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:

  - **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.

- 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 and select MyESMO
Afterwards, select “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

*Group Name*

*Country*

Please select

**Invoice Address**

Company

Department

* Street

Street 2

Postal Code

* City

*State/Province*

*Country* Switzerland

VAT Number

**VAT Representative**

Company

Att.

Street

* City

Country

Please select

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

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: 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.
• The following results will be displayed

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs</td>
<td>Nicole</td>
<td></td>
<td>Bulic</td>
</tr>
</tbody>
</table>

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: valentina.meier@esmo.org
* Retype E-Mail: valentina.meier@esmo.org

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)

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”

![Bulk registration fee selection](#)

- Indicate the number of registrations you would like to buy and click on “add without person”

![Amount selection](#)

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>Viganò – Lugano</td>
<td>Non Member (CHF 450.00)</td>
</tr>
</tbody>
</table>

Total Items: 1 / 1  
Total Sum: **450.00 CHF**

- 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: Manage and review the group and print related documents

Login with your username and password in the registration system.
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

<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></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

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

4.4 Add the 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

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 3.4a

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, which will appear on the badge (COMPANY – COUNTRY)
Available for the event ONLY – the account in the database keep the original institute address
4.9 Issue the invitation letter *(Available after payment of the registration fee ONLY)*

<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>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>20660</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-RTF-00002</td>
<td>paid</td>
<td>Create invitation letter</td>
</tr>
</tbody>
</table>

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)