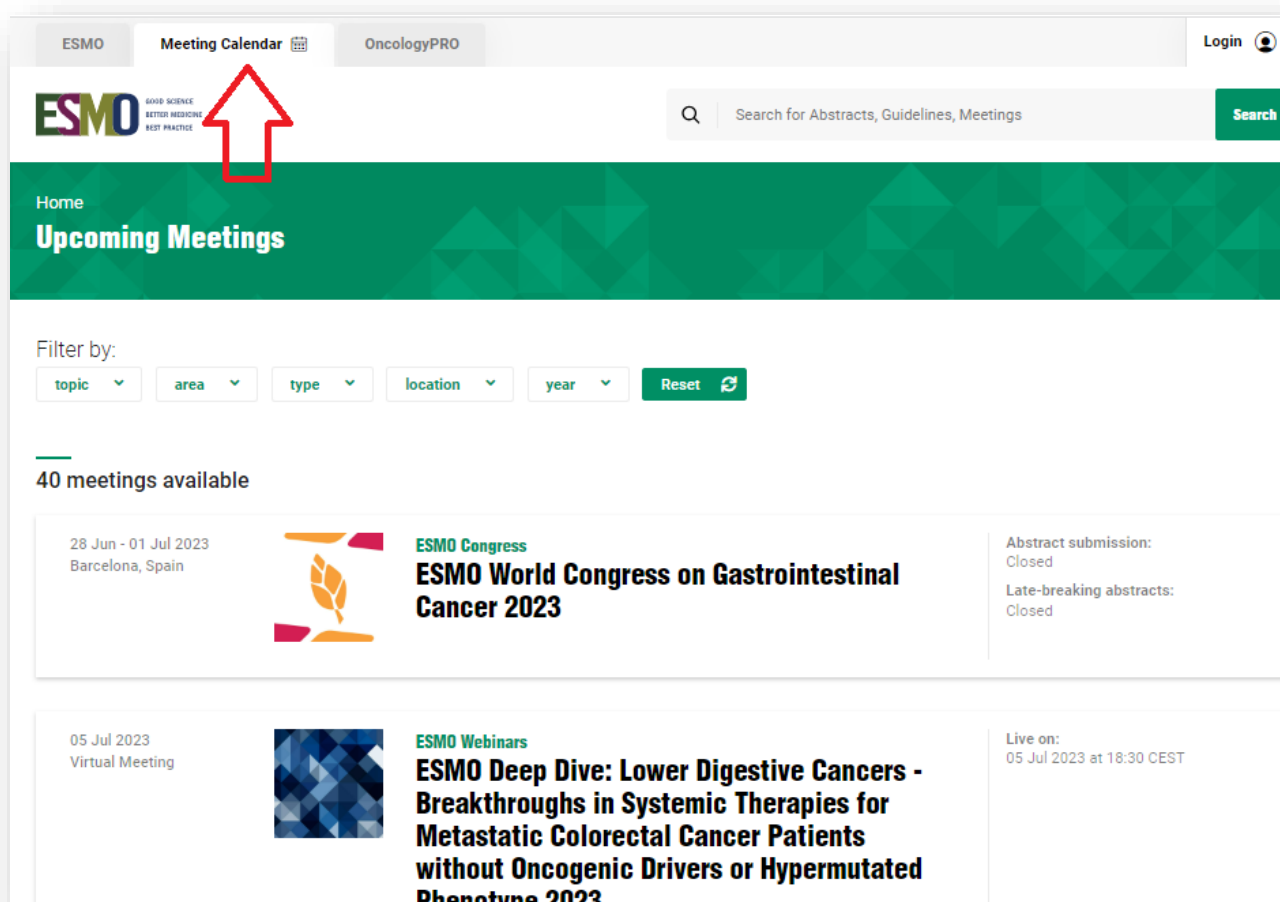
- ❖ You will need to indicate your username which is usually the email address associated to your ESMO Account.

## Step 2: Login to your personal account

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



Afterwards, select **Meeting Calendar** (in the bar on the left of our website) and search the event you would like to register.



