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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:

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)
3. Select the payment method you prefer

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<tr>
<td></td>
<td>Total</td>
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</tr>
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</table>

**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

![My Documents](image1)

- **ESMO Symposium on Immuno-oncology**
  - 15 – 16 November 2013
  - Would you like to register yourself?
  - [Already registered]

- **ESMO Symposium on Immuno-oncology**
  - 15 – 16 November 2013
  - Would you like to register someone else? Or several people (less than 10)?
  - [THIRD PARTY REGISTRATION]

- **My Documents**
  - **Invoices**
    - Invoice Nr 1: 18133147-000009, Aug 10, 2013
  - **Invitation Letter**
    - Create Invitation Letter

  ![Display and print the invoice](image2)

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