

Instruction Manual for Group & Third-Party Registration without Quota

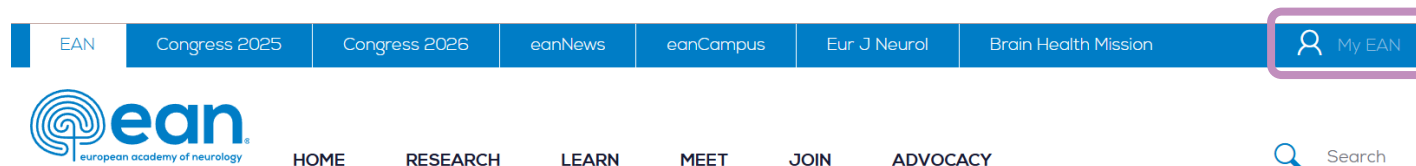


Group & Third-Party Registration without Quota

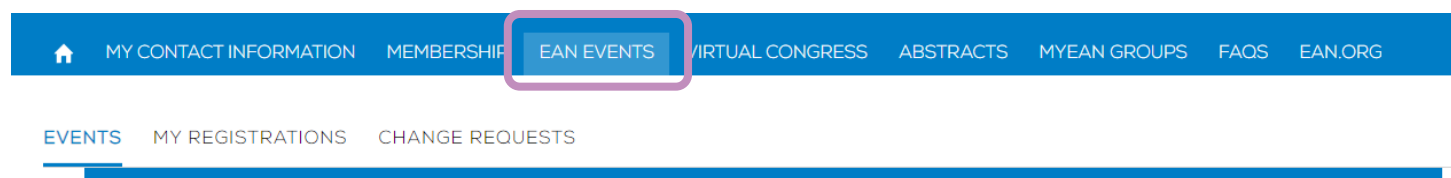
1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'Yes'](#)
8. [Enter the needed amount of tickets](#)
9. [Enter participants' email addresses](#)
10. [Choose the tickets](#)
 - a) [Select a ticket for each participant](#)
 - b) [Double check if tickets are correct](#)
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](#)
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17. [You will receive your order confirmation after completion.](#)
18. [Your invoice will be sent out upon receipt of payment.](#)

[How to Purchase More Tickets for an Existing Group](#)