## Step 3: Start to register your delegates

### 3.1 Registration module: **GROUP REGISTRATION**

 <p>ESMO Congress 2023</p> <p>Individual Registration for the ESMO Congress 2023</p> <p>Would you like to register yourself?</p> <p><input type="button" value="Register yourself"/></p>	 <p>ESMO Congress 2023</p> <p>Group Registration for the ESMO Congress 2023</p> <p>Would you like to register a group?</p> <p><input type="button" value="Register a new group"/></p>	 <p>ESMO Congress 2023</p> <p>Third Party Registration for the ESMO Congress 2023</p> <p>Would you like to register someone else? Or several people (less than 10)?</p> <p><input type="button" value="Register a third party"/></p>
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### 3.2 Group name and Invoice address: process the registration by following the indicated steps and completing all mandatory fields (steps can vary slightly depending on the meeting)

- 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](#)

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)

**IMPORTANT:** If the company / institute has a VAT number, please do not forget to add it.

### 3.3 How to register your participants

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

#### **IMPORTANT: MEMBERS REGISTRATION**

To register an ESMO Member and to benefit of the reduced registration 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 registration fee. If the person is not an ESMO Member, please register the person as a NON ESMO Member.

- ❖ **Search in our 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 E-Mail. As last option you can try with the Last name and First name.

- ❖ 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"**

Continue with selected person   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 duplicate contact please contact the administration at [registration@esmo.org](mailto:registration@esmo.org).

\* 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 Finalize the group registration

Select your prescriber status and click “Next”

#### 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

Select on-site or online participation and click “Next”

#### 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



The appropriate registration fee will be displayed, select it and click “Next”.

**IMPORTANT:** If a delegate is an ESMO Member the system will recognize the status of the membership and assign the proper registration fee.

Registration Tickets

☐ Non Member (€ 970.00 VAT included)

Next

### 3.5 Payment method

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)

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

### Payment by CREDIT CARD:

- ❖ If the payment has been processed successfully you will immediately receive a confirmation of payment via e-mail
- ❖ As indicated in the screenshot above payments over € 50'000 will incur a 4% surcharge and can only be made by contacting groups@esmo.org.

### Payment by BANK TRANSFER:

- ❖ After selecting "bank transfer", an email will be automatically sent to your email address with the bank transfer details of the event.
- ❖ Process the payment through your bank.- **IMPORTANT: Remember to indicate in the payment instructions: the name of your group, the name of the event and the confirmation of order number for an easy reconciliation.**
- ❖ Once the payment has reached the ESMO bank account, ESMO will finalize your registration and a confirmation of payment will be automatically sent to your email address.

## Step 4: Manage and review the group and print related documents

Login with your username and password in the registration system:

**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 Add new registrations

Select administer group members and please follow the steps indicated in 3.3.

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

## 4.2 Overview of the tickets (that have been purchased)

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>			€ 0.00	€ 11858.00	€ 0.00		

## 4.3 Overview of the participants (that have been registered)

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

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	<a href="#">Exchange person</a> <a href="#">Edit</a> <a href="#">Remove person</a> <a href="#">Remove ticket</a> <a href="#">Edit badge details</a>

10

Page 1 of 1

## 4.4 Add the person

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

#### 4.5 Change the e-mail address of the delegate

In order to send out the confirmations or eventual group mailing list – This option is available for the event **ONLY**, the database keep the original email address.

**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	<a href="#">Exchange person</a> <a href="#">Edit</a> <a href="#">Remove person</a> <a href="#">Remove ticket</a> <a href="#">Edit badge details</a>

10

Page **Possible ONLY if the ticket has not been paid**

#### 4.6 Name change

This option is available before the deadline **ONLY** – Deadlines are indicated on the [ESMO event page](#)

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> <a href="#">Edit</a> <a href="#">Remove person</a> <a href="#">Remove ticket</a> <a href="#">Edit badge details</a>

#### 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 to assign the names available on the [ESMO event page](#)

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> <a href="#">Edit</a> <a href="#">Remove person</a> <a href="#">Remove ticket</a> <a href="#">Edit badge details</a>

## 4.8 Invitation letter

This option is available **ONLY** if the registration fee has been paid)

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

## 4.9 Edit badge details

COMPANY – COUNTRY will appear on the badge. This option is available for the event **ONLY** and before group closure deadline – the database keeps the original institute address

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> <a href="#">Edit</a> <a href="#">Remove person</a> <a href="#">Remove ticket</a> <a href="#">Edit badge details</a>

## Step 5: Final registration confirmation

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

Depending on the option you chose, the confirmation of registration will be sent to:

- A. The **GROUP LEADER**: will receive the confirmations of registration and the on-site contact will collect badges for all delegates attending on-site. The on-site contact is then responsible for the distribution of the badges to the delegates
- B. The **DELEGATES**: the confirmations of registration are sent to group leader and in copy to the delegates. The delegates will then have to collect the registration badges individually on-site.