ESMO Online event registration instructions  
Register a group – 10 participants or more

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 group ..................................................................Page 4-7
   3.1. Module of registration .......................................................................Page 4
   3.2. Group name and Invoice address .......................................................Page 4
   3.3. Confirmation of registration option .....................................................Page 5
   3.4. How to register your participants .......................................................Page 5-6
   3.5. Finalize the group registration ............................................................Page 7
   3.6. Payment method ..............................................................................Page 7

4. Review of your group and print the related documents .........................Page 8-10
   4.1 Add new registrations ......................................................................Page 8
   4.2 Overview of the tickets ......................................................................Page 8
   4.3 Overview of the participants ...............................................................Page 8
   4.4 Add the person ................................................................................Page 9
   4.5 Change e-mail address of the delegate ...............................................Page 9
   4.6 Name change ..................................................................................Page 9
   4.7 Remove person ..............................................................................Page 9
   4.8 Change badge details ......................................................................Page 10
   4.9 Invitation letter ..............................................................................Page 10

5. Final registration confirmation .................................................................Page 10
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:

  ![Registration Modules]

**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.

Sign in

Please note that to be able to sign up for a newsletter, become a member or to register yourself, someone else or a group, you will be asked to create your personal account with your personal details.

*You have a personal account if you are an ESMO member or if you have participated in past ESMO events.

Connection

Create a new account

Use of the ESMO services is subject to the Terms & Conditions and constitutes your agreement to abide by these.

Create My ESMO account

- If you don’t remember your login details, please click on “Forgot Password”

Step 2: Login into your personal account

When you are in your account, click on MyESMO and select MyESMO.

Welcome, Nicole Bullo
Afterwards, select “My Conferences” and click on “Manage event”

**IMPORTANT:** Make sure to select the link that corresponds to the meeting you are looking for!

3. Step 3: Start to register your delegates

3.1) Select the module of registration - GROUP REGISTRATION

3.2) Group Name, Country and Invoice address

**IMPORTANT:** If the company / institute has a VAT number, please do not forget to insert it.
3.3) CONFIRMATION OF REGISTRATION OPTION → IMPORTANT information for the ESMO Secretariat

The ESMO Secretariat will send the group confirmations and distribute the registration material (badges and bags/folders) according to the chosen option below.

3.4) How to register your participants online:

➢ Option 1: Register the participants adding them one by one, assigning the name immediately

➢ Option 2: Purchase multiple registrations at the NON Member fee with the benefit to provide the participants names later (deadline to provide names available on the ESMO event webpage)

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.

OPTION 1 – ADD PARTICIPANTS ONE BY ONE

3.4a) Select by person

• Search in the database by Last name, First name or ESMO ID number
• The following results will be displayed

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.

• The appropriate registration fee will be displayed, select it and click on next

OPTION 2 – PURCHASE MULTIPLE REGISTRATIONS (Bulk registration)

➢ Bulk registration does NOT give the possibility to benefit from the member registration fee. Even if the participant is an ESMO member, the difference will not be refundable.

➢ Purchasing multiple registrations you will be able to give the names in a later stage, between the early and the late deadline (Information available on the ESMO event webpage)

3.4b) Bulk registration

• Select the appropriate fee – Make sure to select the one with "MULTIPLE"
• Indicate the number of registrations you would like to buy and click on "add without person"

3.5) To finalize the registration, click on **Next** at the bottom of the page.

3.6) 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>255415</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

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 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.
Step 4: Review the group and print related documents

Login with your username and password in the registration system

Administer group members

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

4.2 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 fee VAT excluded</td>
<td>Non Member</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><strong>€200.00</strong></td>
<td><strong>€200.00</strong></td>
<td><strong>€200.00</strong></td>
<td><strong>€200.00</strong></td>
<td><strong>€200.00</strong></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

<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>255415</td>
<td>Nicole</td>
<td>Bullo</td>
<td>Switzerland</td>
<td>NON Member fee (€200.00) VAT excluded</td>
<td>Not yet paid</td>
<td>Exchange person</td>
<td>Edit</td>
</tr>
</tbody>
</table>
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></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NON Member fee (£280,00) VAT excluded</td>
<td>GABCOMA2014-12-RG-00001</td>
<td>[Add person]</td>
</tr>
</tbody>
</table>

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

4.6 Name change
Available before the deadline ONLY – Deadlines available 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 for assigning the names available on the [ESMO event page](#)
4.8 Change badge details (COMPANY – CITY – COUNTRY)
Available for the event ONLY – the account in the database keep the original institute address

<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>20680</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-RFP-00002</td>
<td>paid</td>
</tr>
</tbody>
</table>

4.9 Issue the invitation letter (Available after payment of the registration fee ONLY)

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**, if it has been ticked “To me” at the question “to whom will be sent the individual confirmation?” (step 3.3)
- **The DELEGATES**, if it has been ticked “delegates” at the question “to whom will be sent the individual confirmation?” (step 3.3)