

Instruction Manual for Group & Third-Party Registration without Quota

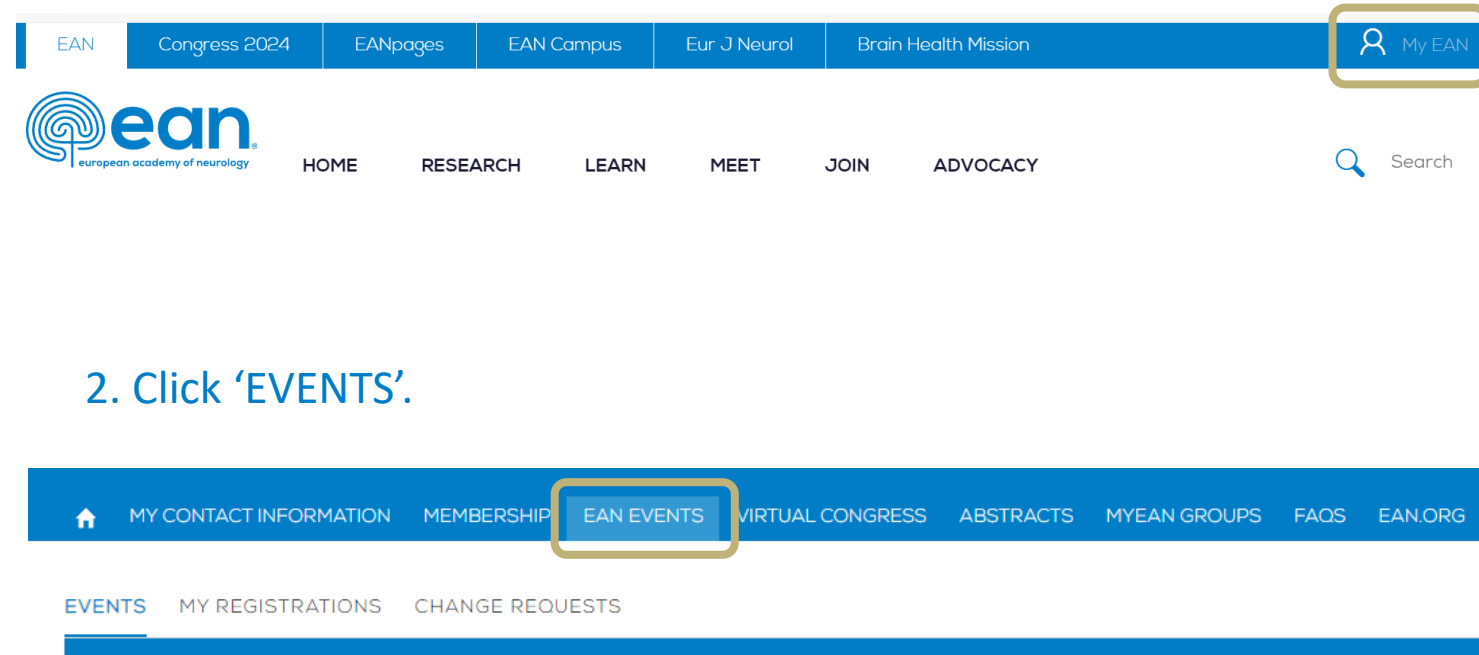


Group & Third-Party Registration without Quota

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 'Yes'](#)
8. [Enter the needed amount of tickets](#)
9. [Insert participants' email addresses](#)
10. [Choose the ticket](#)
 - a)
 - b)
11. [Decide if you'd like to order congress bags for your participants](#)
12. [Select the preferred option for the badge retrieval](#)
 - a) Pre-print by EAN
 - b) Onsite Print
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 after completion.](#)
18. [The invoice will be sent out upon receipt of payment.](#)

[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).



The screenshot shows the EAN website navigation menu. The top navigation bar includes links for EAN, Congress 2024, EANpages, EAN Campus, Eur J Neurol, and Brain Health Mission. A 'My EAN' button is highlighted with a yellow box. Below this, the EAN logo and a search bar are visible. The main navigation menu includes HOME, RESEARCH, LEARN, MEET, JOIN, and ADVOCACY. A secondary navigation bar includes HOME, MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS (highlighted with a yellow box), VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAQs, and EAN.ORG. Below this, there are links for EVENTS, MY REGISTRATIONS, and CHANGE REQUESTS.

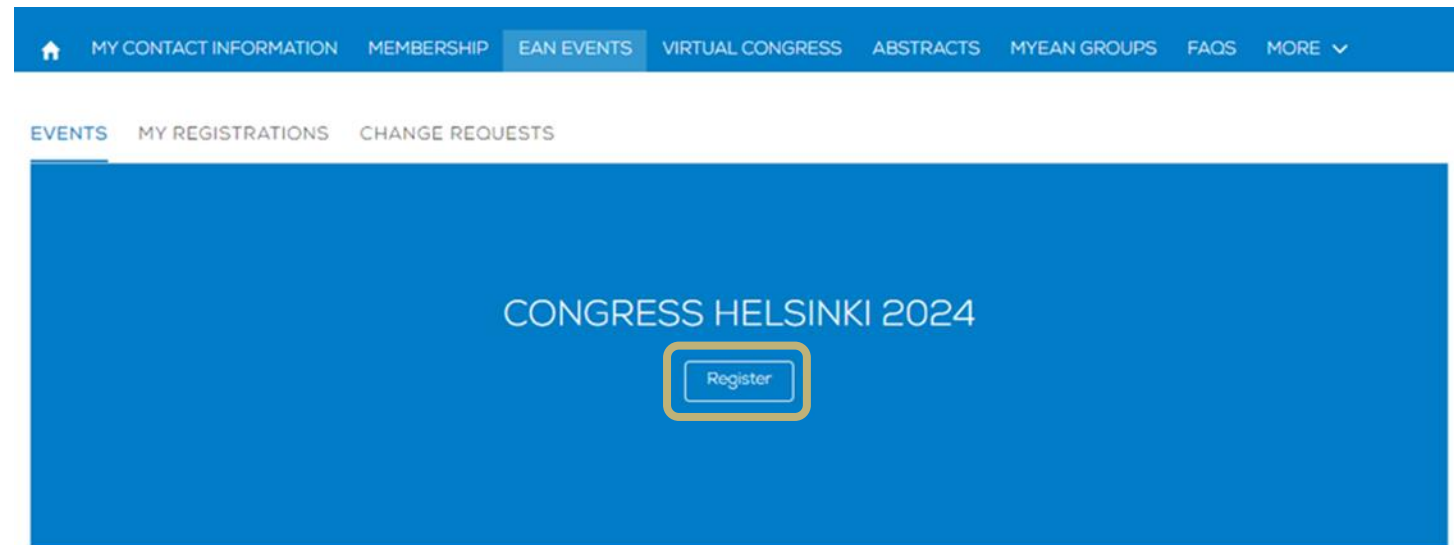
2. Click 'EVENTS'.

