



Instruction Manual for Group & Third-Party Registration with Quota



Group & Third-Party Registration with Quota

1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'No'](#)
8. [Select the ticket and enter the needed amount of tickets](#)
9. [Decide if you'd like to order congress bags for your participants](#)
10. [Select the preferred option for the badge retrieval](#)
 - a) [Pre-print by EAN](#)
 - b) [Onsite Print](#)
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 after completion.](#)
16. [The Invoice will be sent out upon receipt of payment.](#)

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

1. Log in to your MyEAN account or create a new account in case you do not have one yet (www.ean.org/congress2024).



HOME

RESEARCH

LEARN

MEET

JOIN

ADVOCACY

Search

2. Click 'EVENTS'.



EVENTS

MY REGISTRATIONS

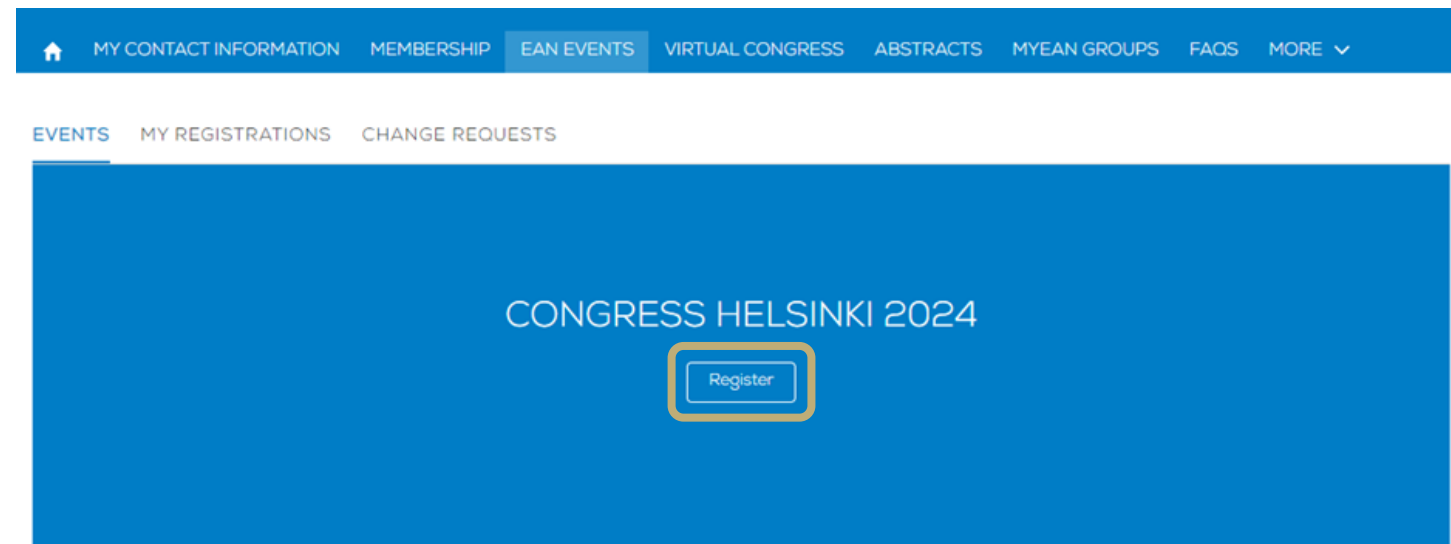
CHANGE REQUESTS

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3. Click 'Register'.

