

How to Register a Group without Quota

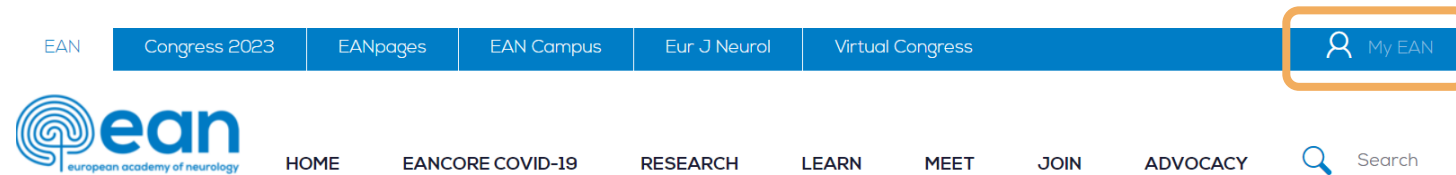


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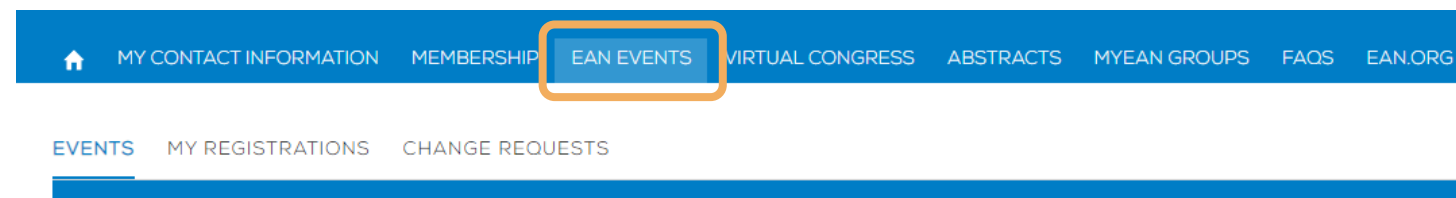
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3. [Click on Register](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select Group Registration as registration type](#)
7. [Start the registration with “Yes”](#)
8. [Type in the needed amount of tickets](#)
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 - b)
11. [Please select the preferred option for the badge retrieval](#)
 - a) Pre-print by EAN
 - b) Onsite Print
12. [Decide if the group would like to receive congress bags](#)
13. [Accept terms and conditions to finish your registration](#)
14. [Choose your preferred payment method](#)
15. [Enter the desired billing address](#)
16. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
17. [You will receive your order confirmation soon after completion.](#)

[Adding participants after payment](#)