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3. Click 'Register'.

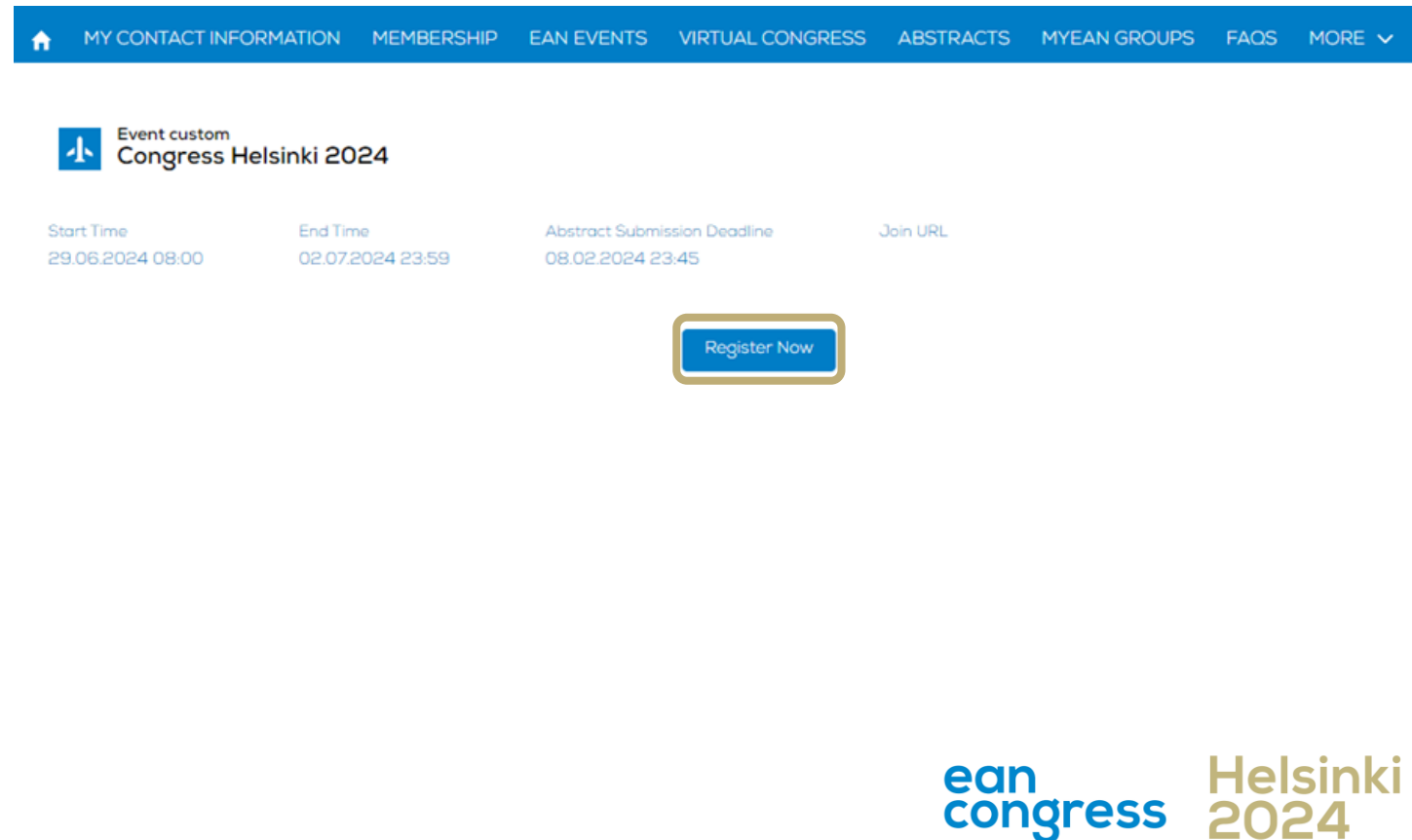


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4. Click on the Register Now button.



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.'

