

How to Register a Group with Quota

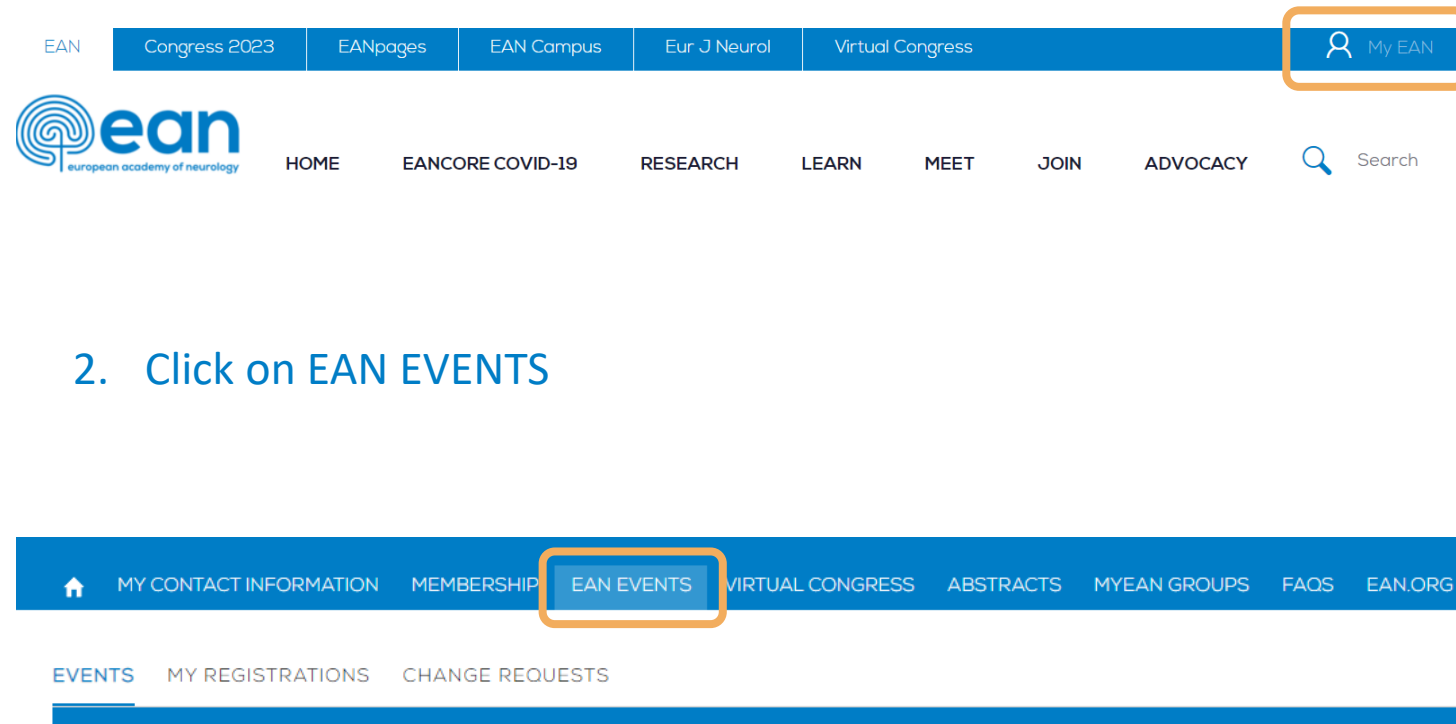


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1. [Login into your MyEAN account](#)
2. [Click on EAN EVENTS](#)
3. [Click on Register](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select Group Registration as registration type](#)
7. [Start the registration with “No”](#)
8. [Type in the needed amount of tickets](#)
9. [Please select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
10. [Decide if the group would like to receive congress bags](#)
11. [Accept terms and conditions to finish your registration](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation soon after completion.](#)

[Allocating tickets and 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)