1. Log in to your MyEAN account or create a new account in case you do not have one yet (www.ean.org/congress2026).



2. Click 'EVENTS'.

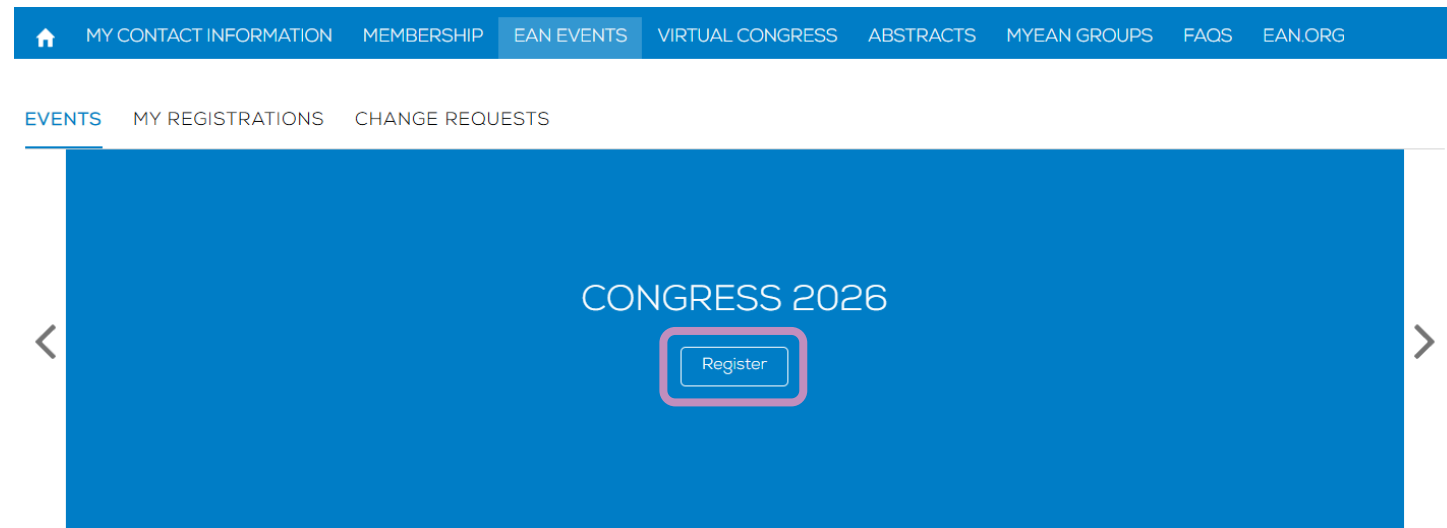


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3. Click 'Register'.





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4. Click on the Register Now button.

 [MY CONTACT INFORMATION](#) [MEMBERSHIP](#) [EAN EVENTS](#) [VIRTUAL CONGRESS](#) [ABSTRACTS](#) [MYEAN GROUPS](#) [FAQS](#) [EAN.ORG](#)

 **Event custom**
Congress 2026

Start Time
27.06.2026, 07:00

End Time
30.06.2026, 16:30

[Register Now](#)

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

Note: The information here should be that of the group leader or the registering person.

Department Name	<input type="text"/>
* Profession	<input type="text" value="Neurologist"/>
Other Profession	<input type="text" value="--None--"/>
* Non-/ Prescriber ⓘ	<input type="text" value="I am a non-prescriber"/>
Topics of interest	<div><div>Available</div><div><div>Ageing and dementia</div><div>Cerebrovascular diseas...</div><div>Child neurology/develop...</div><div>Clinical neurophysiology</div></div><div>Chosen</div><div><div>Autonomic nervous syste...</div></div></div>
I agree to receive EAN newsletter	<input checked="" type="checkbox"/>


Next

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



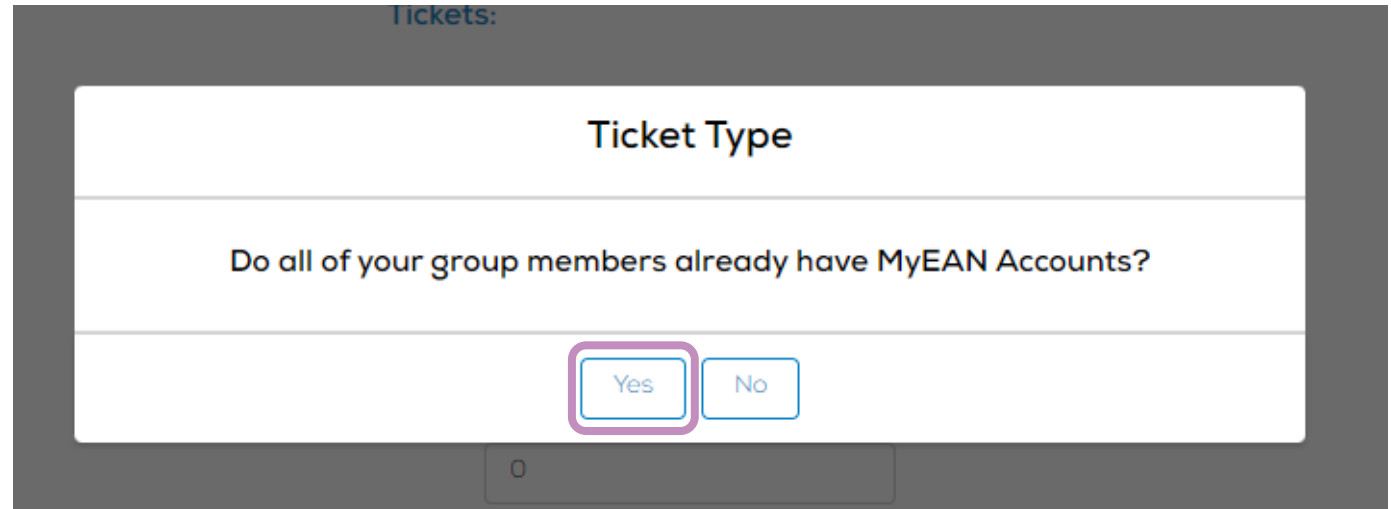
The screenshot shows the registration interface for Congress 2026. At the top, a navigation bar includes links for Home, My Contact Information, Membership, EAN Events, Virtual Congress, Abstracts, MyEAN Groups, FAQs, and EAN.ORG. Below this, a progress bar indicates the current step (6) with a blue circle and a checkmark, followed by four grey circles. The main content area contains a form titled "Congress 2026" with two fields: "*Registration Type" (a dropdown menu set to "Group and third party registration") and "*Group Name" (a text input field containing "Example"). At the bottom of the form 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?