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"/>	<input type="text" value="Autonomic nervous sys..."/>
<input type="text"/>	<input type="text" value="Cerebrovascular diseas..."/>
<input type="text"/>	<input type="text" value="Child neurology/develo..."/>

I agree to receive EAN newsletter

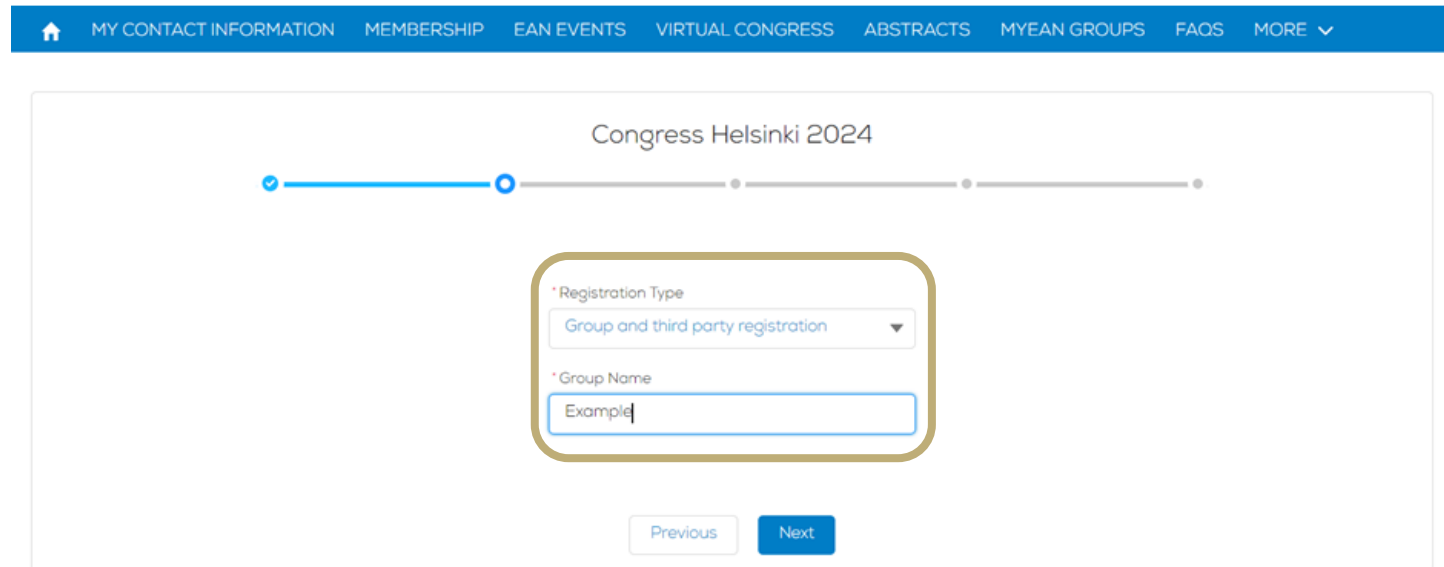
Next

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



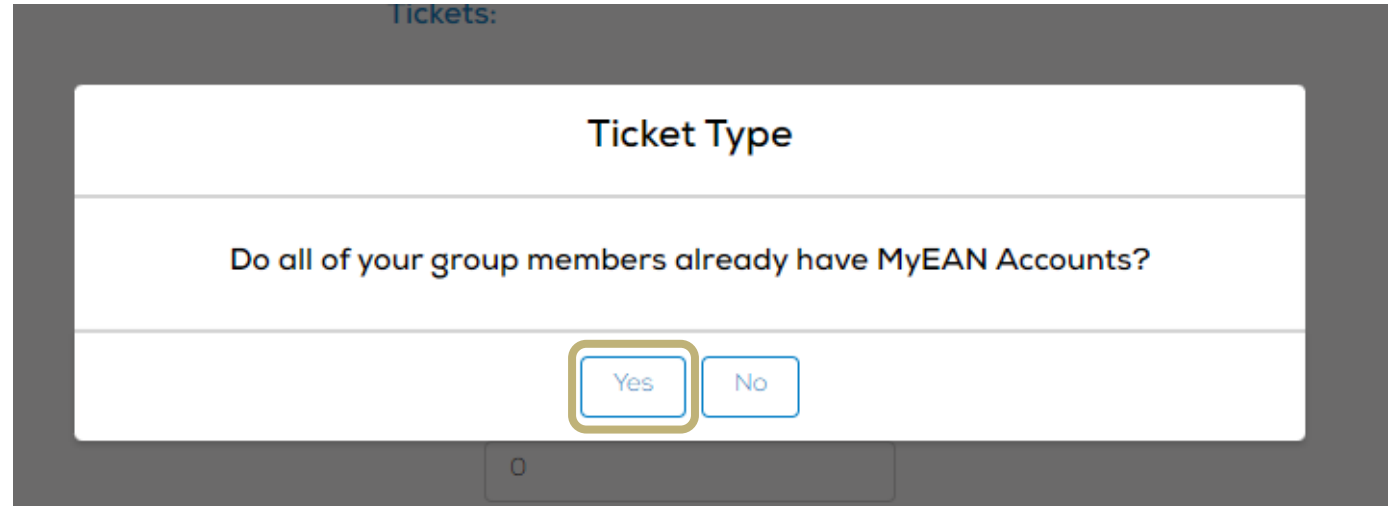
The screenshot shows the registration interface for 'Congress Helsinki 2024'. At the top, a navigation bar includes links for 'MY CONTACT INFORMATION', 'MEMBERSHIP', 'EAN EVENTS', 'VIRTUAL CONGRESS', 'ABSTRACTS', 'MYEAN GROUPS', 'FAQS', and 'MORE'. Below the navigation bar, a progress indicator shows the current step is selected. The main form area contains two fields: 'Registration Type' with a dropdown menu set to 'Group and third party registration', and 'Group Name' with a text input field containing 'Example'. At the bottom of the form, there are 'Previous' and 'Next' buttons.

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7. Start the registration with 'Yes' if all my group members have a MyEAN account to benefit from member fees, if any.