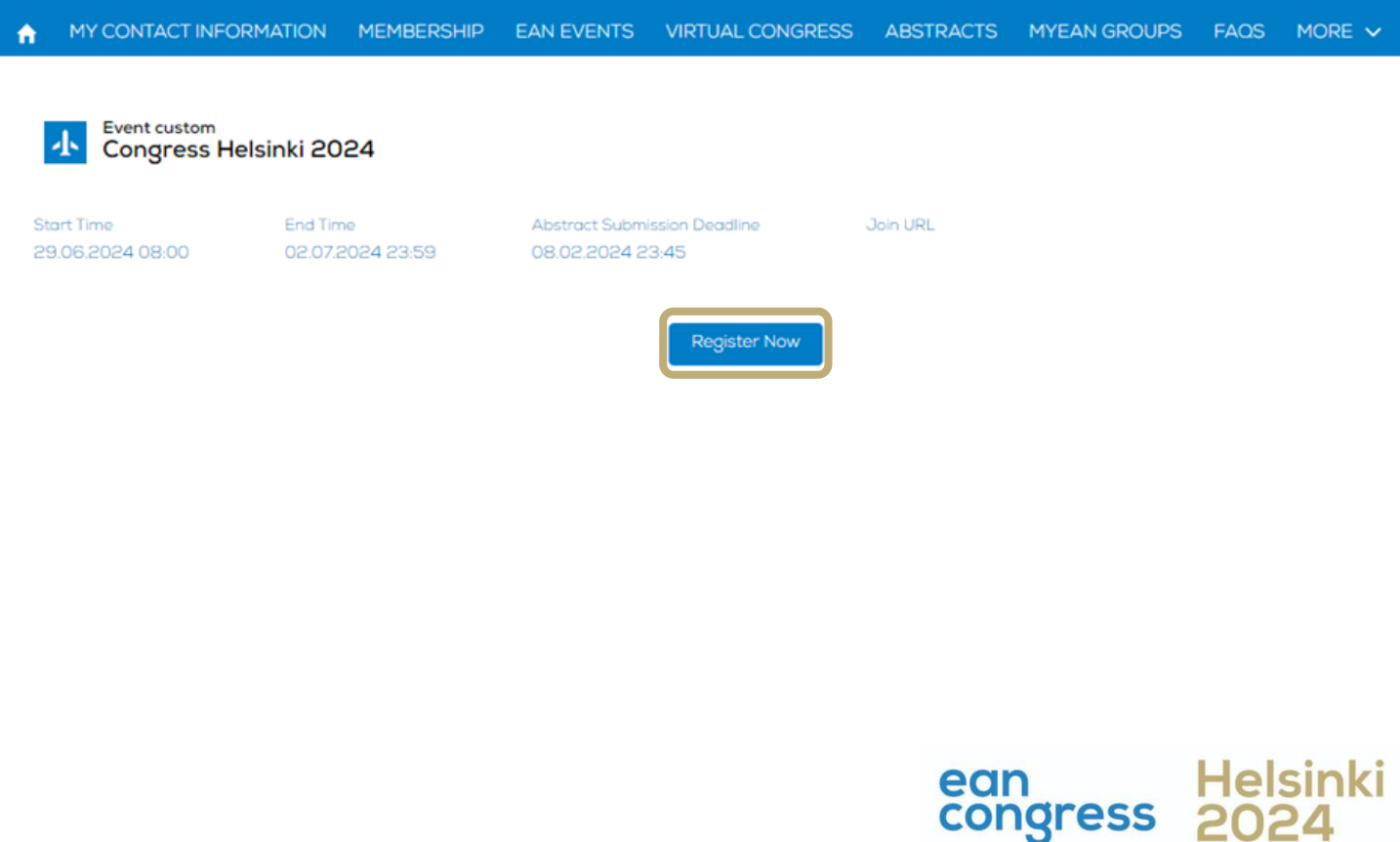


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4. Click on the Register Now button.



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

Event custom
Congress Helsinki 2024

Start Time	End Time	Abstract Submission Deadline	Join URL
29.06.2024 08:00	02.07.2024 23:59	08.02.2024 23:45	

Register Now

ean congress Helsinki 2024

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5. Review and, if necessary, update your contact information. Then, click 'Next'.

