ESMO On-site and Online event registration instructions
Register a group – 10 participants or more

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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:

- **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.

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

❖ 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

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)
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

❖ 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.
3.4 Finalize the group registration

Select your prescriber status and click “Next”

Select on-site or online participation and click “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.

### 3.5 Payment method

![Payment method image]

Please select one of the payment options below. **IMPORTANT** Credit card transactions over €5000 will incur a 4% surcharge and can only be made by contacting groups@esmo.org.
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:

![Registration System Interface]

**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

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)

<table>
<thead>
<tr>
<th>Fee</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>ESMO Member developing countries VAT included</td>
<td>€ 162.00</td>
<td>72</td>
<td>0</td>
<td>72</td>
<td>0</td>
<td>0</td>
<td>72</td>
</tr>
<tr>
<td>ESMO Member in training VAT included</td>
<td>€ 97.00</td>
<td>2</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Sum</strong></td>
<td><strong>€ 0.00</strong></td>
<td><strong>€ 11858.00</strong></td>
<td><strong>€ 0.00</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

4.4 Add the person

<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>468093</td>
<td>Henry</td>
<td>Scott</td>
<td>Lugano</td>
<td>Switzerland</td>
<td>Non Member (€ 970.00) VAT included</td>
<td>MADRID2023-RG-0019</td>
<td>paid</td>
</tr>
</tbody>
</table>
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.

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

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](#).
4.8 Invitation letter
This option is available ONLY if the registration fee has been paid.

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.
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.