Tickets:

Ticket Type

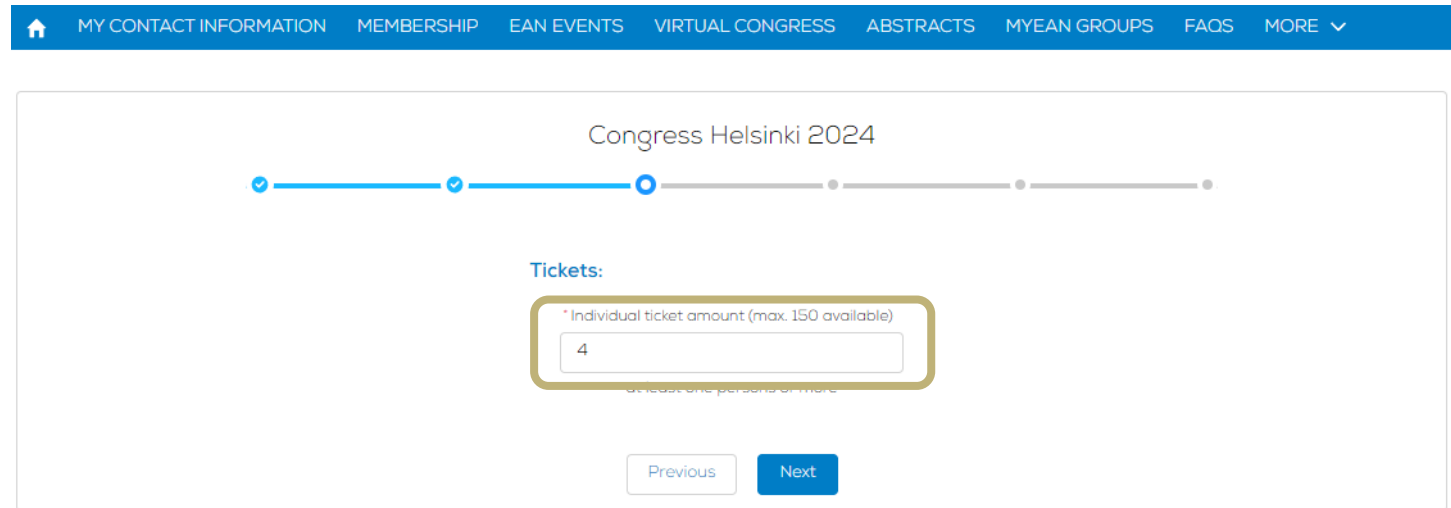
Do all of your group members already have MyEAN Accounts?

Group & Third-Party Registration without Quota

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8. Enter the needed amount of tickets.



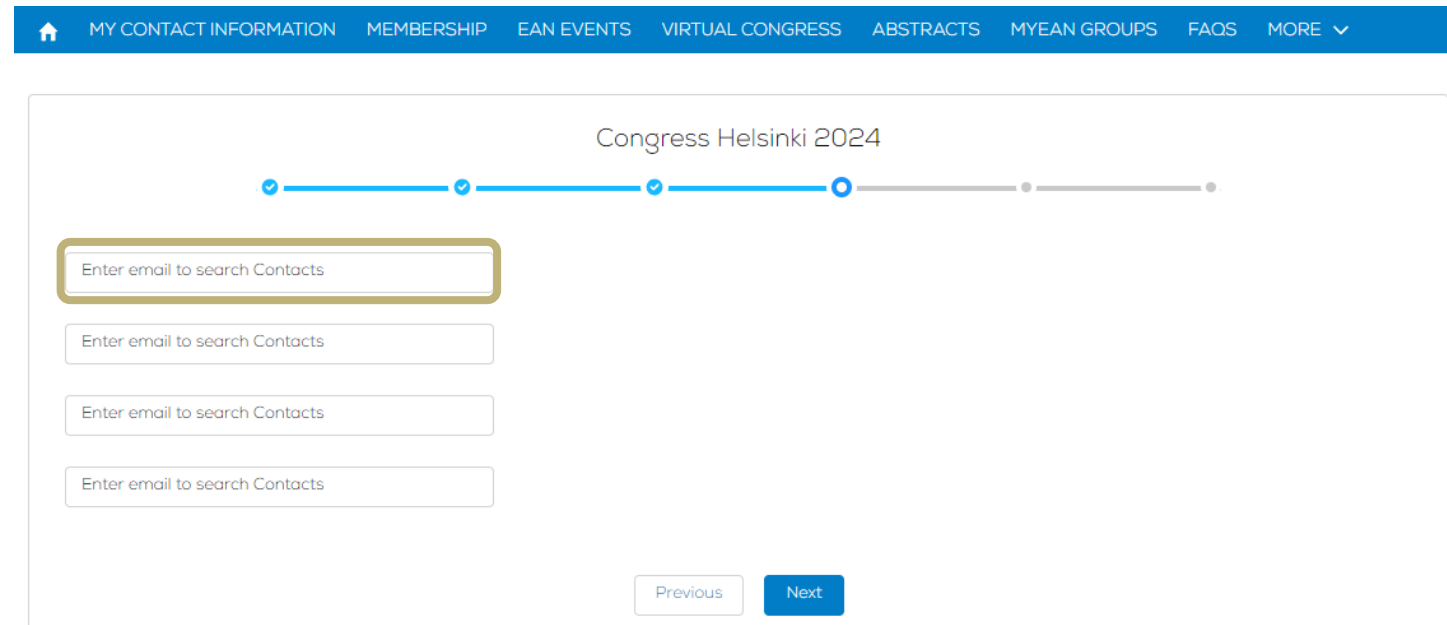
The screenshot shows the registration interface for 'Congress Helsinki 2024'. At the top, a navigation bar includes links for 'MY CONTACT INFORMATION', 'MEMBERSHIP', 'EAN EVENTS', 'VIRTUAL CONGRESS', 'ABSTRACTS', 'MYEAN GROUPS', 'FAOS', and 'MORE'. Below the navigation bar, a progress indicator shows five steps, with the first two completed and the current step (8) highlighted. The main content area is titled 'Congress Helsinki 2024' and features a 'Tickets:' section. A text input field contains the number '4', with a note above it stating '*Individual ticket amount (max. 150 available)'. Below the input field, there is a small text prompt: 'Select one person or more'. At the bottom of the form, there are two buttons: 'Previous' and 'Next'.