1. Login into your MyEAN account OR create a new account in case you do not have one yet (www.ean.org/congress2023)



2. Click on EAN EVENTS

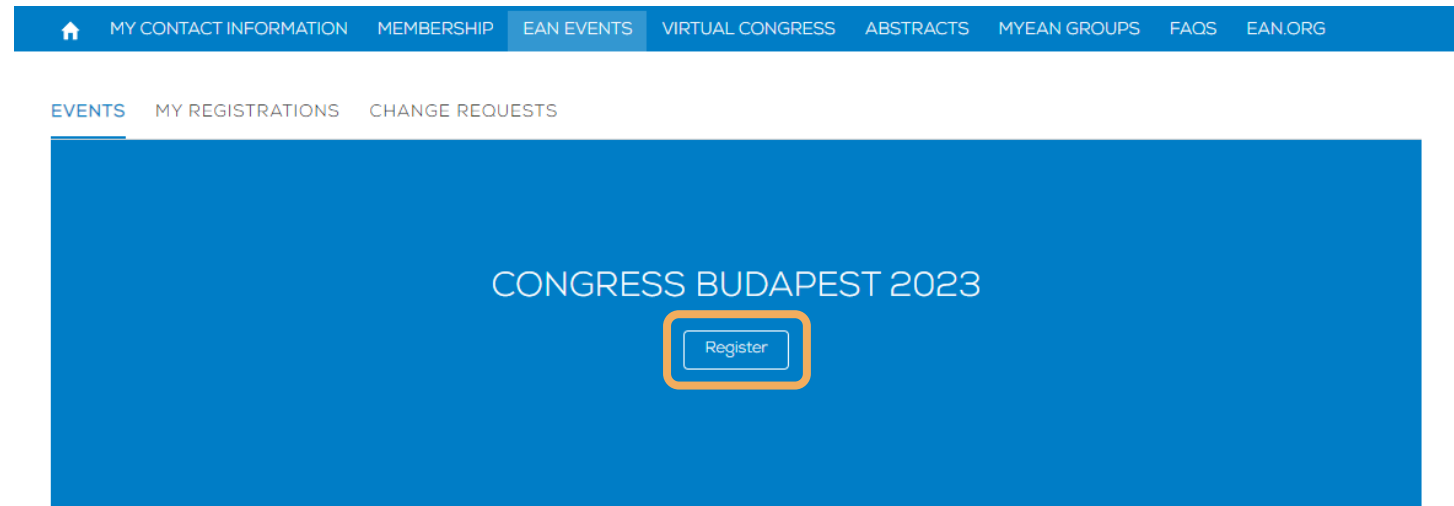


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3. Click on “Register” Congress YYYY

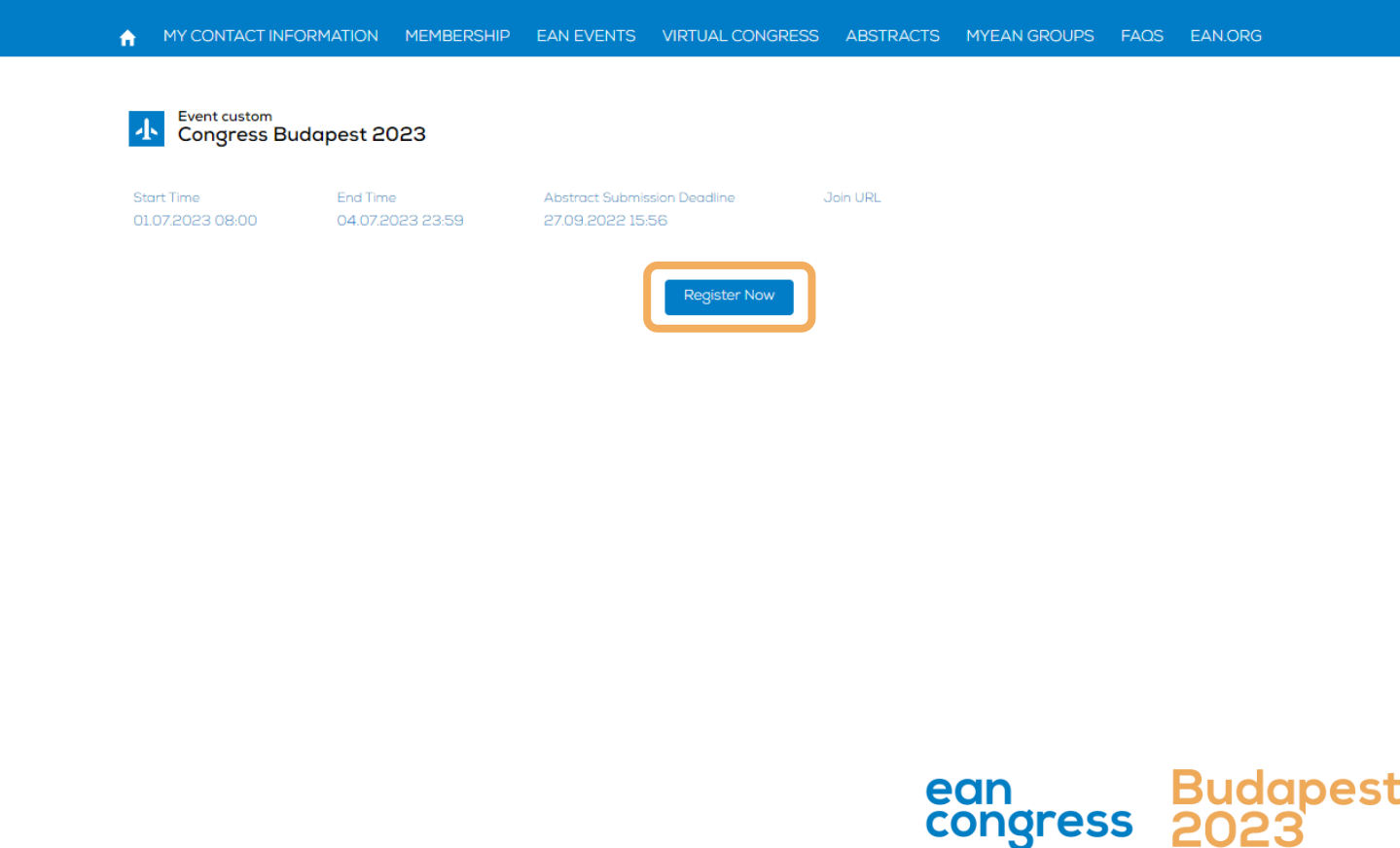


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4. Click on the Register Now button