First Name

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

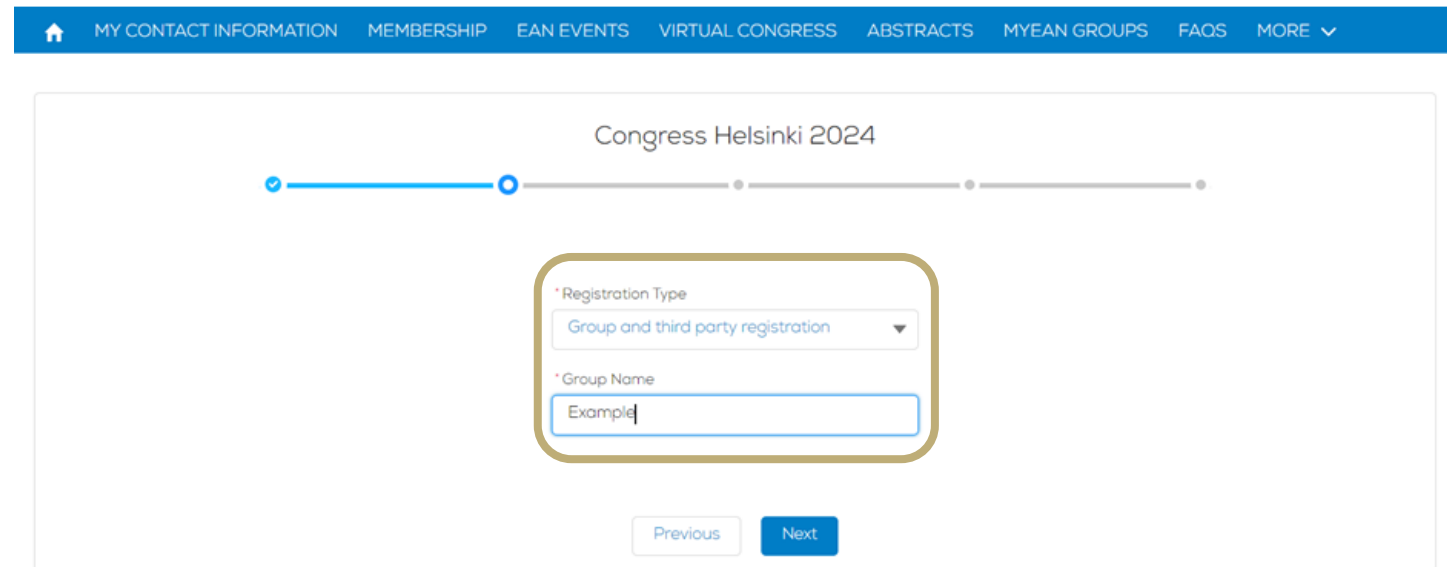
Next

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6. Select 'Group and Third-Party Registration' and enter a unique group name.



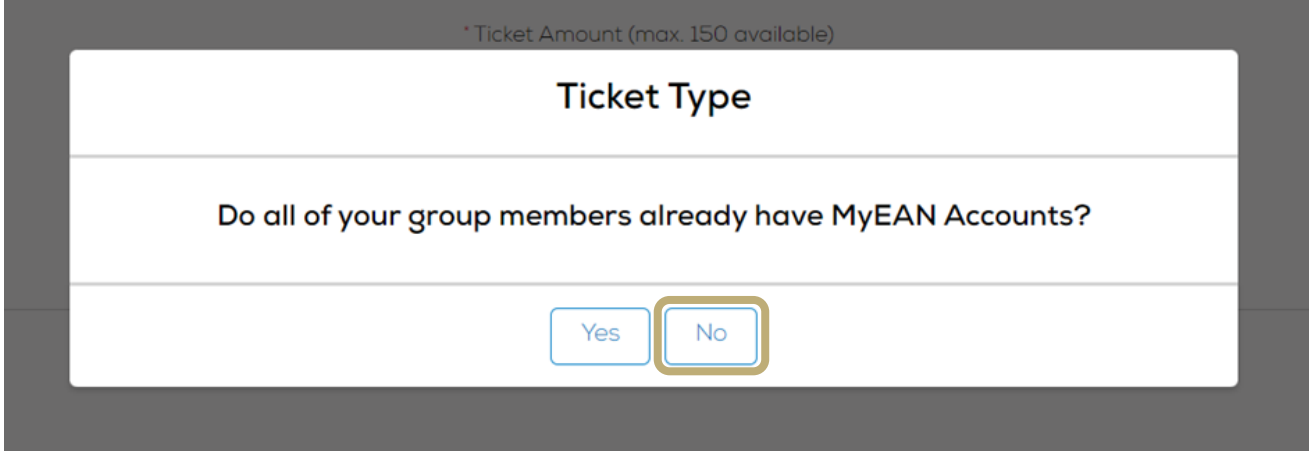
The screenshot shows the registration process for 'Congress Helsinki 2024'. A progress bar at the top indicates the current step. The form includes a dropdown menu for 'Registration Type' with 'Group and third party registration' selected, and a text input field for 'Group Name' containing the text 'Example'. Navigation buttons for 'Previous' and 'Next' are visible at the bottom of the form.

