



## 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 <b>Individual Registration for Asia 2015</b></p> <p>Register now</p>	 <p>Asia 2015 Group Registration <b>Group Registration for Asia 2015</b></p> <p>Register new group</p>	 <p>Asia 2015 Third Party Registration <b>Third Party Registration for Asia 2015</b></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**.

### 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

Login with My ESMO account

#### 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"

### Login

nico\_87@bluemail.ch


.....

Login

Forgot Password?

## Step 2: Login into your personal account

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

Welcome, Nicole Bullo 

**ESMO** GOOD SCIENCE  
BETTER MEDICINE  
BEST PRACTICE

Welcome to the **EUROPEAN SOCIETY FOR**  
the leading European professional organization

- My Profile
- MyESMO ✓
- Logout

How can we help you?

Membership | Guidelines | Conferences | Career Development | Research | Patients | Policy | Science & Education on OncologyPRO

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

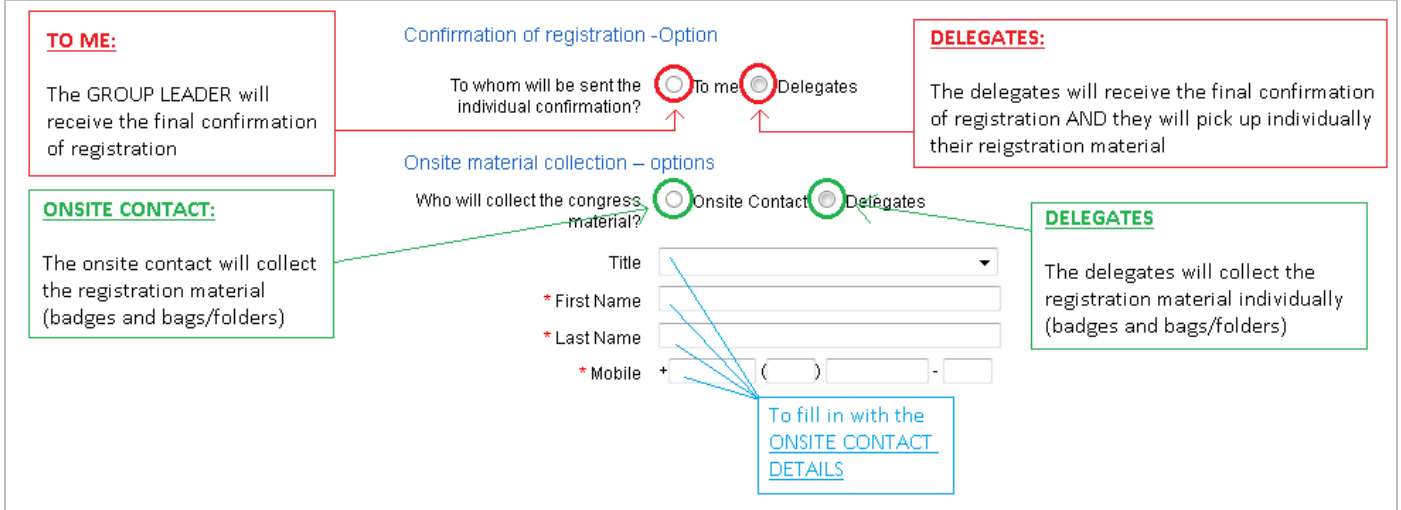
3.1) Select the module of registration - **GROUP REGISTRATION**

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 screenshot shows the "Select by person" search interface with the following fields:

- First Name: [Text input]
- Last Name: [Text input]
- use phonetic search
- User id: [Text input]
- [Search button]

Red arrows point to the First Name, Last Name, and User id input fields.

- 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 double contact please contact the administration at [registration@esmo.org](mailto: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

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"

**Purchase bulk registration without names**

Non-ESMO Member full package Multiple ( € 686.00 ) VAT included

Non-ESMO Member full package Multiple ( € 686.00 ) VAT included

Non-ESMO Member light package Multiple ( € 650.00 ) VAT included

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

NON Member fee Multiple ( € 280.00 ) VAT included

Add without person Amount: 1

1  
2  
3  
4  
5  
6  
7  
8  
9  
10

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

3.6) 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.

## Step 4: 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, titled 'EXAMPLE\_SWITZERLAND (ID: 1668)', contains several buttons: 'Edit group information' (red border), 'Administer group members' (green border), 'Invoices' (blue border), 'Show group summary' (orange border), and 'Participant list' (purple border). 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 below 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

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
<b>Total Sum</b>				<b>€ 200.00</b>	<b>€ 200.00</b>			

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 four tabs: 'Unpaid Tickets', 'Paid Tickets', 'All Tickets', and 'Person view'. The 'Unpaid Tickets' tab is selected and circled in red. 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

Additional actions for the participant are listed: Exchange person, Edit, Remove ticket, and 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 <a href="#">Add person</a>

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

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](#)

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 <a href="#">Exchange person</a> <a href="#">Create invitation letter</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 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 <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 Change badge details (COMPANY – CITY – 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	<a href="#">Exchange person</a> <a href="#">Create invitation letter</a> <a href="#">Edit badge details</a>

#### 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	<a href="#">Exchange person</a> <a href="#">Create invitation letter</a> <a href="#">Edit badge details</a>

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**, 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)