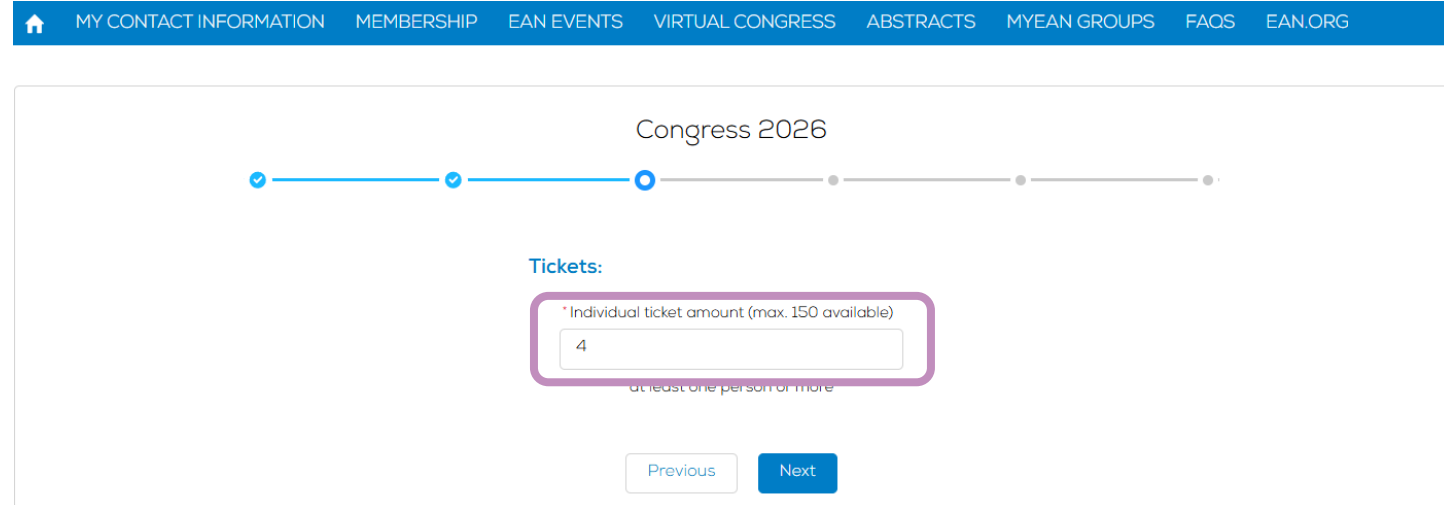
0

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8. Enter the needed amount of tickets.



