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:

  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.

- 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 My Profile
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)

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Type</th>
<th>Quantity</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non Member</td>
<td>Registration fees</td>
<td>1</td>
<td>450.00 SGD</td>
</tr>
<tr>
<td></td>
<td>Total net</td>
<td></td>
<td>450.00 SGD</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td>450.00 SGD</td>
</tr>
</tbody>
</table>

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 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

Display and print the invoice

Invitation letter is issued only if the registration has been fully settled (paid)