Home MY CONTACT INFORMATION MEMBERSHIP EAN EVENTS VIRTUAL CONGRESS ABSTRACTS MYEAN GROUPS FAOS EAN.ORG

Event custom
Congress Budapest 2023

Start Time	End Time	Abstract Submission Deadline	Join URL
01.07.2023 08:00	04.07.2023 23:59	27.09.2022 15:56	

Register Now

ean congress Budapest 2023

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5. Review and, if necessary, update your contact information and then click next

Department Name

* Profession

Other Profession

* Non-/ Prescriber

Topics of interest

Available	Chosen
<input type="text"/>	<input type="text" value="Ageing and dementia"/>
	<input type="text" value="Autonomic nervous sys..."/>
	<input type="text" value="Cerebrovascular diseas..."/>
	<input type="text" value="Child neurology/develo..."/>

I agree to receive EAN newsletter

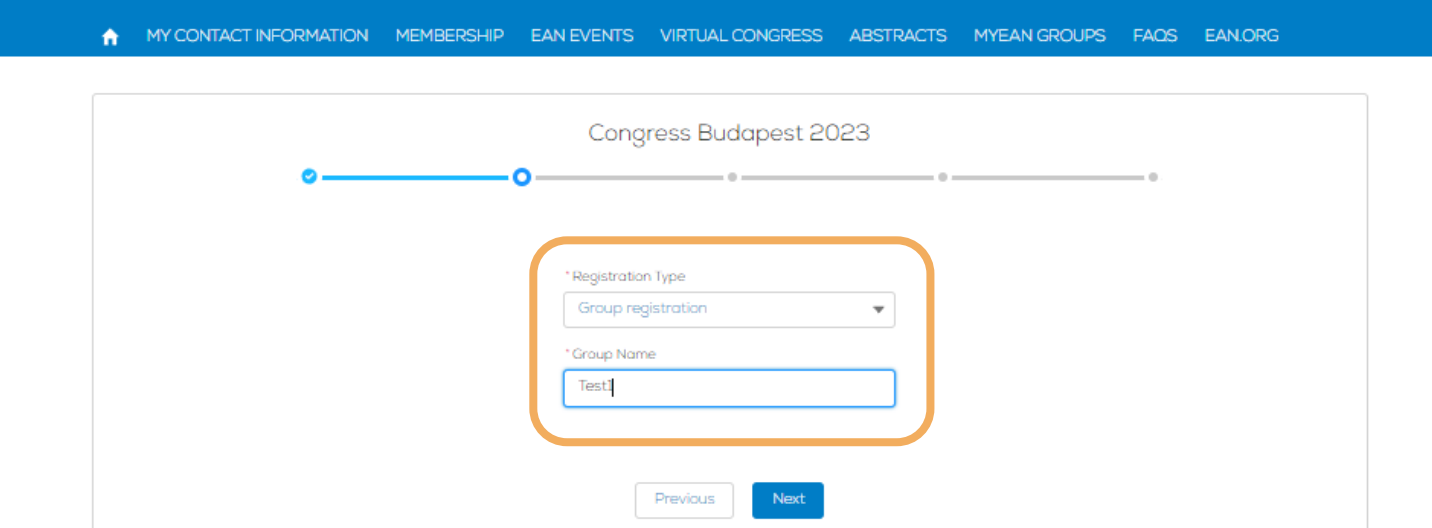
Next

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6. Select **Group Registration** if you want to register 5 or more people and enter a unique group name



The screenshot shows the registration process for 'Congress Budapest 2023'. A progress bar at the top indicates the current step. The form contains the following fields:

- *Registration Type: A dropdown menu with 'Group registration' selected.
- *Group Name: A text input field containing 'Test'.