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

Congress 2026

1 2 3 4 5 6 7 8 9 10 11 12

Tickets:

* Individual ticket amount (max. 150 available)

4

at least one person or more

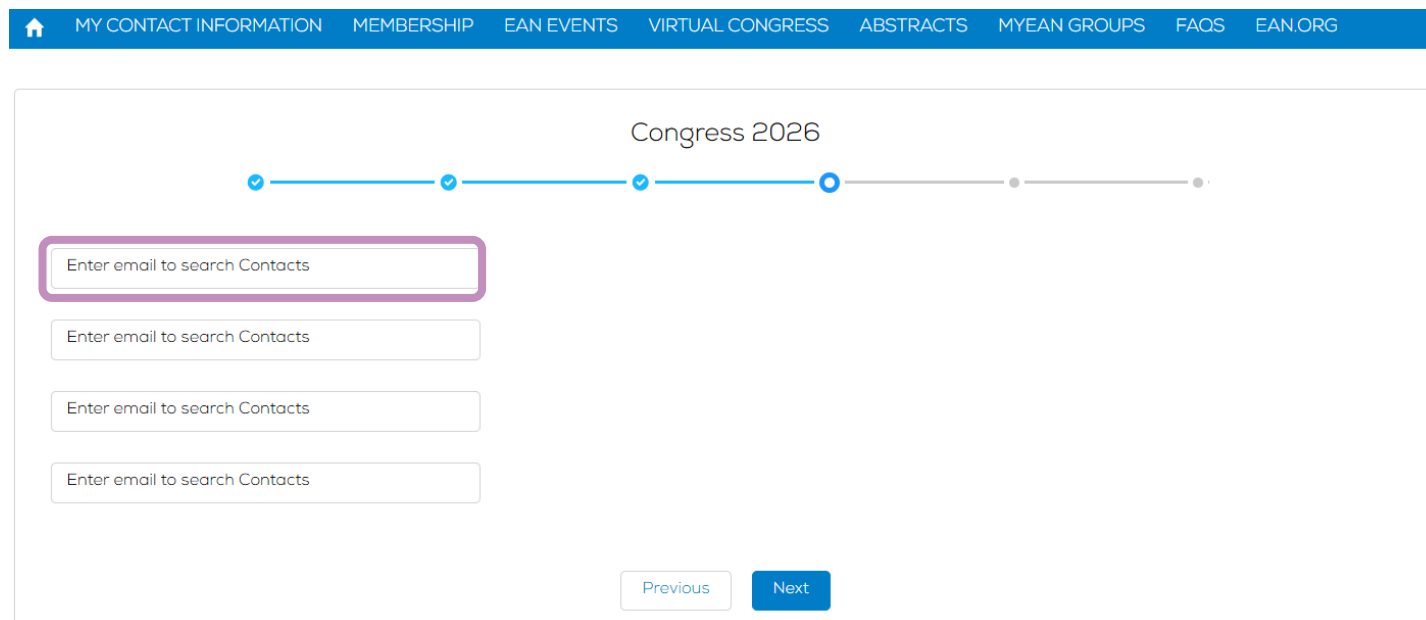
Previous Next

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



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

Congress 2026

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 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 2026