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[Adding participants after payment](#)

9. Insert your participants' email addresses. Make sure these email addresses are linked to each participant's MyEAN profile.



Congress Helsinki 2024

Enter email to search Contacts

Enter email to search Contacts

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Enter email to search Contacts

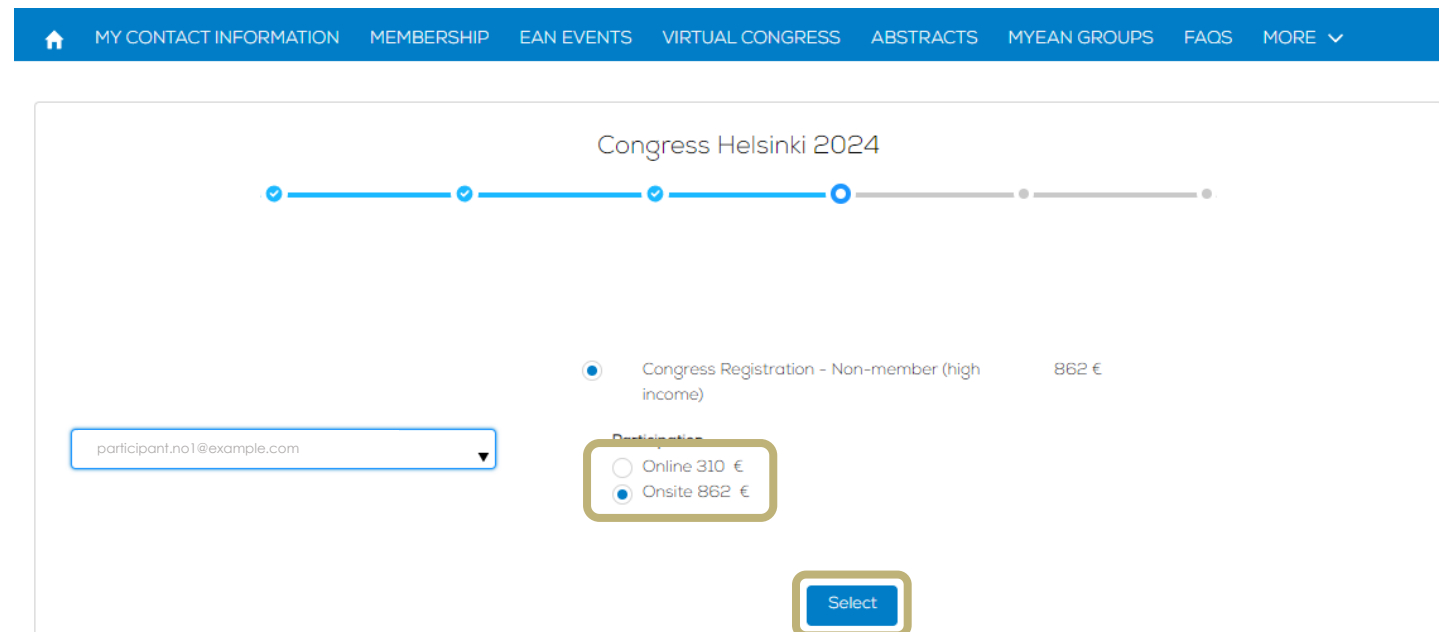
Previous Next

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10. For each participant, you may be provided with different registration fees depending on their EAN membership status.
 - a) Choose an appropriate ticket and click 'Select' to confirm your choice of ticket. Do the same for the rest.



Congress Helsinki 2024

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

participant.no1@example.com

Congress Registration - Non-member (high income) 862 €

Online 310 €

Onsite 862 €

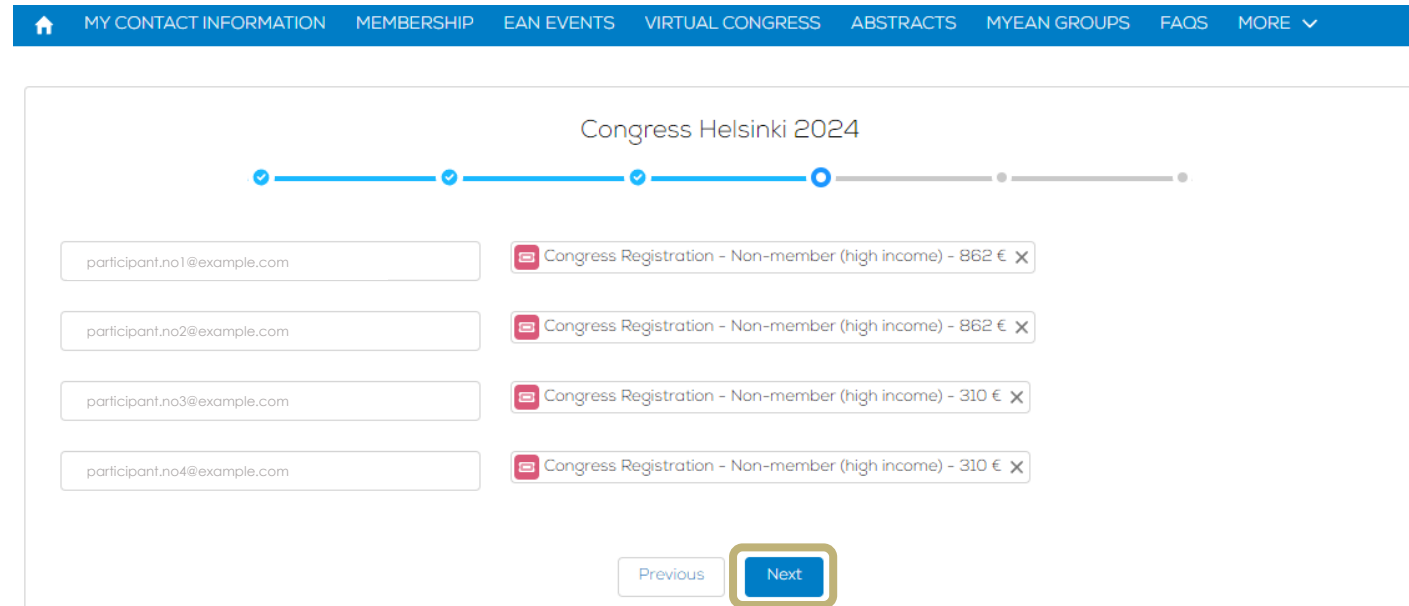
Select

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b) After entering the email addresses, the screen should look like this. If everything is correct, click 'Next'.