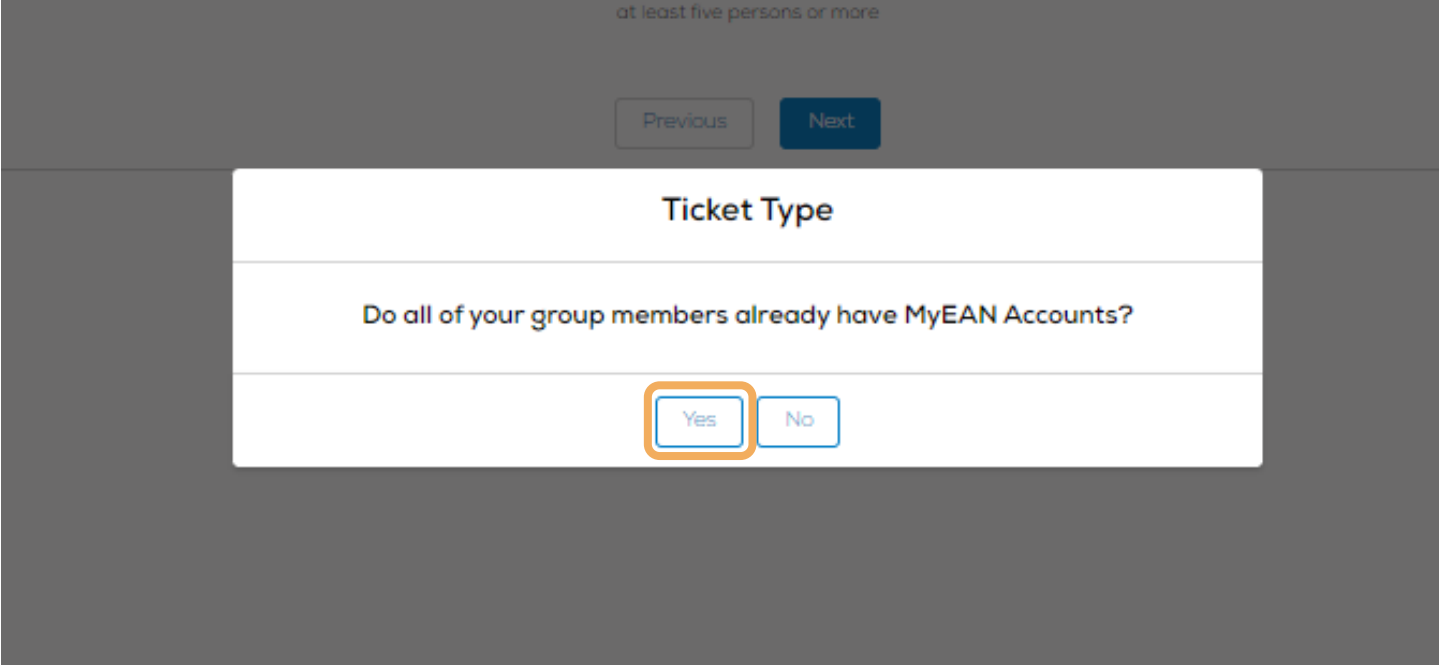
Navigation buttons 'Previous' and 'Next' are located at the bottom of the form.

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7. Start the registration with "Yes, all my group members have a MyEAN account" to make use of individual membership fees.



at least five persons or more

Previous Next

Ticket Type

Do all of your group members already have MyEAN Accounts?