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7. Start the registration with 'No' if not all your group members have a MyEAN account in order to buy a quota for the standard group fee.



* Ticket Amount (max. 150 available)

Ticket Type

Do all of your group members already have MyEAN Accounts?

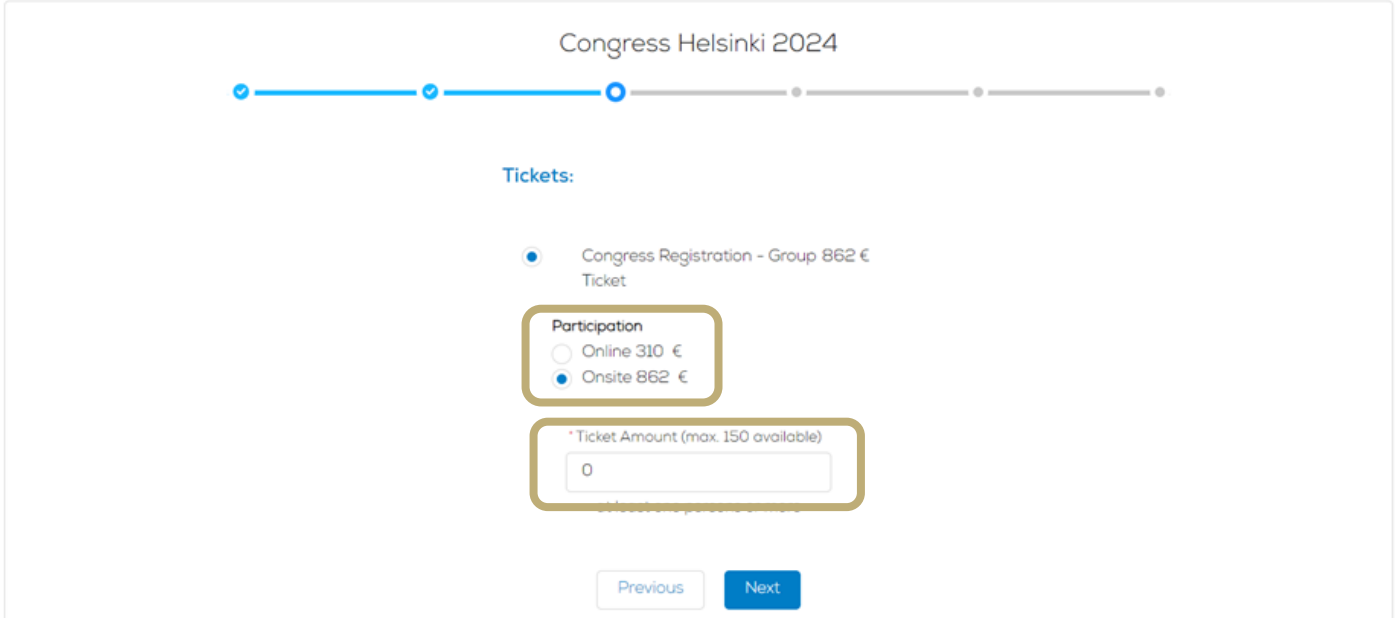
Yes No

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8. Select the ticket type and enter the needed amount of tickets.
The minimum amount is 1 while the maximum is 150.