Congress Helsinki 2024

participant.no1@example.com Congress Registration - Non-member (high income) - 862 € X

participant.no2@example.com Congress Registration - Non-member (high income) - 862 € X

participant.no3@example.com Congress Registration - Non-member (high income) - 310 € X

participant.no4@example.com Congress Registration - Non-member (high income) - 310 € X

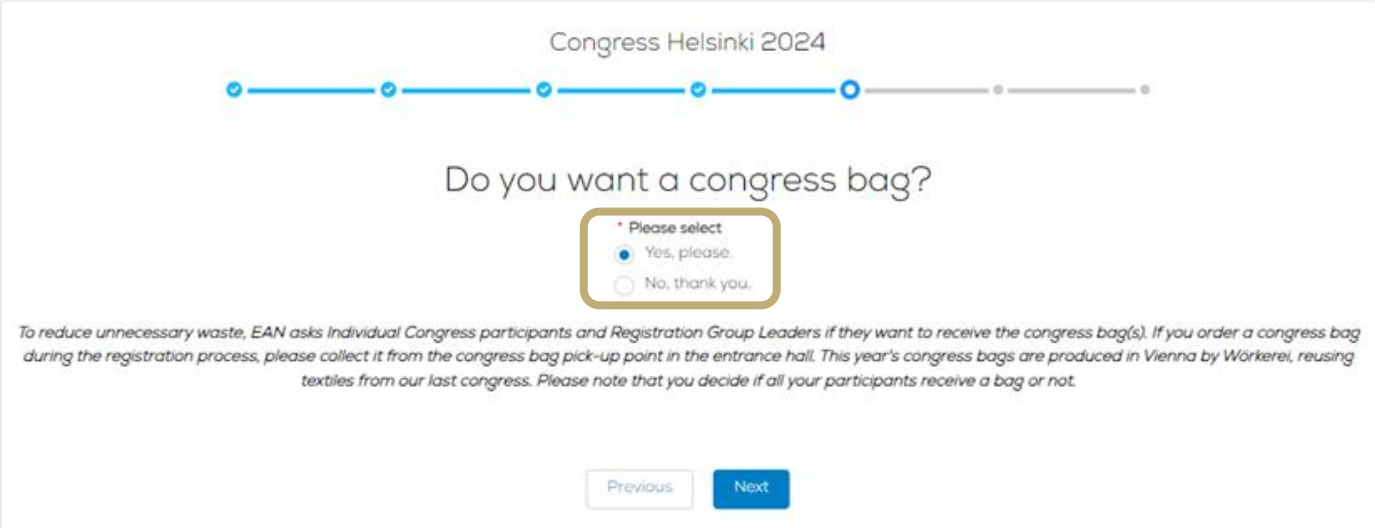
Previous Next

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



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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 Wörkerei, reusing textiles from our last congress. Please note that you decide if all your participants receive a bag or not.

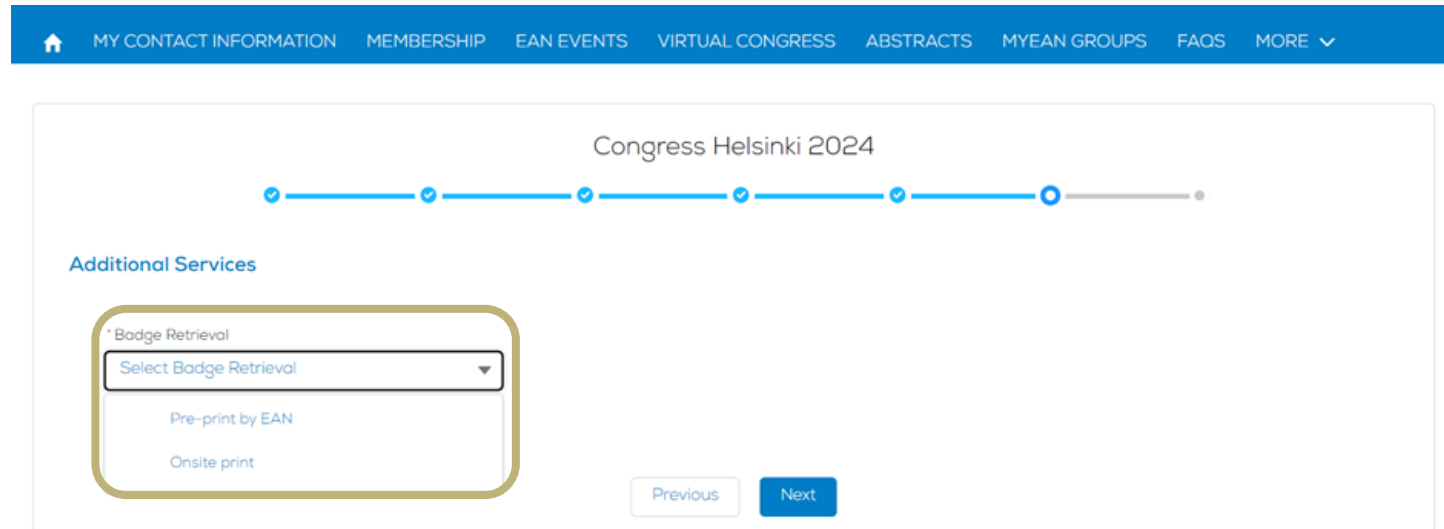
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[Adding participants after payment](#)