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

participant.no1@example.com

Participation

☐ Online 315 €

☒ Onsite 705 €

Congress Registration - Non-member (low/middle income) 705 €

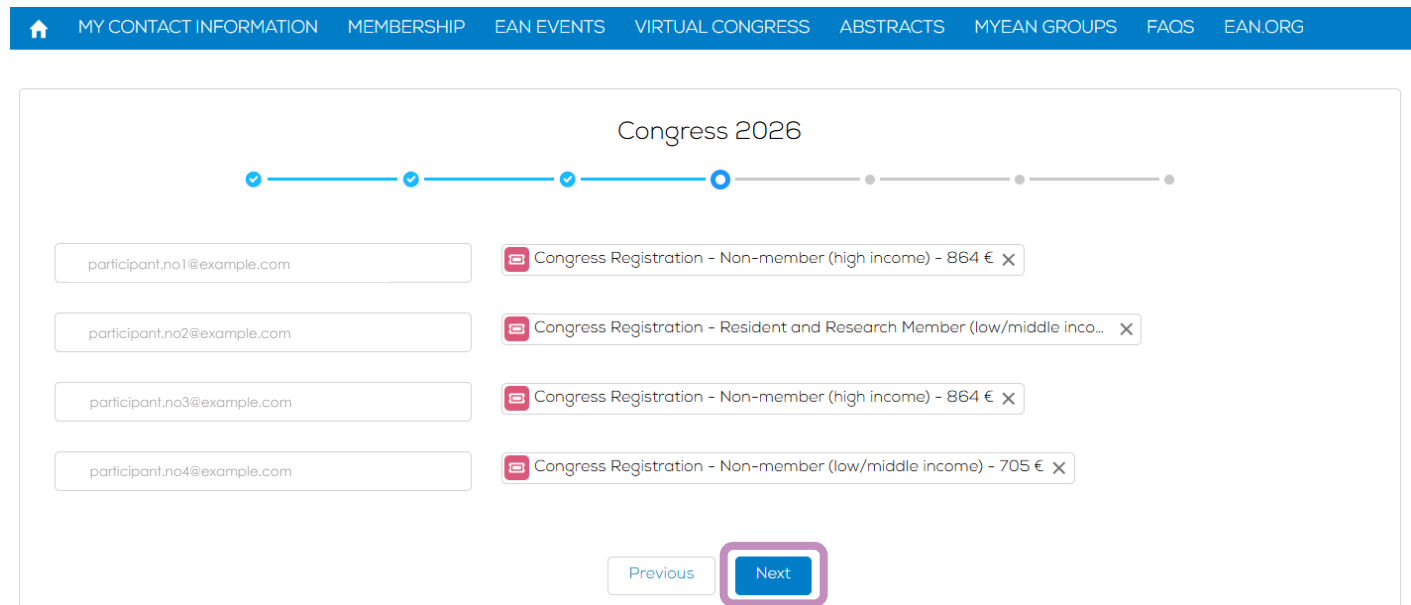
Select

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



Congress 2026

participant.no1@example.com Congress Registration - Non-member (high income) - 864 € X

participant.no2@example.com Congress Registration - Resident and Research Member (low/middle income) - 705 € X

participant.no3@example.com Congress Registration - Non-member (high income) - 864 € X

participant.no4@example.com Congress Registration - Non-member (low/middle income) - 705 € X


Previous Next

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11. Decide if you'd like to order congress bags for your participants. Note: Applicable to an onsite registration only.

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

Congress 2026

✓

✓

✓

✓

○

Do you want a congress bag?

* Please select

☒ Yes, please.

☐ No, thank you.

To reduce unnecessary waste, EAN asks individual congress participants and group leaders if they would like to receive a congress bag or to order one for each of their group members. If you order a congress bag during the registration process, please collect it from the Congress Material & Merchandising Desk in the entrance hall. This year's congress bags are produced in Vienna by Wölkerei, reusing textiles from our last congress.

Previous

Next

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12. Please select the preferred option for the badge retrieval.

Note: Applicable to an onsite registration only.