The screenshot shows the registration interface for "Congress Helsinki 2024". At the top, there is a navigation bar with links: Home, MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAQs, and MORE. Below the navigation bar, a progress indicator shows five steps, with the third step (Tickets) being the current active step. The "Tickets:" section contains the following options:

- Congress Registration - Group 862 € Ticket
- Participation**
 - Online 310 €
 - Onsite 862 €
- *Ticket Amount (max. 150 available)**

At the bottom of the form, there are two buttons: "Previous" and "Next".

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9. Decide if you'd like to order congress bags for your participants.

Congress Helsinki 2024

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.

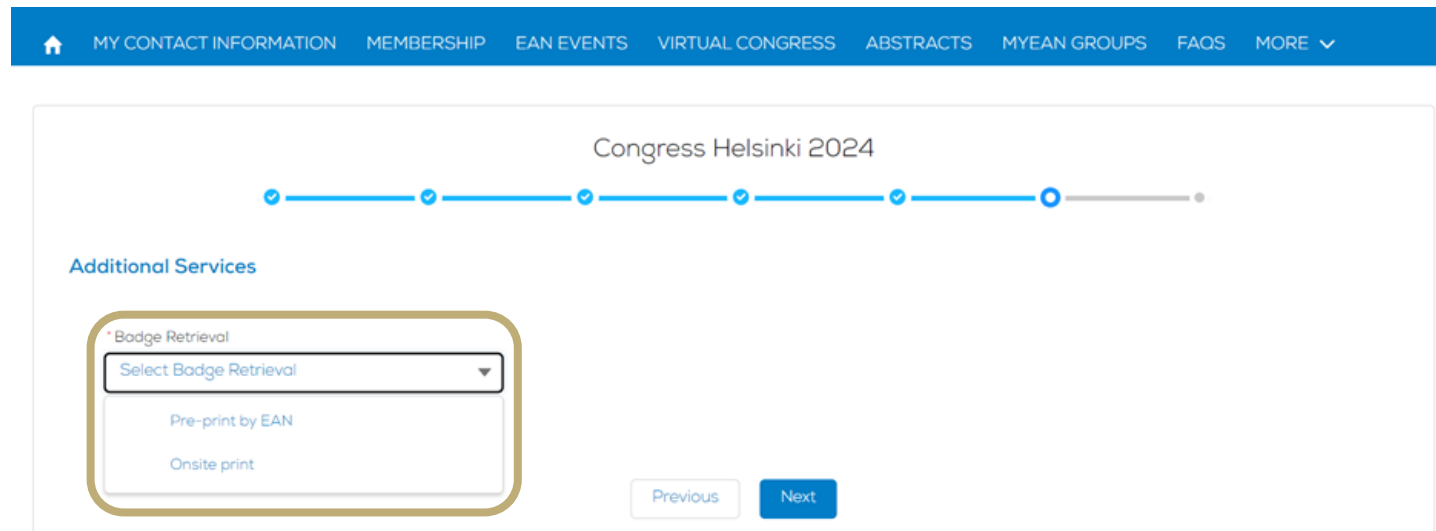
Previous Next

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10. Select the preferred option for the badge retrieval. The Pre-Print option is only available if the group consists of 5 or more participants and for onsite tickets.



