

Instruction Manual for Group & Third-Party Registration without Quota

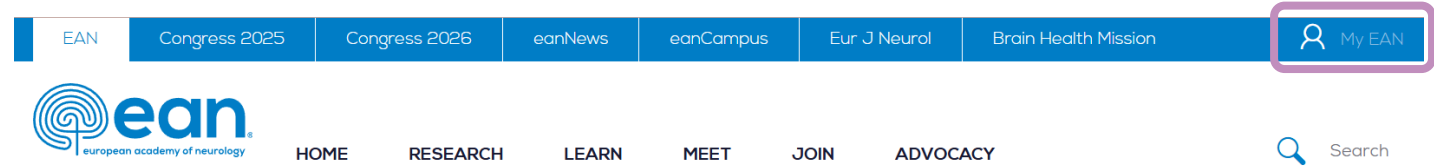


Group & Third-Party Registration without Quota

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](#)
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](#)

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'.

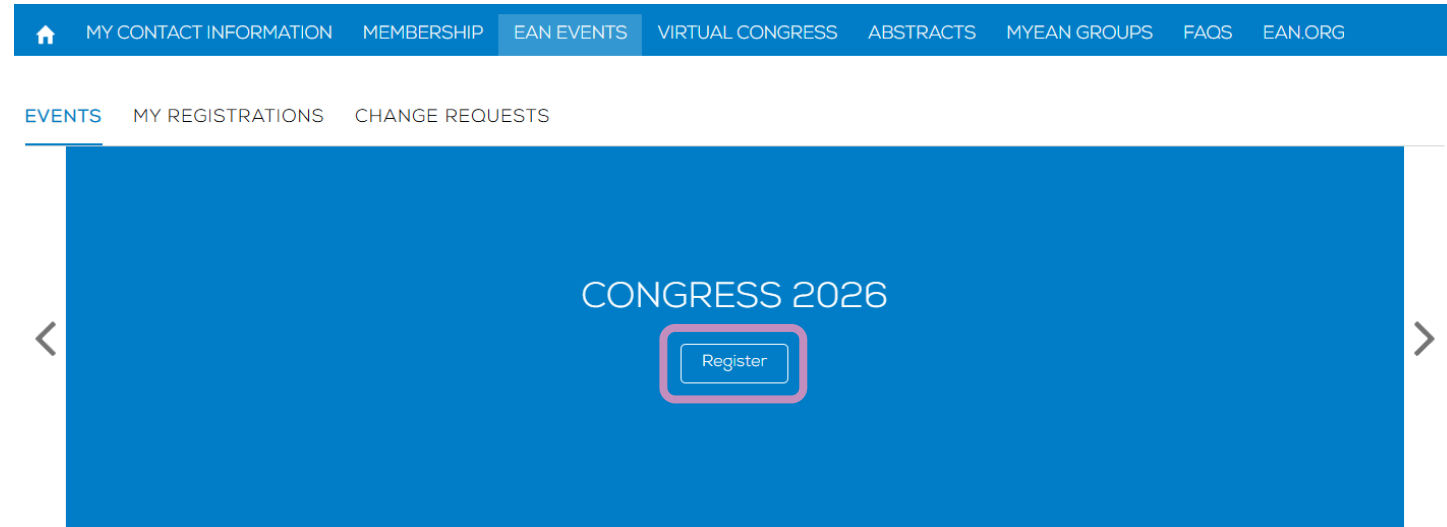


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3. Click 'Register'.




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4. Click on the Register Now button.

 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.

* Profession

Other Profession

* Non-/ Healthcare Professional ⓘ

Topics of interest

Available	Chosen
<input type="checkbox"/> Pain	<input checked="" type="checkbox"/> Epilepsy
<input type="checkbox"/> Palliative care	
<input type="checkbox"/> Peripheral nerve disord...	
<input type="checkbox"/> Sleep-wake disorders	