12. Please 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.



Congress Helsinki 2024

Additional Services

Badge Retrieval

Select Badge Retrieval

Pre-print by EAN

Onsite print

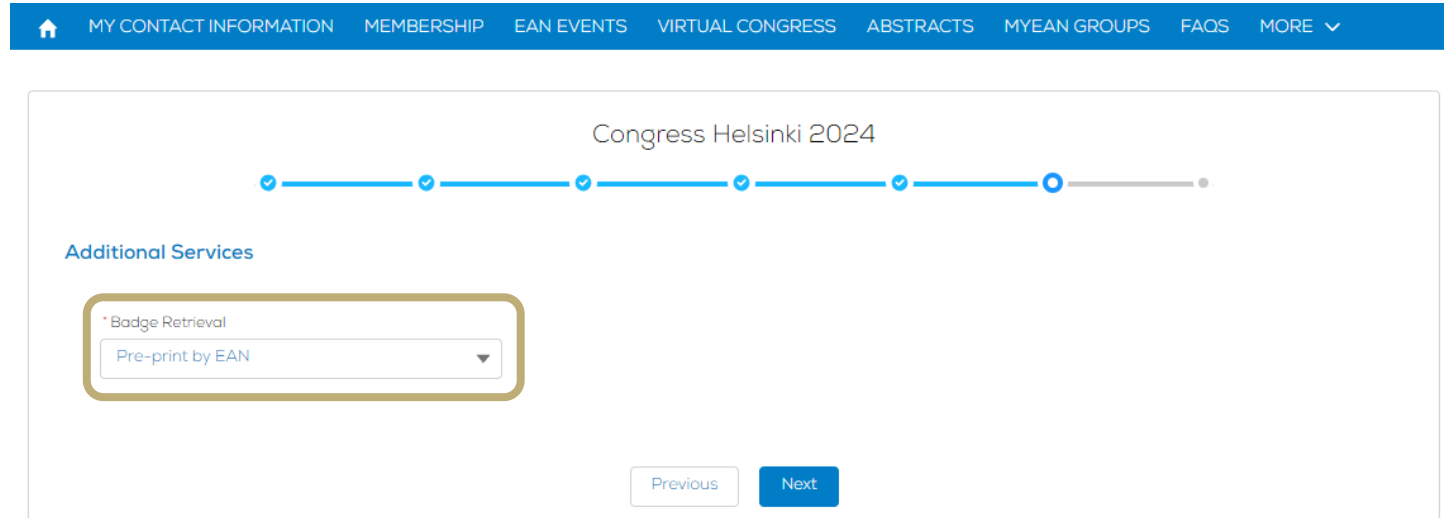
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a) Pre-print by EAN



Congress Helsinki 2024

Additional Services

* Badge Retrieval
Pre-print by EAN

Previous Next

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



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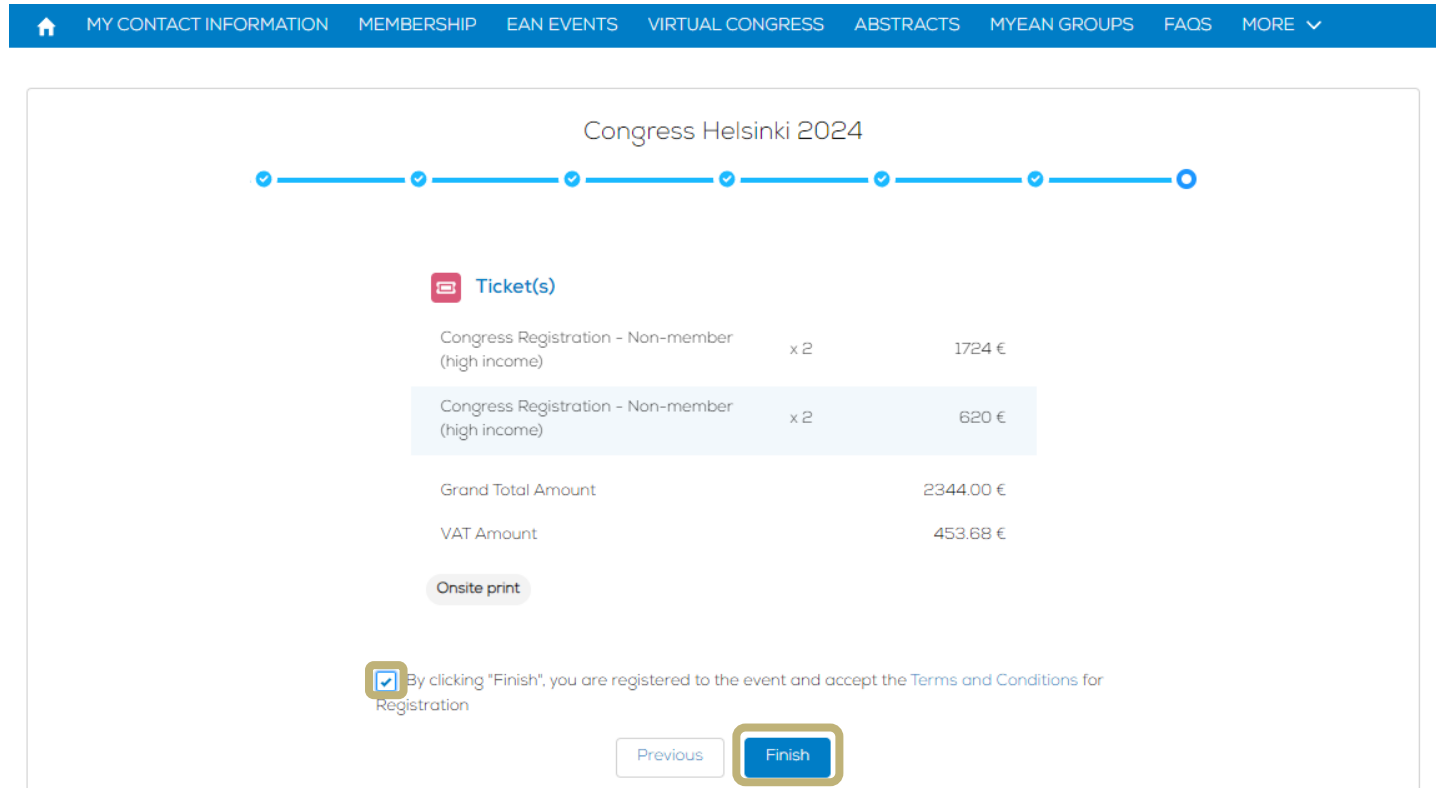
For onsite print, each participant will receive a separate email with QR code and instructions.