The screenshot shows the registration interface for 'Congress Helsinki 2024'. At the top, a navigation bar includes links for 'MY CONTACT INFORMATION', 'MEMBERSHIP', 'EAN EVENTS', 'VIRTUAL CONGRESS', 'ABSTRACTS', 'MYEAN GROUPS', 'FAQS', and 'MORE'. Below this, a progress indicator shows seven steps, with the current step highlighted. The main content area is titled 'Additional Services' and features a 'Badge Retrieval' section. This section contains a dropdown menu labeled 'Select Badge Retrieval' with two options: 'Pre-print by EAN' and 'Onsite print'. The 'Pre-print by EAN' option is currently selected. Below the dropdown are 'Previous' and 'Next' buttons.

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a. Pre-print by EAN



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This option is only available if the group consists of 5 or more participants and for onsite tickets.

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

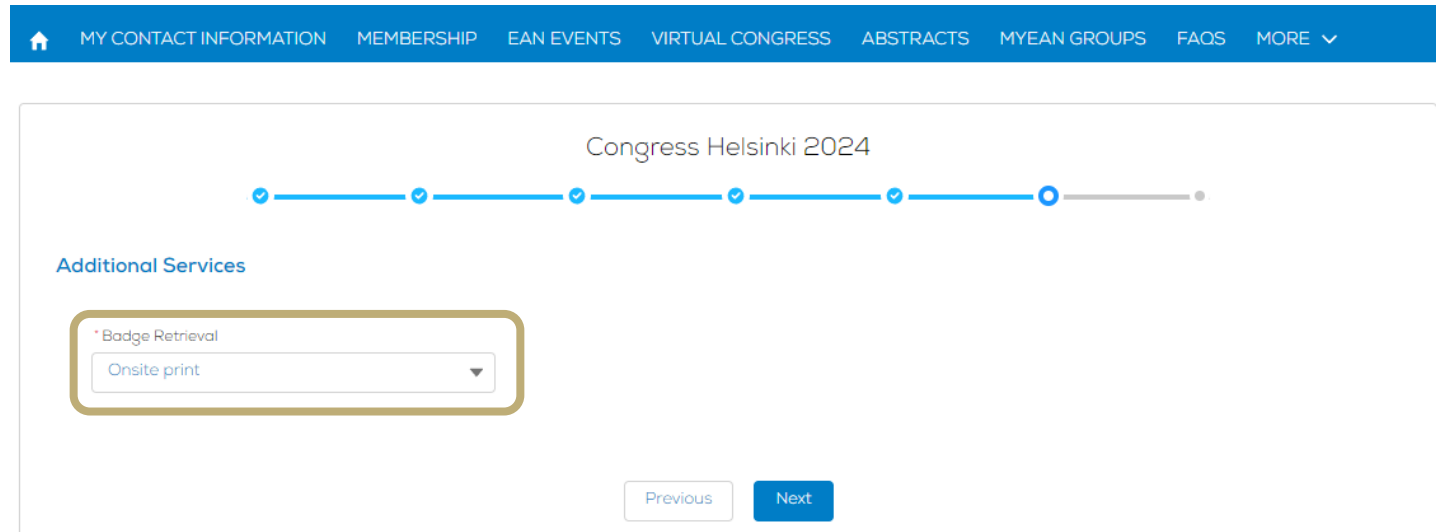
Please note that for group registration, you are required to assign your participants by 31 May 2024. Otherwise, access to the congress and venue cannot be permitted/guaranteed.

