



## ESMO Online event registration instructions

### Register yourself

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## 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 <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

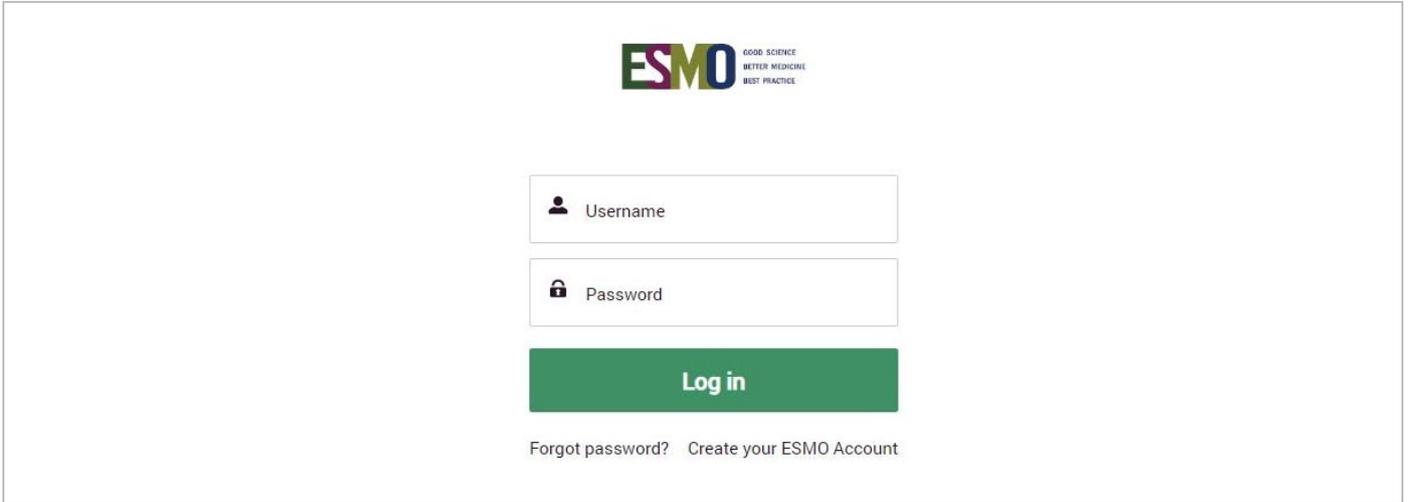
Used for registering **SOMEONE ELSE** or **FEW** participants (less than 10 people)

**Please make sure that you select the appropriate module and follow the corresponding instructions!**

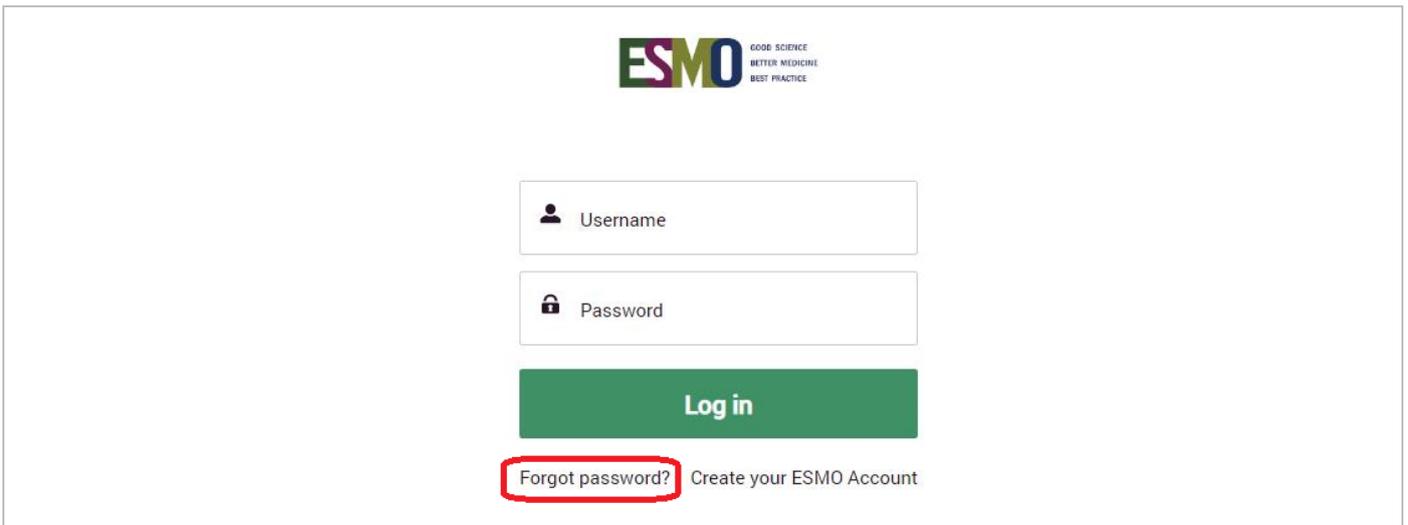
## Step 1: Account with ESMO

To register 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**.