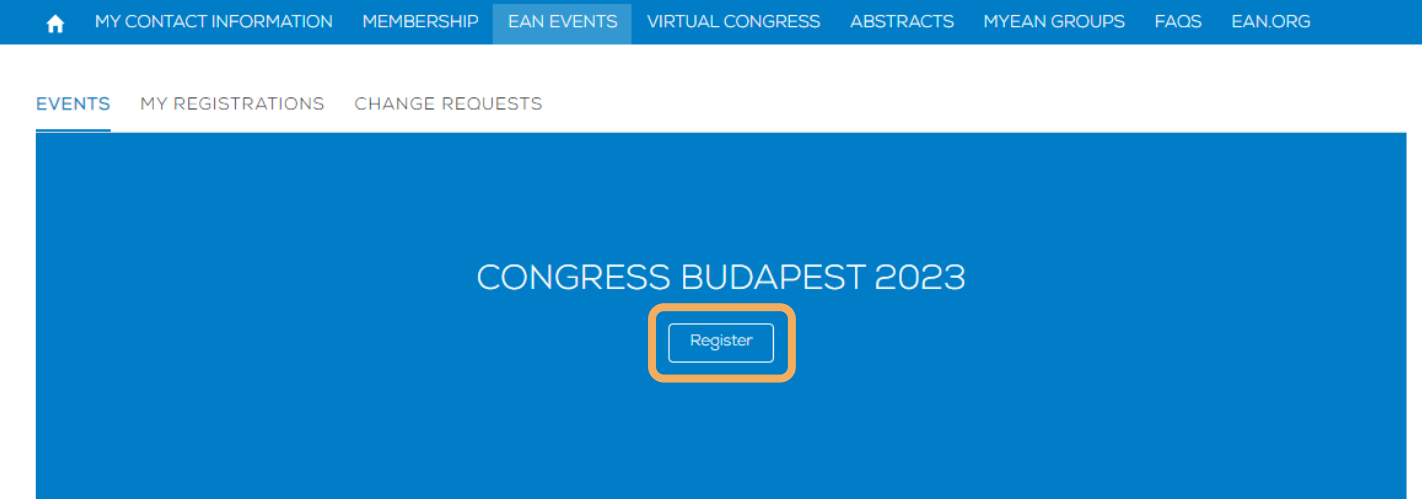
The screenshot shows the EAN website navigation menu. The top navigation bar includes links for Congress 2023, EANpages, EAN Campus, Eur J Neurol, Virtual Congress, and My EAN (highlighted with an orange box). Below this is the EAN logo and a main navigation menu with links for HOME, EANCORE COVID-19, RESEARCH, LEARN, MEET, JOIN, and ADVOCACY. A search icon is also present. A secondary navigation bar below the main menu includes links for MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS (highlighted with an orange box), VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAQs, and EAN.ORG. Below this secondary bar are links for EVENTS, MY REGISTRATIONS, and CHANGE REQUESTS.

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13. [Enter the desired billing address](#)
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15. [You will receive your order confirmation soon after completion.](#)

[Allocating tickets and adding participants after payment](#)

3. Click on “Register” Congress YYYY



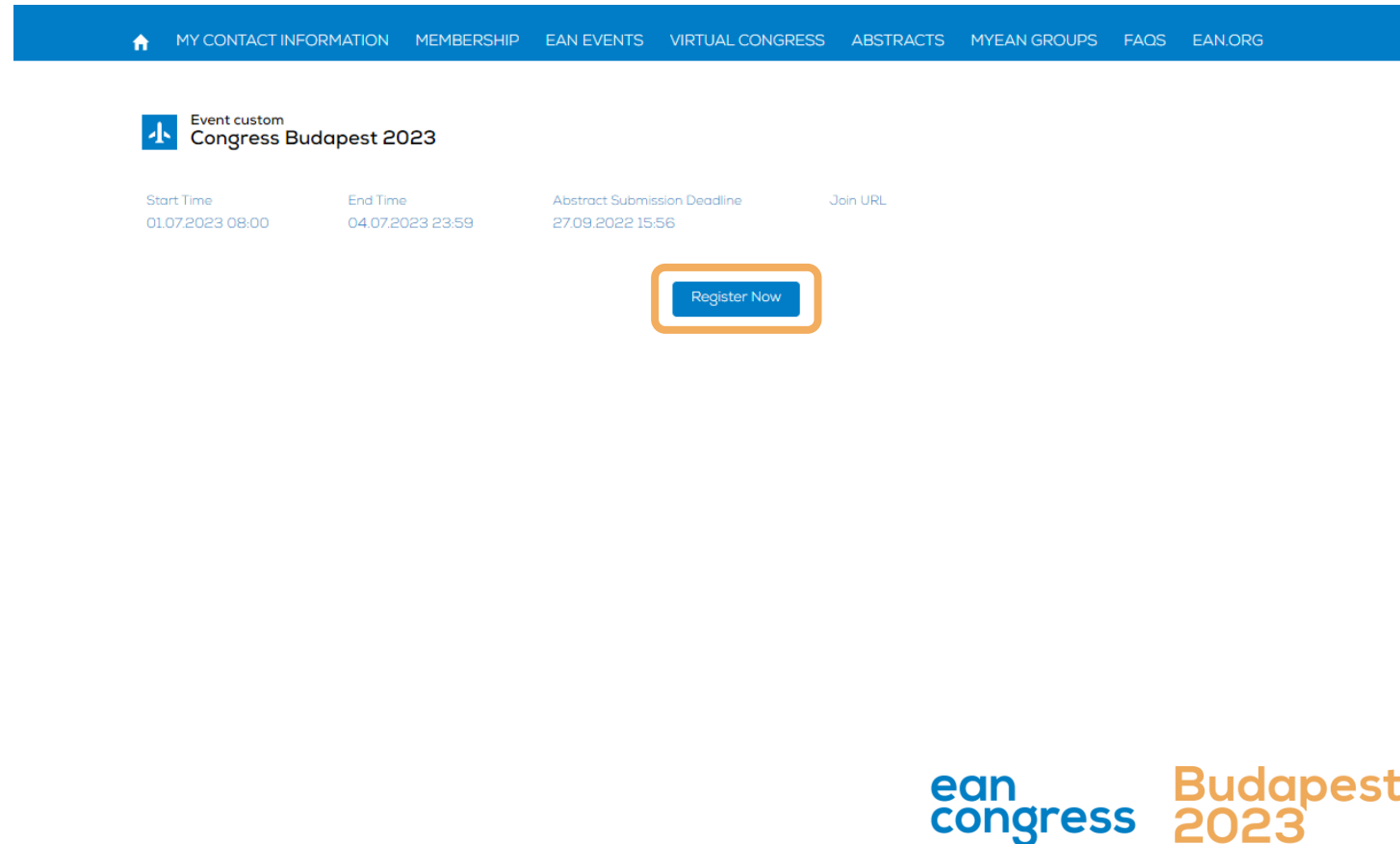
The screenshot shows the EAN website navigation bar with the following items: MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS (highlighted), VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAOS, and EAN.ORG. Below the navigation bar, there are three tabs: EVENTS (highlighted), MY REGISTRATIONS, and CHANGE REQUESTS. The main content area displays 'CONGRESS BUDAPEST 2023' with a 'Register' button highlighted by an orange box.