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13. 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 the navigation bar, a progress indicator shows 13 steps, with the 13th step, 'Accept terms and conditions to finish your registration', highlighted. The main content area displays a table of ticket prices and a 'Finish' button.

Congress Helsinki 2024

Ticket(s)

Congress Registration - Non-member (high income)	x 2	1724 €
Congress Registration - Non-member (high income)	x 2	620 €
Grand Total Amount		2344.00 €
VAT Amount		453.68 €

Onsite print

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

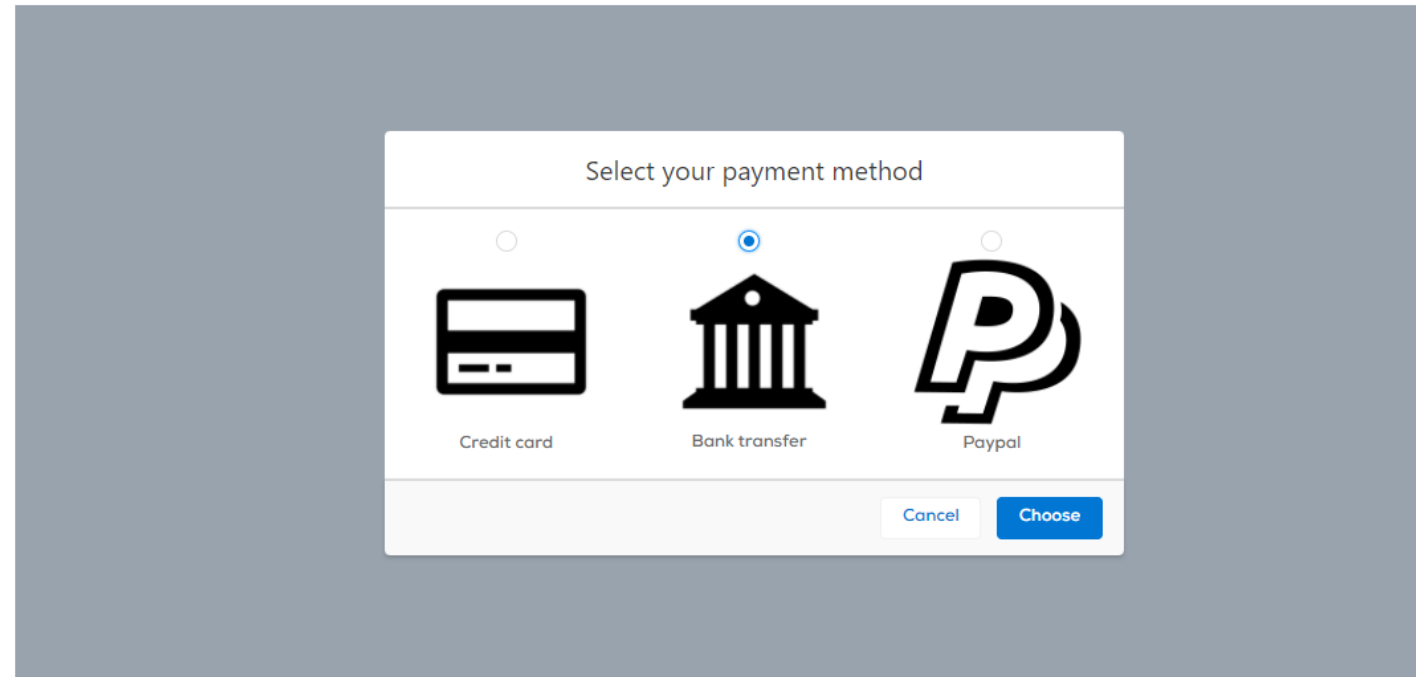
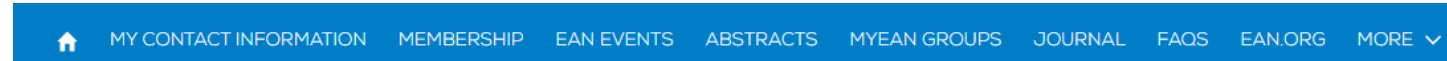
Previous Finish

Group & Third-Party Registration without 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 'Yes'](#)
8. [Enter the needed amount of tickets](#)
9. [Insert participants' email addresses](#)
10. [Choose the ticket](#)
 - a)
 - b)
11. [Decide if you'd like to order congress bags for your participants](#)
12. [Select the preferred option for the badge retrieval](#)
 - a) Pre-print by EAN
 - b) Onsite Print
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 after completion.](#)
18. [The invoice will be sent out upon receipt of payment.](#)

[Adding participants after payment](#)

14. Choose your preferred payment method.



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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.

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

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[Adding participants after payment](#)

Adding participants after payment

1. Click 'EVENTS' and 'My Registrations'.
2. Under 'My Registered Groups', 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.

If applicable, 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 and receive their certificates
- access the live webcasts and on-demand content