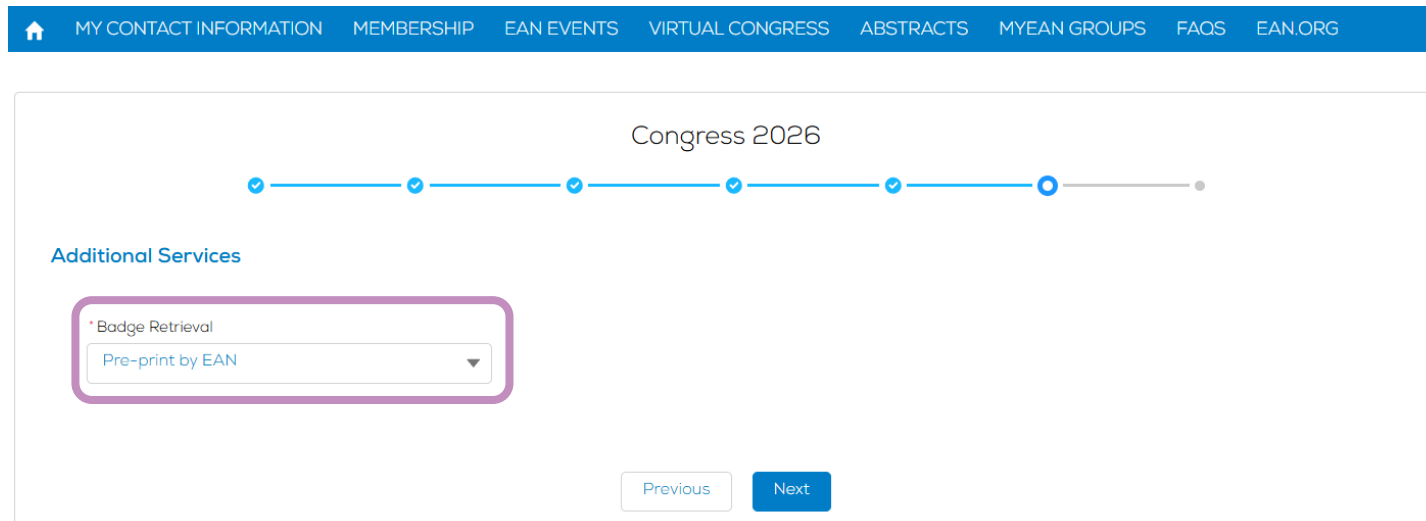
The screenshot shows the registration process for Congress 2026. At the top, a progress bar indicates the current step is 12 of 12, with the title "Congress 2026". Below the progress bar, a navigation menu includes: MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAQs, and EAN.ORG. The main content area is titled "Additional Services". Under this title, there is a section for "Badge Retrieval" which contains a dropdown menu labeled "Select Badge Retrieval". The dropdown menu is open, showing two options: "Pre-print by EAN" and "Onsite print". Below the dropdown menu, there are two buttons: "Previous" and "Next".

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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.

Please note that you are required to assign your participants by 27 May 2026. 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.

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Congress 2026

 Ticket(s)

Congress Registration - Non-member (high income)	x 2	1728 €
Congress Registration - Resident and Research Member (low/middle income)	x 1	275 €
Congress Registration - Non-member (low/middle income)	x 1	705 €
Grand Total Amount		2708.00 €
VAT Amount		202.91 €