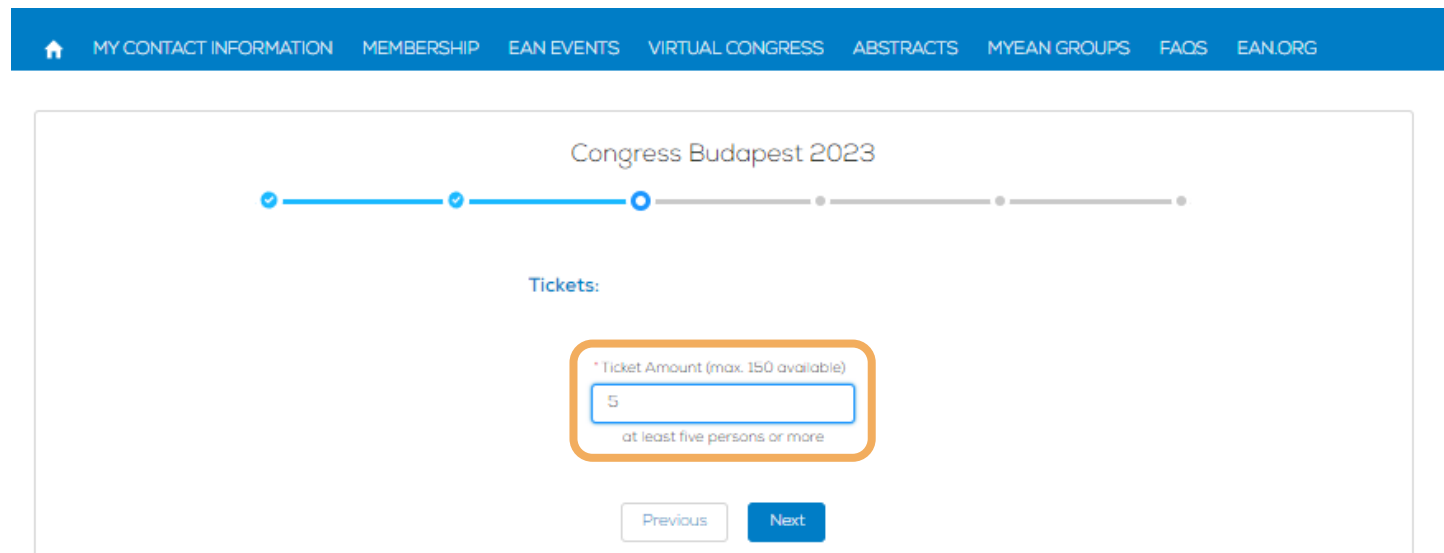
Yes No

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8. Type in the needed amount of tickets



The screenshot shows the registration interface for 'Congress Budapest 2023'. At the top, a navigation bar includes links for Home, My Contact Information, Membership, EAN Events, Virtual Congress, Abstracts, MyEAN Groups, FAQs, and EAN.org. Below the navigation bar, a progress indicator shows five steps, with the third step (Tickets) highlighted. The 'Tickets' section contains a text input field with the value '5'. Above the input field, it says '* Ticket Amount (max. 150 available)'. Below the input field, it says 'at least five persons or more'. At the bottom of the form, there are 'Previous' and 'Next' buttons.

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9. Insert group members' email addresses in the spaces provided. Please make sure that these email addresses are linked to each participant's MyEAN profile.

Congress Budapest 2023

Progress indicator: 1 of 5 steps completed (Step 1 highlighted)

Enter email to search Contacts

Enter email to search Contacts

Enter email to search Contacts

Enter email to search Contacts

Enter email to search Contacts

Enter email to search Contacts

Previous Next

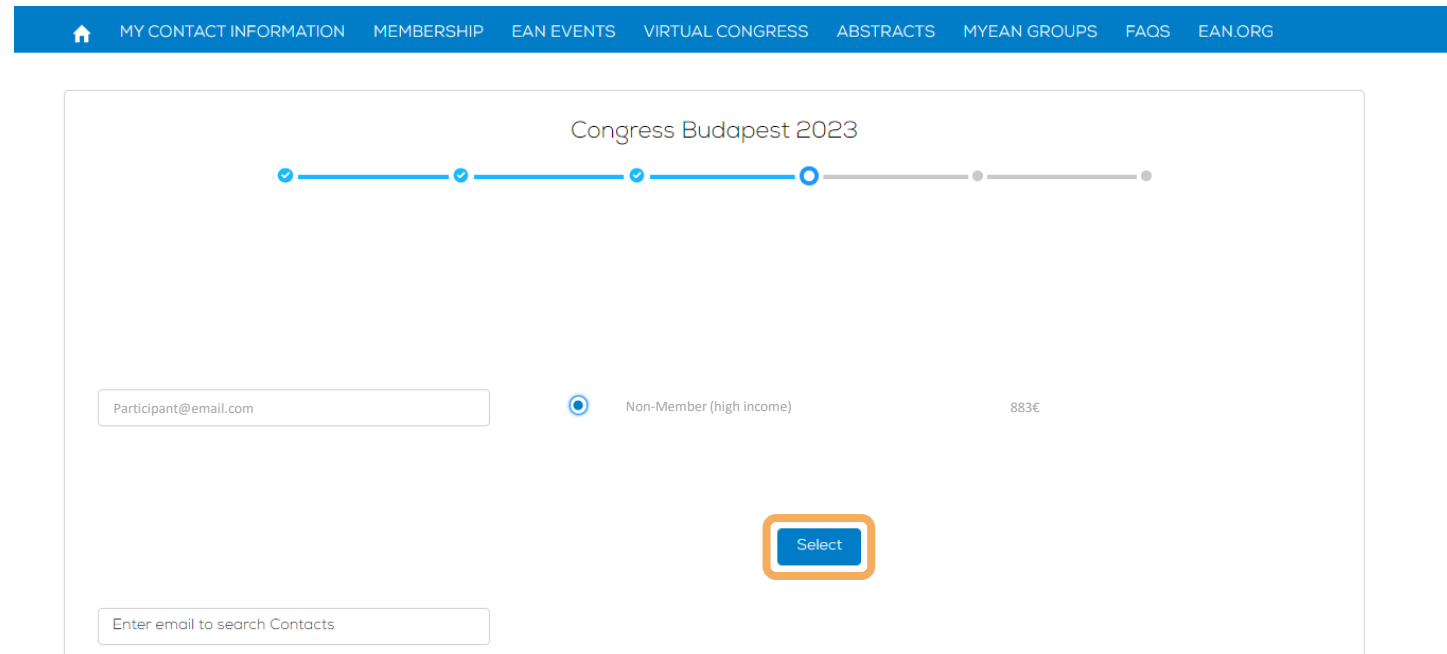
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10. For each participant, you will be provided with different registration fees depending on the individual membership statuses. Choose the appropriate ticket and click on Select to confirm your choice ticket.