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b. Onsite Print



Congress Helsinki 2024

Additional Services

* Badge Retrieval
Onsite print

Previous Next

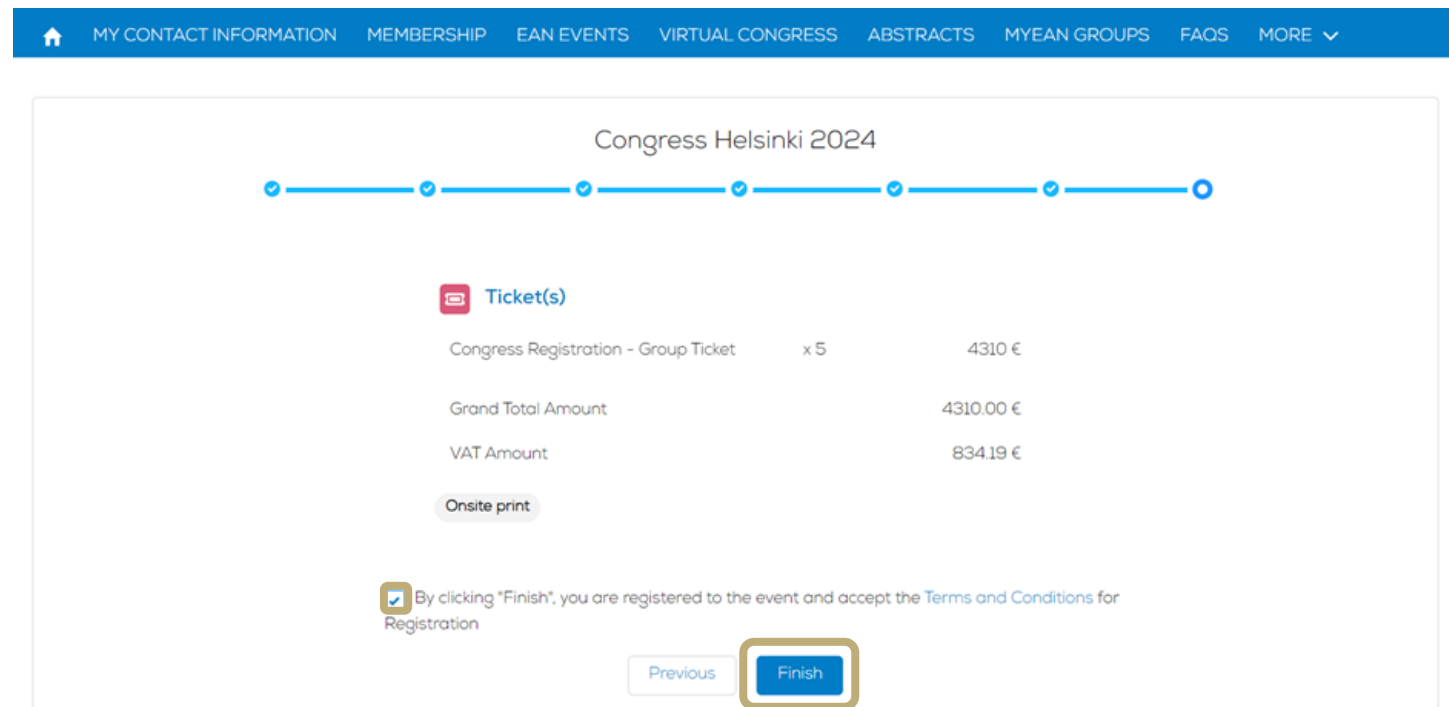
For onsite print, each participant will receive a separate email with QR code and instructions.

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11. Accept terms and conditions to finish your registration



The screenshot shows the registration process for Congress Helsinki 2024. At the top, a navigation bar includes links for MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAOS, and MORE. Below this, a progress bar indicates the current step is 11 out of 16. The main content area displays the following information:

Congress Helsinki 2024

Ticket(s)

Congress Registration - Group Ticket	x 5	4310 €
Grand Total Amount		4310.00 €
VAT Amount		834.19 €

Onsite print

By clicking "Finish", you are registered to the event and accept the [Terms and Conditions](#) for Registration