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2. [Click on EAN EVENTS](#)
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6. [Select Group Registration as registration type](#)
7. [Start the registration with “No”](#)
8. [Type in the needed amount of tickets](#)
9. [Please select the preferred option for the badge retrieval](#)
 - a) Pre-print by EAN
 - b) Onsite Print
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12. [Choose your preferred payment method](#)
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15. [You will receive your order confirmation soon after completion.](#)

[Allocating tickets and adding participants after payment](#)

4. Click on the Register Now button



The screenshot shows the EAN registration interface for the 'Event custom Congress Budapest 2023'. At the top is a blue navigation bar with a home icon and links for MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAOS, and EAN.ORG. Below the navigation bar, the event title 'Event custom Congress Budapest 2023' is displayed with a small icon. A table provides key dates:

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

Below the table, a blue 'Register Now' button is highlighted with an orange border.

ean congress Budapest 2023

How to Register a Group with Quota

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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 “No”](#)
8. [Type in the needed amount of tickets](#)
9. [Please select the preferred option for the badge retrieval](#)
 - a) Pre-print by EAN
 - b) Onsite Print
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13. [Enter the desired billing address](#)
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15. [You will receive your order confirmation soon after completion.](#)

[Allocating tickets and adding participants after payment](#)

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

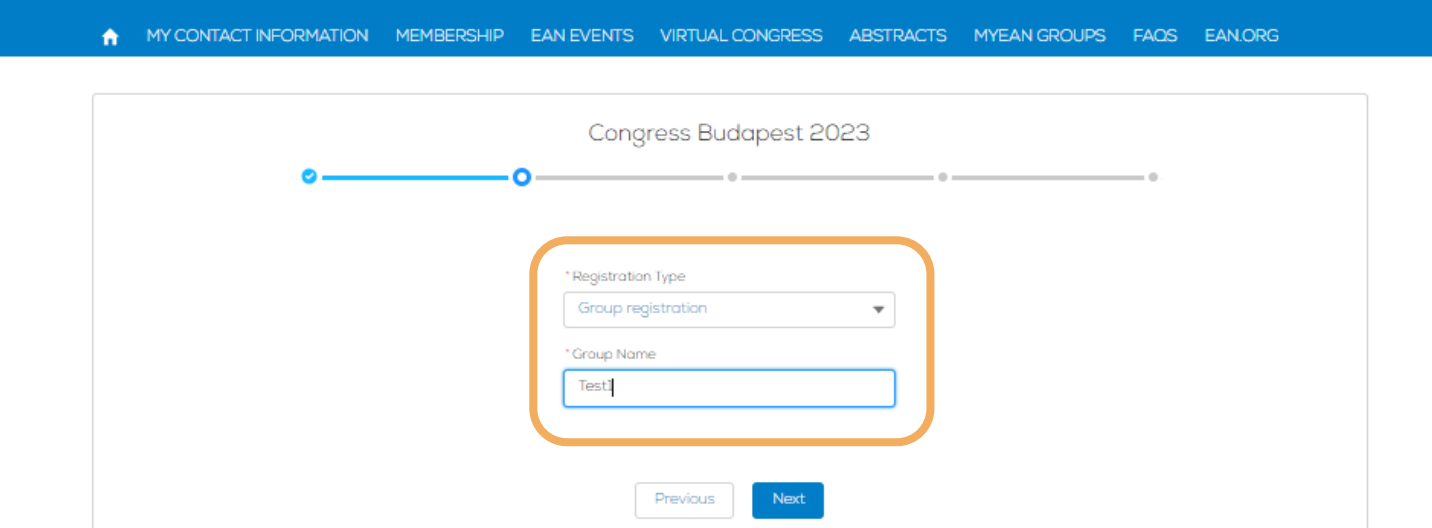
Next

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15. [You will receive your order confirmation soon after completion.](#)

[Allocating tickets and adding participants after payment](#)

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'.

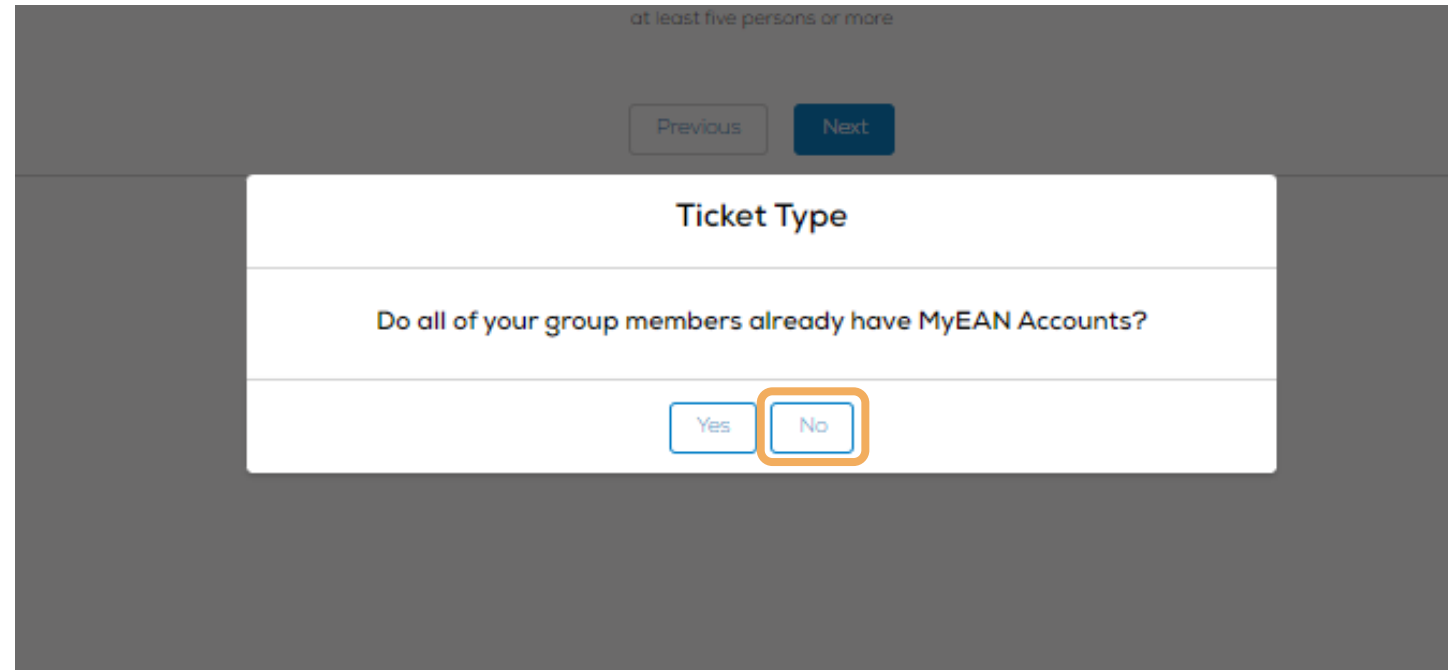
Navigation buttons 'Previous' and 'Next' are located below the form fields.

How to Register a Group with Quota

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[Allocating tickets and adding participants after payment](#)

7. Start the registration with "No, not all my group members have a MyEAN account" to buy a quota for the standard group fee which can be seen at the registration fees.



at least five persons or more

Previous Next

Ticket Type

Do all of your group members already have MyEAN Accounts?