Onsite print

☒

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

Previous

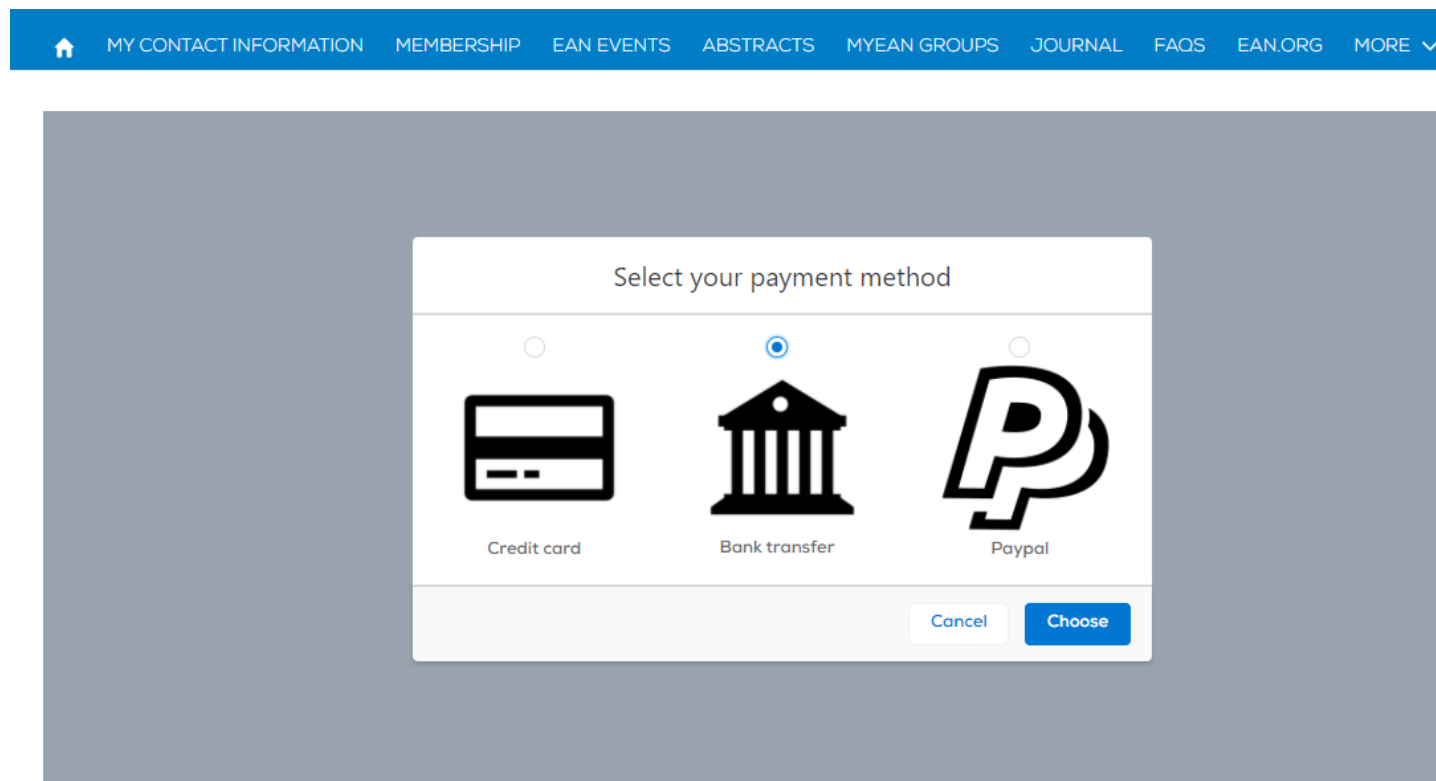
Finish

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. [Enter participants' email addresses](#)
10. [Choose the tickets](#)
 - a) [Select a ticket for each participant](#)
 - b) [Double check if tickets are correct](#)
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 at the end.](#)
17. [You will receive your order confirmation after completion.](#)
18. [Your invoice will be sent out upon receipt of payment.](#)

[How to Purchase More Tickets for an Existing Group](#)

14. Choose your preferred payment method.



The screenshot shows the EAN website's navigation bar at the top with links: 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" 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 right of the modal are two buttons: "Cancel" and "Choose".

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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 and/or PO number.

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Enter your address information

Main Contact Address

Mr. Max Mustermann
Test Street 1
1000 Vienna
Austria

Use as billing address

Alternative Address

Use as billing address

Billing Address

Title

Mr.

First Name

Max

Last Name

Mustermann

Department

Hospital/Company

Billing Street

Test Street 1

Billing City

Vienna

Billing Zip/Postal Code

1000

Billing Country

Austria

VAT Number

Purchase Order Number (optional)

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15. [Enter the desired billing address](#)
16. [You will have the opportunity to purchase insurance or book your accommodation at the end.](#)
17. [You will receive your order confirmation after completion.](#)
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16. You will have the opportunity to purchase insurance or book your accommodation through external links shown at the end.
17. You will receive your order confirmation after completion.
18. Your invoice will be sent out upon receipt of payment.

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[How to Purchase More Tickets for an Existing Group](#)

How to Purchase More Tickets for an Existing Group

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.

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Group Name TestPharma	Event Name Congress 2026	Add more tickets to group
Event Start Time 27.06.2026 07:00	Selected Participants 0	
Event End Time 30.06.2026 16:30	Requested Participants 2	

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. This is 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