I agree to receive EAN newsletter

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



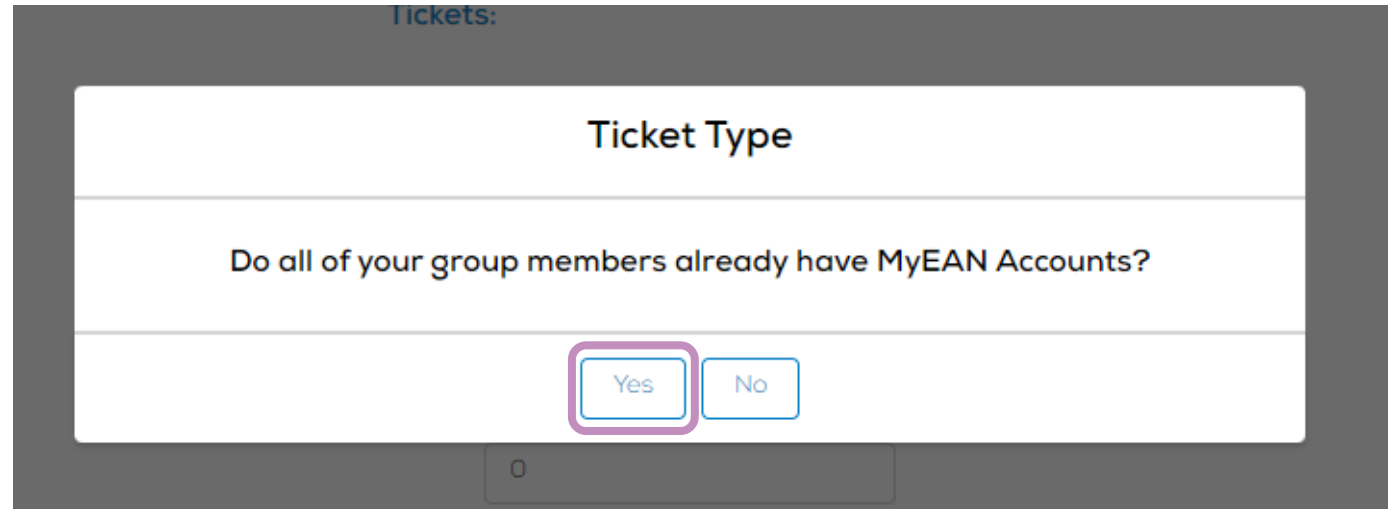
The screenshot shows the registration interface for 'Congress 2026'. At the top, a navigation bar includes links for 'MY CONTACT INFORMATION', 'MEMBERSHIP', 'EAN EVENTS', 'VIRTUAL CONGRESS', 'ABSTRACTS', 'MYEAN GROUPS', 'FAQS', and 'EAN.ORG'. Below the navigation bar, a progress indicator shows four steps, with the first step completed (marked with a checkmark) and the second step (the current one) highlighted with a blue circle. The main content area contains a form with 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?

Yes No

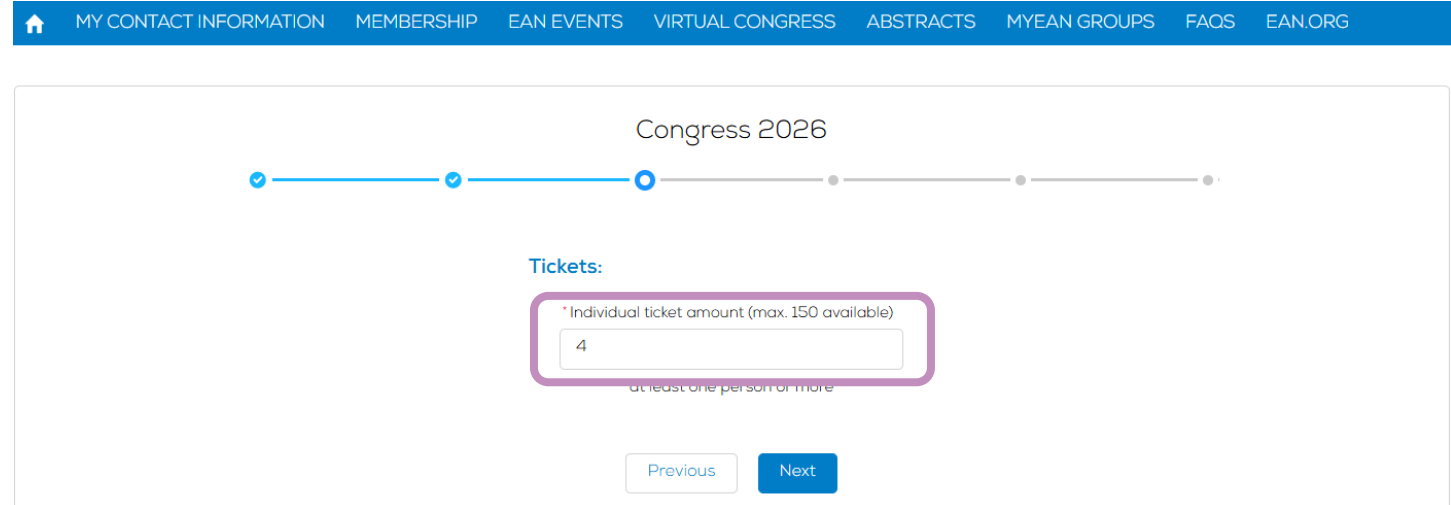
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8. Enter the needed amount of tickets.



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

Congress 2026

Progress indicator: 4 steps, 3 completed (checked), 1 active (highlighted), 1 skipped (greyed out).