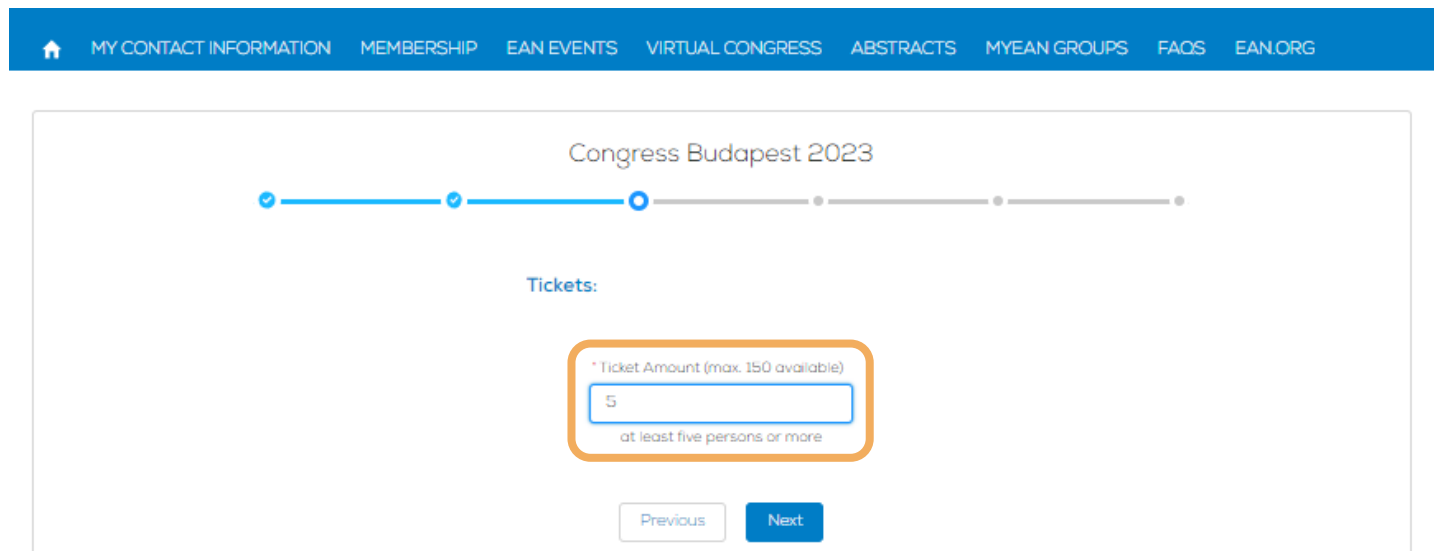
Yes No

How to Register a Group with Quota

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2. [Click on EAN EVENTS](#)
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[Allocating tickets and adding participants after payment](#)

8. Type in the needed amount of tickets



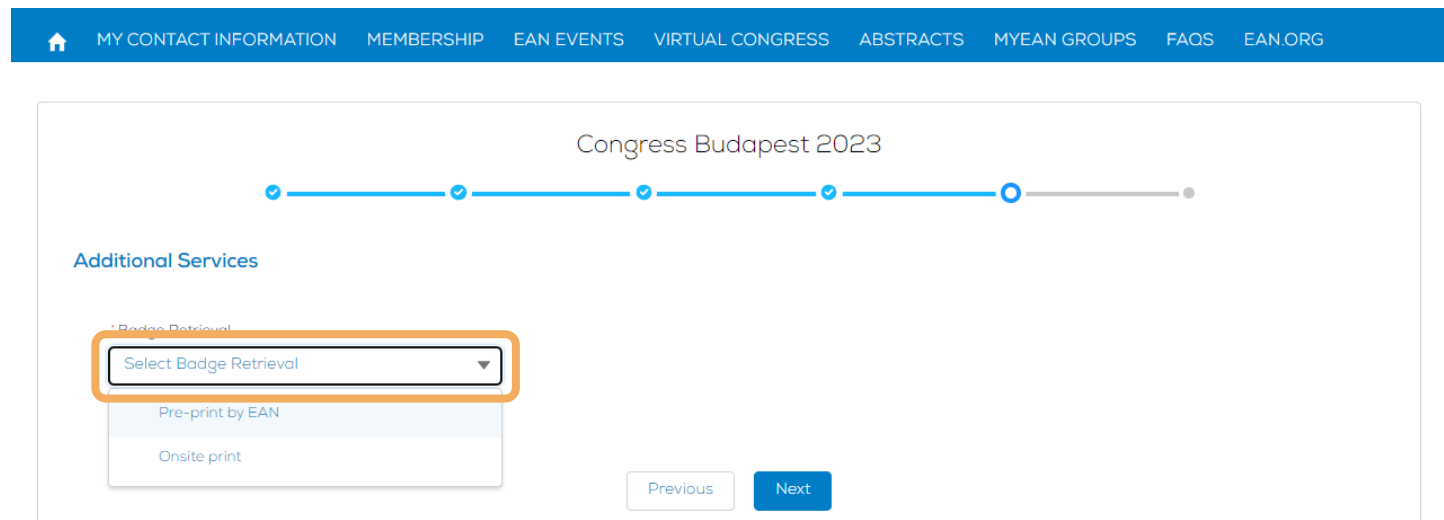
The screenshot shows the registration process for 'Congress Budapest 2023'. At the top, a navigation bar includes links for 'MY CONTACT INFORMATION', 'MEMBERSHIP', 'EAN EVENTS', 'VIRTUAL CONGRESS', 'ABSTRACTS', 'MYEAN GROUPS', 'FAQS', and 'EAN.ORG'. Below the navigation bar, a progress indicator shows five steps, with the third step, 'Tickets', currently active. The 'Tickets' section features a text input field with the value '5' entered. 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 two buttons: 'Previous' and 'Next'.