a)



Congress Budapest 2023

MY CONTACT INFORMATION MEMBERSHIP EAN EVENTS VIRTUAL CONGRESS ABSTRACTS MYEAN GROUPS FAQS EAN.ORG

Participant@email.com

Non-Member (high income) 883€

Select

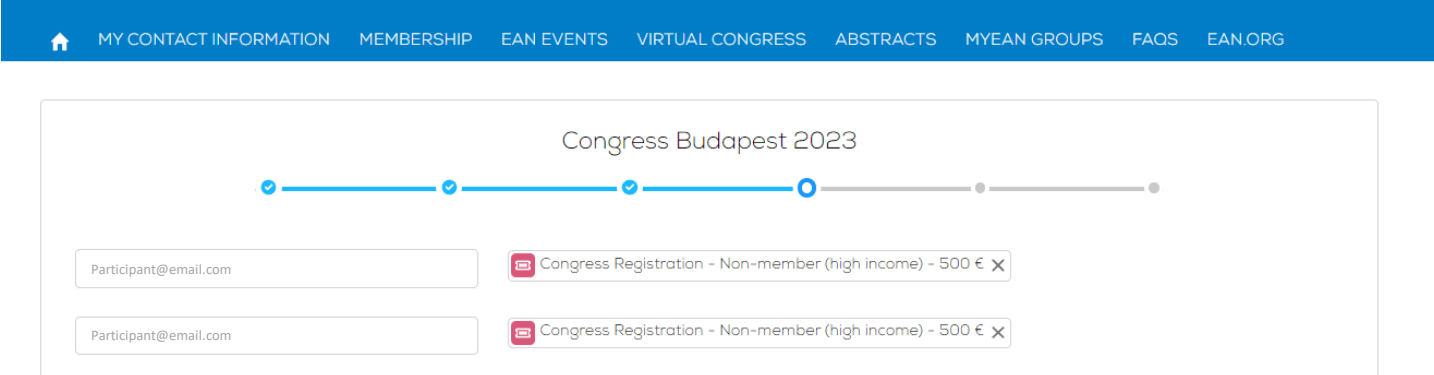
Enter email to search Contacts

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b)




The screenshot shows the registration interface for "Congress Budapest 2023". At the top, a blue navigation bar contains the following links: Home, MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAOS, and EAN.ORG. Below the navigation bar, a progress indicator shows five steps, with the second step (labeled 'b)') being the active one. The main content area displays two registration entries. Each entry consists of an email address input field containing "Participant@email.com" and a dropdown menu showing "Congress Registration - Non-member (high income) - 500 € X".

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11. Please select the preferred option for the badge retrieval