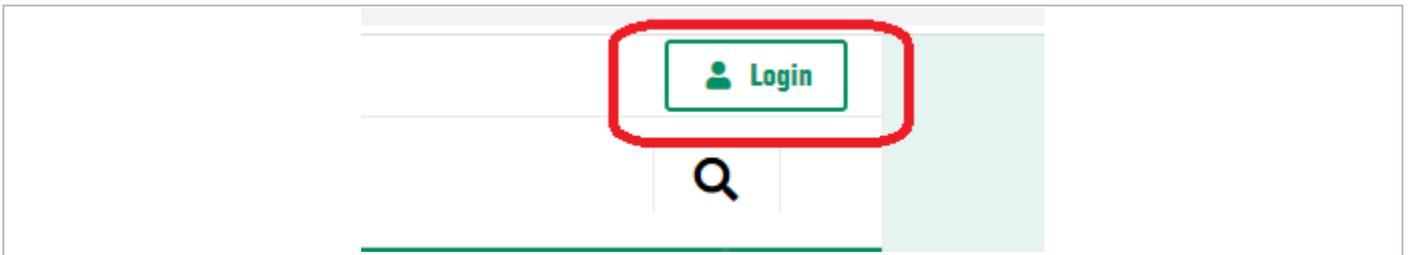


- If you don't remember your login details, please click on "Forgot Password"



## Step 2: Login into your personal account

When you are in your account, click **Login**

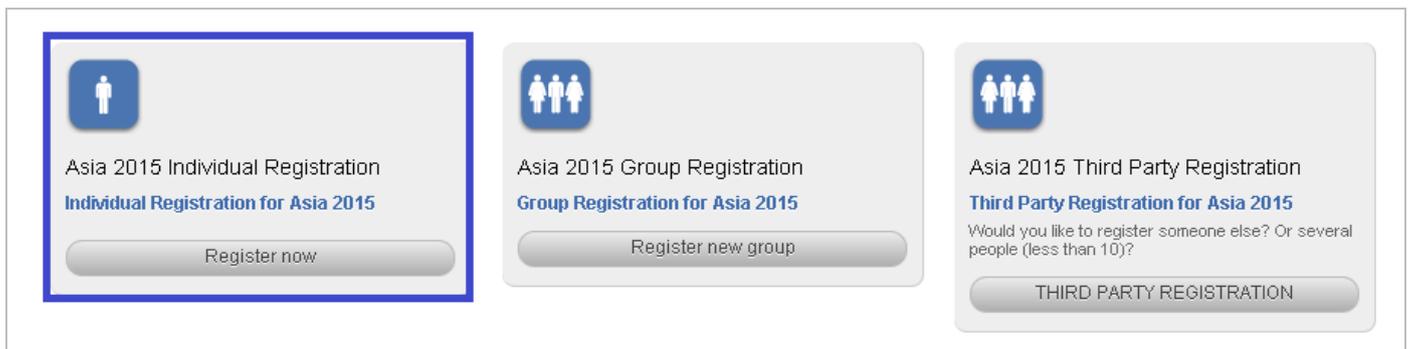


Afterwards, select “**Meetings**” (in the bar on the left of our website) and search the event you would like to register



### 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](#)
- 2 Primary Profession
- 3 Designation
- 4 Contact Address
- 5 Invoice Address
- 6 Fees

**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			<b>450.00 SGD</b>

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 displays the ESMO registration system interface. It features two main registration options at the top, both for the 'ESMO Symposium on Immuno-oncology' held from '15 – 16 November 2013'. The left option is for self-registration, with the text 'Would you like to register yourself?' and a green status 'Already registered'. The right option is for third-party registration, with the text 'Would you like to register someone else? Or several people (less than 10)?' and a button labeled 'THIRD PARTY REGISTRATION'. Below these are 'My Documents' sections. The 'Invoices' section contains a link for 'Invoice Nr IMMUNO2013-R13-R-00009' dated 'Aug 13, 2013', with a red arrow pointing to it and the instruction 'Display and print the invoice'. The 'Invitation letter' section contains a link for 'Create invitation letter', with a red arrow pointing to it and the instruction 'Invitation letter is issued only if the registration has been fully settled (paid)'.