How to Register a Group with Quota

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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](#)
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 - b) [Onsite Print](#)
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15. [You will receive your order confirmation soon after completion.](#)

[Allocating tickets and adding participants after payment](#)

9. Please select the preferred option for the badge retrieval



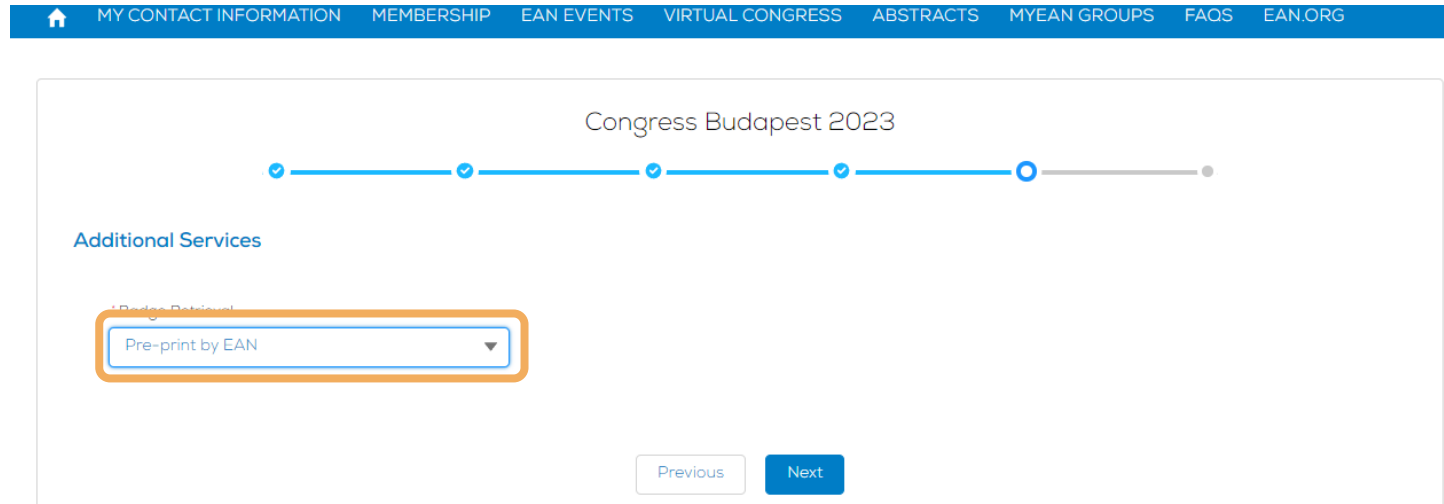
The screenshot shows the registration interface for 'Congress Budapest 2023'. At the top, a navigation bar includes links for 'MY CONTACT INFORMATION', 'MEMBERSHIP', 'EAN EVENTS', 'VIRTUAL CONGRESS', 'ABSTRACTS', 'MYEAN GROUPS', 'FAOS', and 'EAN.ORG'. Below the navigation bar, a progress indicator shows five steps, with the fifth step (badge retrieval) currently active. The main content area is titled 'Additional Services' and features a dropdown menu labeled 'Select Badge Retrieval'. The dropdown menu is open, showing two options: 'Pre-print by EAN' and 'Onsite print'. The 'Pre-print by EAN' option is highlighted. To the right of the dropdown menu are two buttons: 'Previous' and 'Next'.