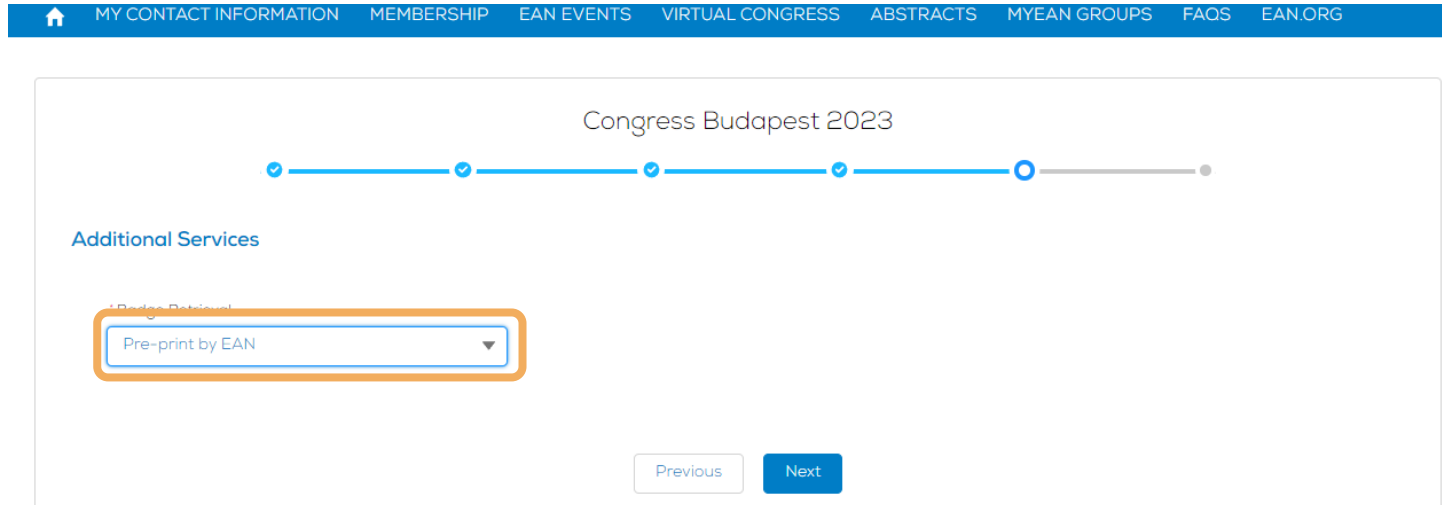
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a) Pre-print by EAN



Home MY CONTACT INFORMATION MEMBERSHIP EAN EVENTS VIRTUAL CONGRESS ABSTRACTS MYEAN GROUPS FAOS EAN.ORG

Congress Budapest 2023

Additional Services

Badge Retrieval

Pre-print by EAN

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For badge pre-print, an email will be sent to the group leader regarding badge pickup time slot booking.


Please note that for group registration, you are required to assign your participants by **31 May 2023**. Otherwise, access to the congress and venue cannot be permitted/guaranteed.

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b) Onsite Print



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Additional Services

Badge Retrieval

Onsite print

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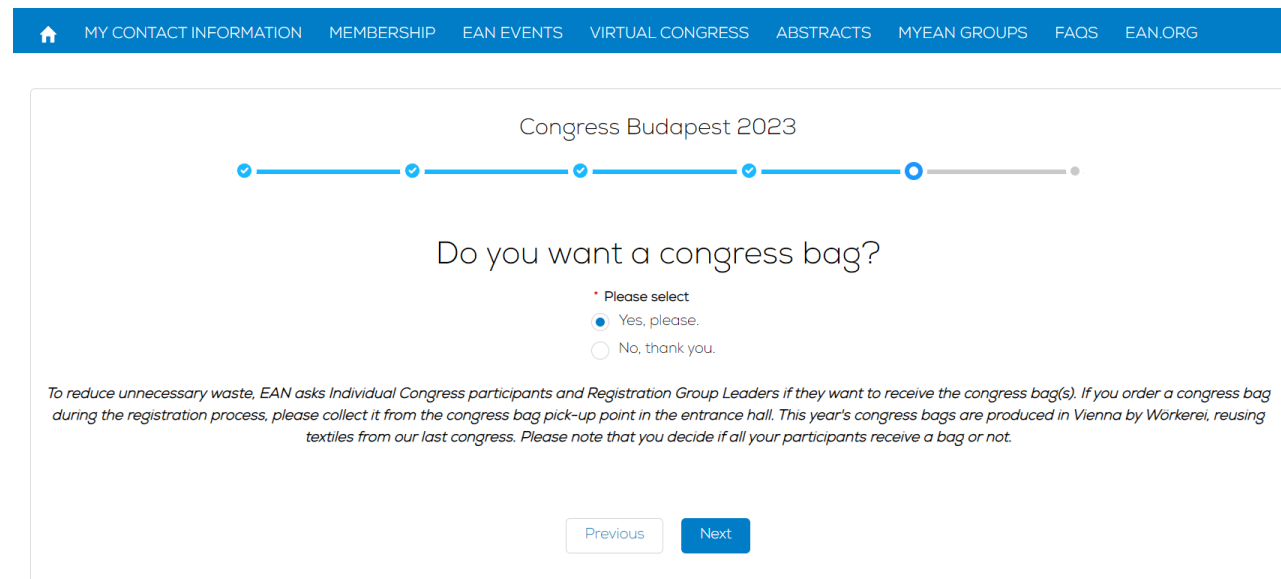
For onsite print, each participant will receive a separate email with QR code and instructions.

