



ESMO Online event registration instructions

Register yourself

INDEX

Preliminary information




Registration requirements Page 2

Individual registration

1. Account with ESMO Page 3
2. Login into your personal account Page 3-4
3. Start to register for the Meeting Page 4-5
4. Review your registration (Invoice and Invitation letter) Page 5

PRELIMINARY INFORMATION – Registration requirements

- If you would like to register yourself, 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 Individual Registration for Asia 2015</p> <p>Register now</p>	 <p>Asia 2015 Group Registration Group Registration for Asia 2015</p> <p>Register new group</p>	 <p>Asia 2015 Third Party Registration Third Party Registration for Asia 2015</p> <p>Would you like to register someone else? Or several people (less than 10)?</p> <p>THIRD PARTY REGISTRATION</p>
---	---	---

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 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

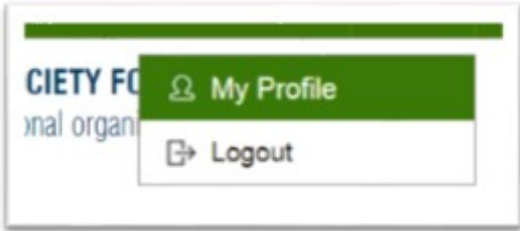
.....

Login

[Forgot Password?](#)

Step 2: Login into your personal account

When you are in your account, click on and select My Profile



The screenshot shows a dropdown menu with the following options: "My Profile" (highlighted in green) and "Logout". The text "CIETY FO" and "nal organ" is partially visible on the left side of the menu.

Afterwards, select “**Conferences**” and click on “**Manage event**”

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

Step 3: Start to register for the Meeting

1. Select the module of registration - **INDIVIDUAL REGISTRATION**

2. Process the registration by following the indicated steps and completing all mandatory fields (steps can vary slightly depending on the meeting)

1 Information

Welcome to the ESMO Asia 2015 Congress online registration system.

The individual registration allows you to register yourself.

Please make sure to have read the [individual registration instructions](#) and the information below, before starting the registration.

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

Registration Terms & Conditions:

Registration to the Congress implies the acceptance of the [Registration Terms & Conditions](#). Please kindly read them carefully. The acceptance of the Registration Terms & Conditions is requested to continue with the registration

* I accept [Terms and Conditions](#)

ESMO external partner mailing list

I do not want to be included in an ESMO external partner mailing list

Exclusion from the mailing list does not prevent the participant from receiving all Congress related correspondence and announcements.

3. Select the payment method you prefer

Item	Type	Quantity	Fee
Non Member	Registration fees	1	450.00 SGD
Total net			450.00 SGD
Total			450.00 SGD

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 details of the event.
- ❖ Process the payment through your bank. **Remember to indicate your ESMO ID number, your name 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 your registration and print your documents (Invoice and invitation letter)

Login with your username and password in the registration system

The screenshot shows the ESMO registration system interface. It features two main registration options at the top, a 'My Documents' section, and an 'Invitation letter' section. Red arrows point from external text to specific links in the interface.

Registration Options:

- Self-Registration:** ESMO Symposium on Immuno-oncology, 15 – 16 November 2013. Question: "Would you like to register yourself?" Status: **Already registered**.
- Third Party Registration:** ESMO Symposium on Immuno-oncology, 15 – 16 November 2013. Question: "Would you like to register someone else? Or several people (less than 10)?" Button: **THIRD PARTY REGISTRATION**.

My Documents:

- Invoices:** [Invoice Nr IMMUNO2013-R13-R-00009](#), Aug 13, 2013. **Annotation:** Display and print the invoice.

Invitation letter: [Create invitation letter](#). **Annotation:** Invitation letter is issued only if the registration has been fully settled (paid).