How to Register a Group with Quota

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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 “No”](#)
8. [Type in the needed amount of tickets](#)
9. [Please select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
10. [Decide if the group would like to receive congress bags](#)
11. [Accept terms and conditions to finish your registration](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation soon after completion.](#)

[Allocating tickets and adding participants after payment](#)

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

Previous Next

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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5. [Review your contact information](#)
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7. [Start the registration with “No”](#)
8. [Type in the needed amount of tickets](#)
9. [Please select the preferred option for the badge retrieval](#)
 - a) Pre-print by EAN
 - b) Onsite Print
10. [Decide if the group would like to receive congress bags](#)
11. [Accept terms and conditions to finish your registration](#)
12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
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15. [You will receive your order confirmation soon after completion.](#)

[Allocating tickets and adding participants after payment](#)

b. Onsite Print



Congress Budapest 2023

Additional Services

Badge Retrieval

Onsite print

Previous Next

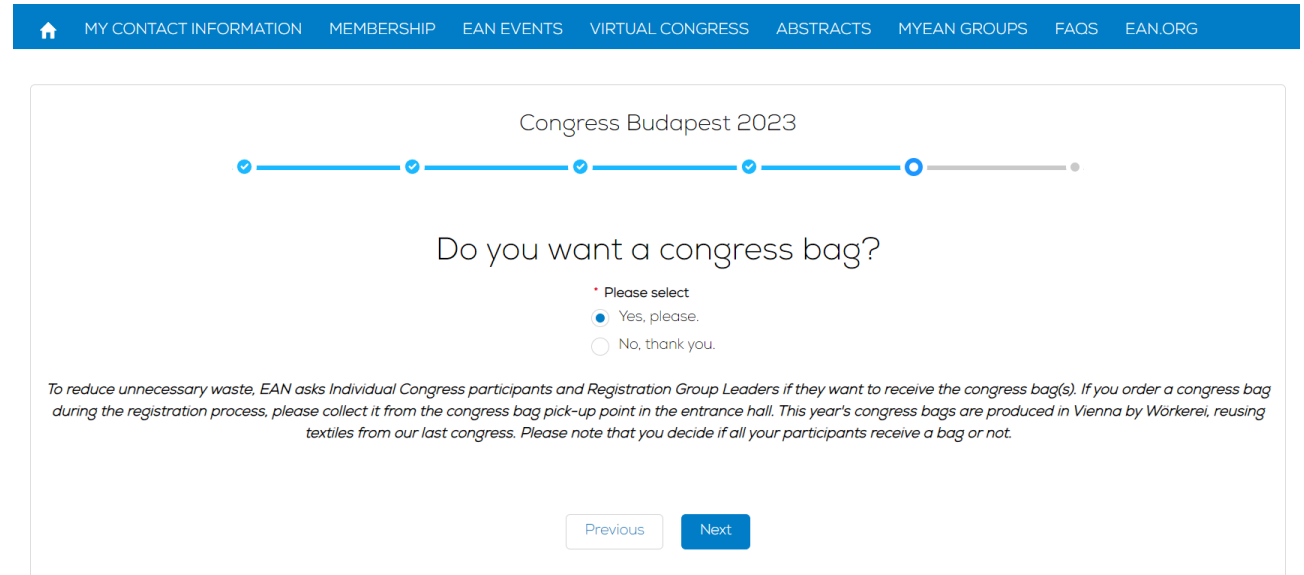
For onsite print, each participant will receive a separate email with QR code and instructions.

How to Register a Group with Quota

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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](#)
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8. [Type in the needed amount of tickets](#)
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 - a) Pre-print by EAN
 - b) Onsite Print
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15. [You will receive your order confirmation soon after completion.](#)

[Allocating tickets and adding participants after payment](#)

10. 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.

Previous Next

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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](#)
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 - b) [Onsite Print](#)
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12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
14. [You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.](#)
15. [You will receive your order confirmation soon after completion.](#)

[Allocating tickets and adding participants after payment](#)

11. Accept terms and conditions to finish your registration

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

Congress Budapest 2023

Progress bar: 10 steps, step 11 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