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12. Decide if the group would like to receive congress bags



Home MY CONTACT INFORMATION MEMBERSHIP EAN EVENTS VIRTUAL CONGRESS ABSTRACTS MYEAN GROUPS FAQs EAN.ORG

Congress Budapest 2023

Do you want a congress bag?

* Please select

Yes, please.

No, thank you.

To reduce unnecessary waste, EAN asks Individual Congress participants and Registration Group Leaders if they want to receive the congress bag(s). If you order a congress bag during the registration process, please collect it from the congress bag pick-up point in the entrance hall. This year's congress bags are produced in Vienna by Wölkerei, reusing textiles from our last congress. Please note that you decide if all your participants receive a bag or not.

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13. Accept terms and conditions to finish your registration

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Congress Budapest 2023

Progress bar: 10 steps, step 13 is active.

Ticket(s)

Congress Registration - Non-member (high income)	x 2	1000 €
Grand Total Amount		1000.00 €
VAT Amount		29.13 €

Pre-print by EAN

By clicking "Finish", you are registered to the event and accept the Terms and Conditions for Registration

Previous **Finish**


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14. Choose your preferred payment method

Select your payment method

 Credit card

 Bank transfer

 Paypal

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15. Enter the desired billing address – you can either use your main contact information or use an alternative address. If applicable provide your VAT number.

Enter your address information

<p>Main Contact Address</p> <p>Ms. XXX XXX Department Hospital xxx 1234 xxx Austria</p> <p>Use as billing address</p>	<p>Billing Address</p> <table><tr><td>Title</td><td>First Name</td><td>Last Name</td></tr><tr><td>Ms.</td><td>XXX</td><td>XXX</td></tr><tr><td colspan="3">Department</td></tr><tr><td colspan="3">Department</td></tr><tr><td colspan="3">Hospital/Company</td></tr><tr><td colspan="3">Hospital</td></tr><tr><td colspan="3">* Billing Street</td></tr><tr><td colspan="3">xxx</td></tr><tr><td colspan="3">* Billing City</td></tr><tr><td colspan="3">xxx</td></tr><tr><td>* Billing Zip/Postal Code</td><td colspan="2">* Billing Country</td></tr><tr><td>1234</td><td colspan="2">Austria</td></tr><tr><td colspan="3">VAT Number</td></tr><tr><td colspan="3"></td></tr></table> <p>Back Next</p>	Title	First Name	Last Name	Ms.	XXX	XXX	Department			Department			Hospital/Company			Hospital			* Billing Street			xxx			* Billing City			xxx			* Billing Zip/Postal Code	* Billing Country		1234	Austria		VAT Number					
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How to Register a Group without Quota

1. [Login into your MyEAN account](#)
2. [Click on EAN EVENTS](#)
3. [Click on Register](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select Group Registration as registration type](#)
7. [Start the registration with “Yes”](#)
8. [Type in the needed amount of tickets](#)
9. [Insert group members’ email addresses in the spaces provided](#)
10. [Choose the appropriate ticket](#)
 - a)
 - b)
11. [Please select the preferred option for the badge retrieval](#)
 - a) Pre-print by EAN
 - b) Onsite Print
12. [Decide if the group would like to receive congress bags](#)
13. [Accept terms and conditions to finish your registration](#)
14. [Choose your preferred payment method](#)
15. [Enter the desired billing address](#)
16. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
17. [You will receive your order confirmation soon after completion.](#)

[Adding participants after payment](#)

16. You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.

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The invoice will be sent out upon receipt of payment.

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[Adding participants after payment](#)

Adding participants after payment

1. Click on EVENTS and My Registrations.
2. Select the group for which you want to purchase additional tickets.
3. Click on the button Add Tickets in the upper right corner and start the registration process for additional tickets.

Additional tickets can only be allocated to participants once the fee is paid.

Once an email address is entered, two buttons will show up on the side: Reserve and Save. Ticket allocation/email addresses can still be changed when the Reserve button is clicked. Once ticket allocation is finalised and needs no further adjustment, please click Save.

Please note that an individual MyEAN account for each participant is required.

E-Mail addresses are necessary for the participants to:

- receive information on their participation
- access the interactive programme planner
- evaluate the congress + receive their certificates
- access the live webcasts + on-demand content