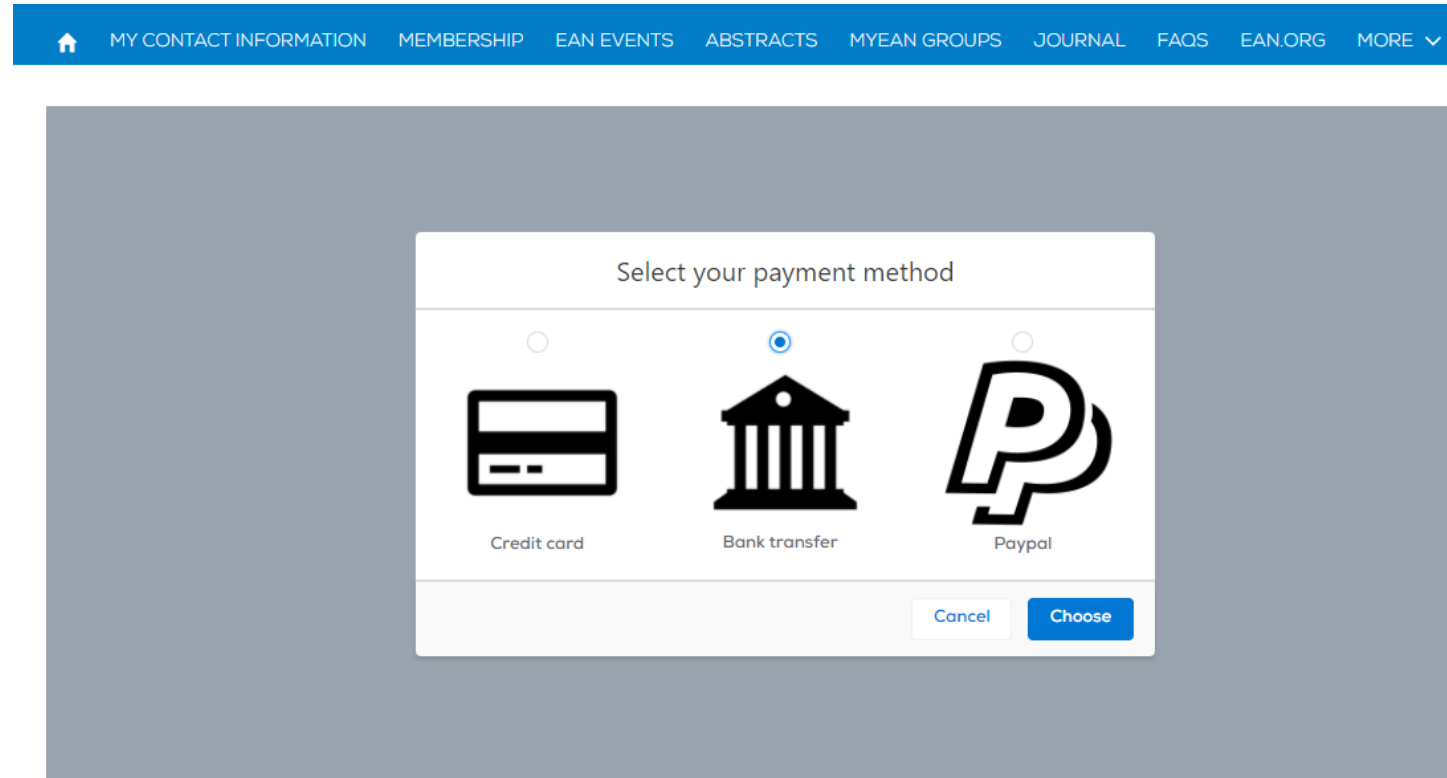
Previous Finish

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12. Choose your preferred payment method.



The screenshot shows a navigation bar at the top with the following items: Home, 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" (represented by a credit card icon), "Bank transfer" (represented by a classical building icon), and "Paypal" (represented by the PayPal logo). The "Bank transfer" option is selected, indicated by a blue dot above its icon. At the bottom of the modal are two buttons: "Cancel" and "Choose".

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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.

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 colspan="2">* Billing Zip/Postal Code</td><td>* Billing Country</td></tr><tr><td colspan="2">1234</td><td>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					
Title	First Name	Last Name																																									
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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 'EVENTS' and 'My Registrations'.
3. Under 'My Registered Groups', 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 and receive their certificates
- access the live webcasts and on-demand content