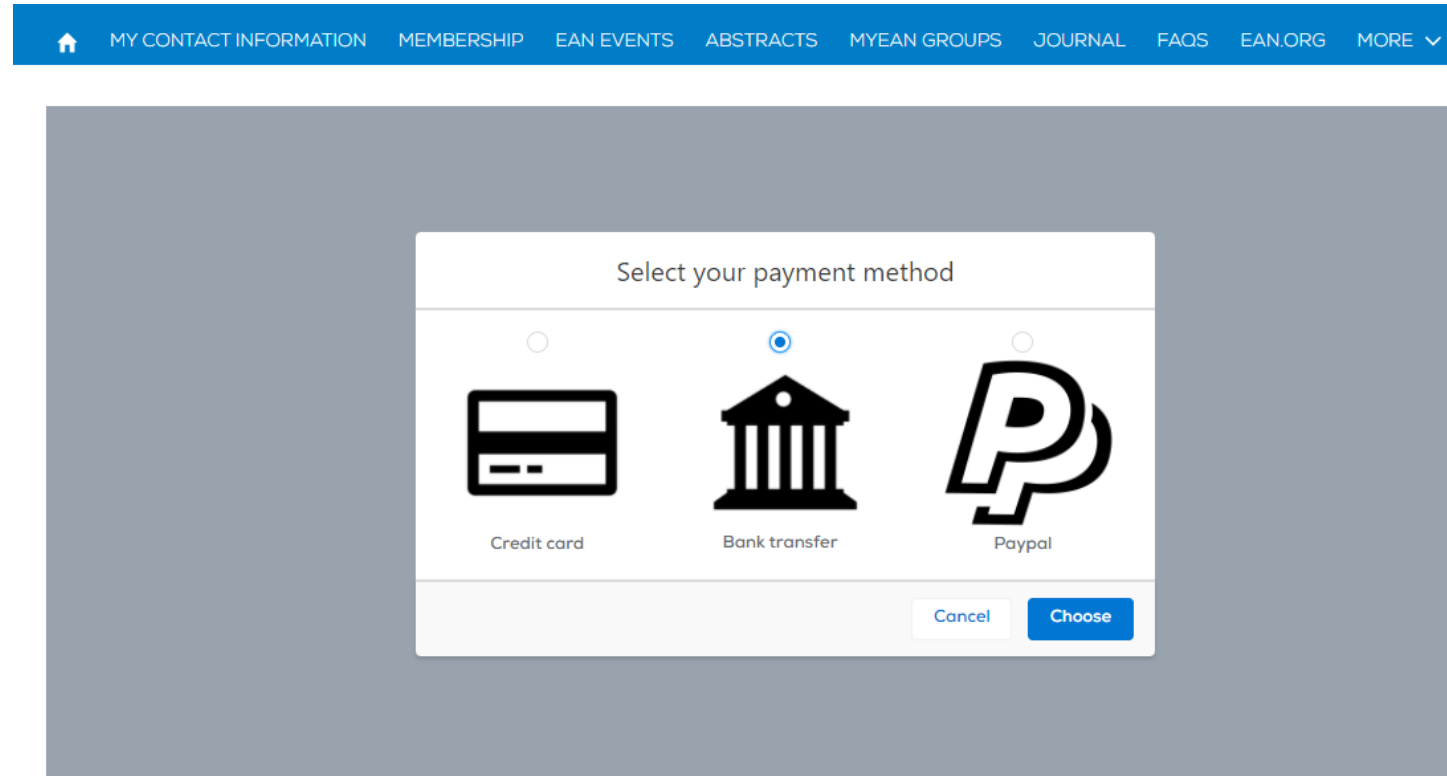
Previous **Finish**

How to Register a Group with Quota

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2. [Click on EAN EVENTS](#)
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4. [Click on the Register Now button](#)
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 - b) [Onsite Print](#)
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[Allocating tickets and adding participants after payment](#)

12. Choose your preferred payment method



The screenshot shows the EAN website navigation bar with a home icon and links for MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, ABSTRACTS, MYEAN GROUPS, JOURNAL, FAQs, EAN.ORG, and MORE. Below the navigation bar is a modal window titled "Select your payment method". The modal contains three options: "Credit card" with a credit card icon, "Bank transfer" with a bank building icon, and "Paypal" with the PayPal logo. The "Bank transfer" option is selected, indicated by a blue dot above its icon. At the bottom of the modal are "Cancel" and "Choose" buttons.

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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 “No”](#)
8. [Type in the needed amount of tickets](#)
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 - b) [Onsite Print](#)
10. [Decide if the group would like to receive congress bags](#)
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12. [Choose your preferred payment method](#)
13. [Enter the desired billing address](#)
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15. [You will receive your order confirmation soon after completion.](#)

[Allocating tickets and adding participants after payment](#)

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

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

Enter your address information

Main Contact Address

Ms. XXX XXX
Department
Hospital
xxx
1234 xxx
Austria

[Use as billing address](#)

Alternative Address

[Use as billing address](#)

Billing Address

Title First Name Last Name

Ms. XXX XXX

Department

Department

Hospital/Company

Hospital

* Billing Street

xxx

* Billing City

xxx

* Billing Zip/Postal Code 1234 * Billing Country Austria

VAT Number

[Back](#) [Next](#)

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2. [Click on EAN EVENTS](#)
3. [Click on Register](#)
4. [Click on the Register Now button](#)
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15. [You will receive your order confirmation soon after completion.](#)

[Allocating tickets and adding participants after payment](#)

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An invoice will be sent out upon receipt of payment.

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15. [You will receive your order confirmation soon after completion.](#)

[Allocating tickets and adding participants after payment](#)

Allocating tickets and adding participants after payment

1. Once you have paid your dues, you will be able to allocate tickets to group members.
2. Click on EVENTS and My Registrations
3. Select the group in question
4. Before you enter your participants' email addresses, make sure that your group members have created their MyEAN accounts and provided you with their contact email address.
5. 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.

If you wish to purchase additional tickets, you can do so by clicking Add Tickets in the upper right corner

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