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 €

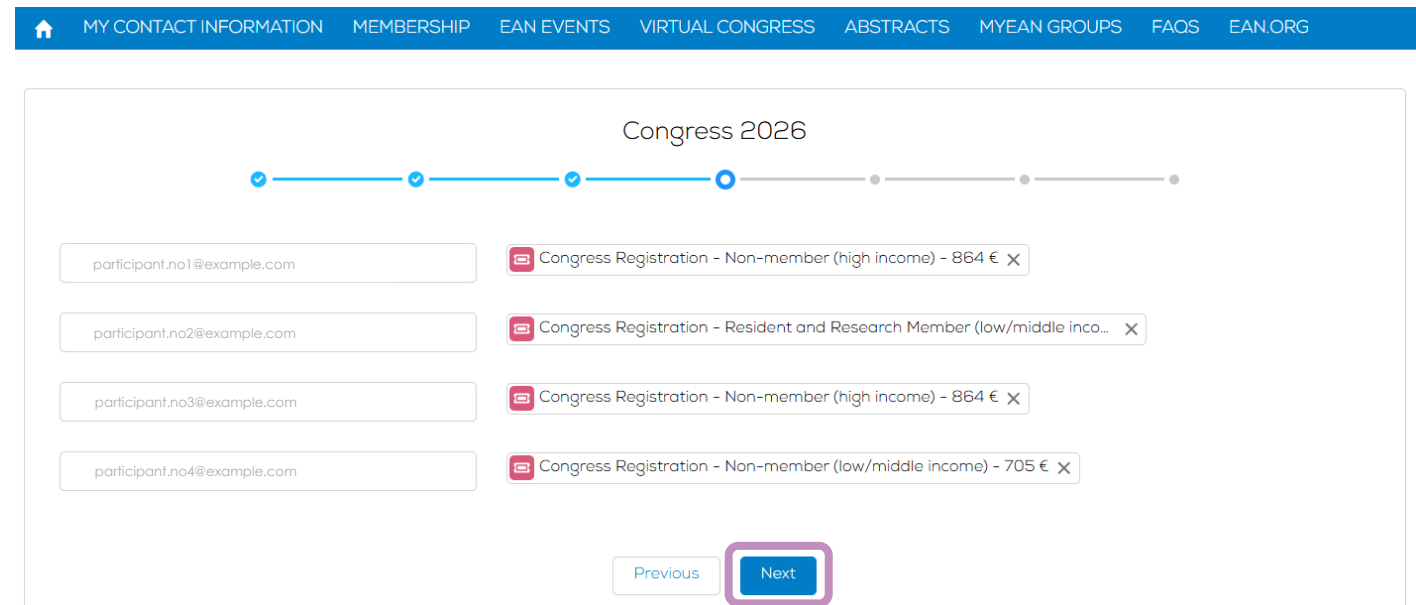
Select

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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

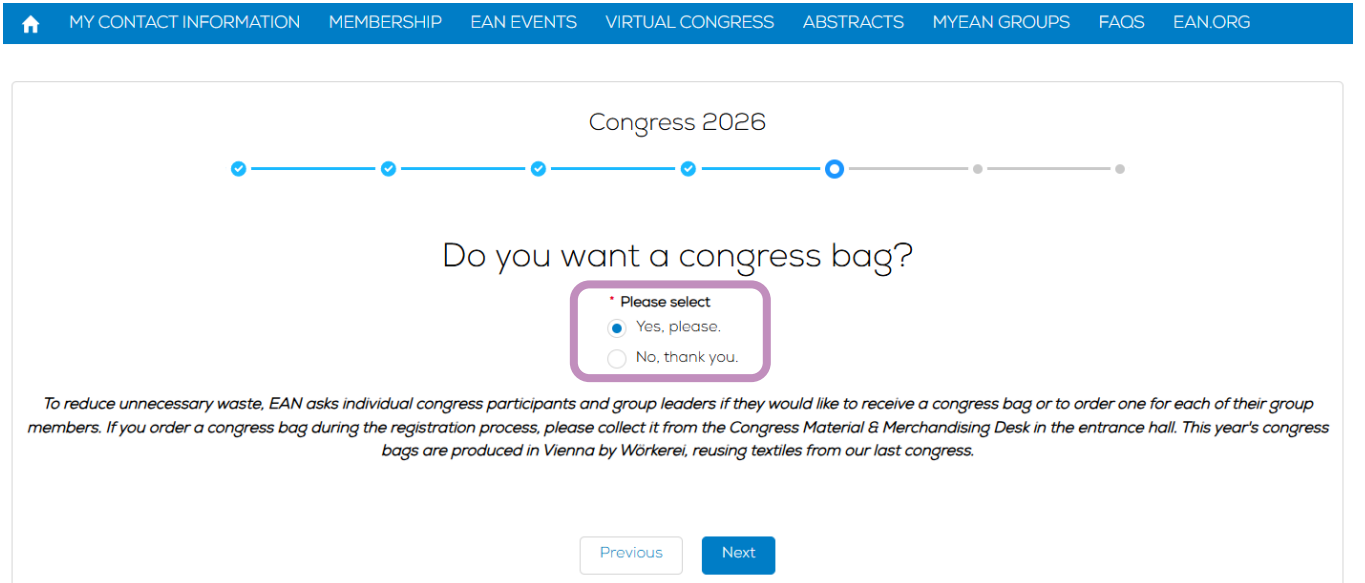
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11. Decide if you'd like to order congress bags for your participants. Note: Applicable to an onsite registration only.



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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 Wörkerei, reusing textiles from our last congress.

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

Note: Applicable to an onsite registration only.



Congress 2026

Additional Services

Badge Retrieval

Select Badge Retrieval

Pre-print by EAN

Onsite print

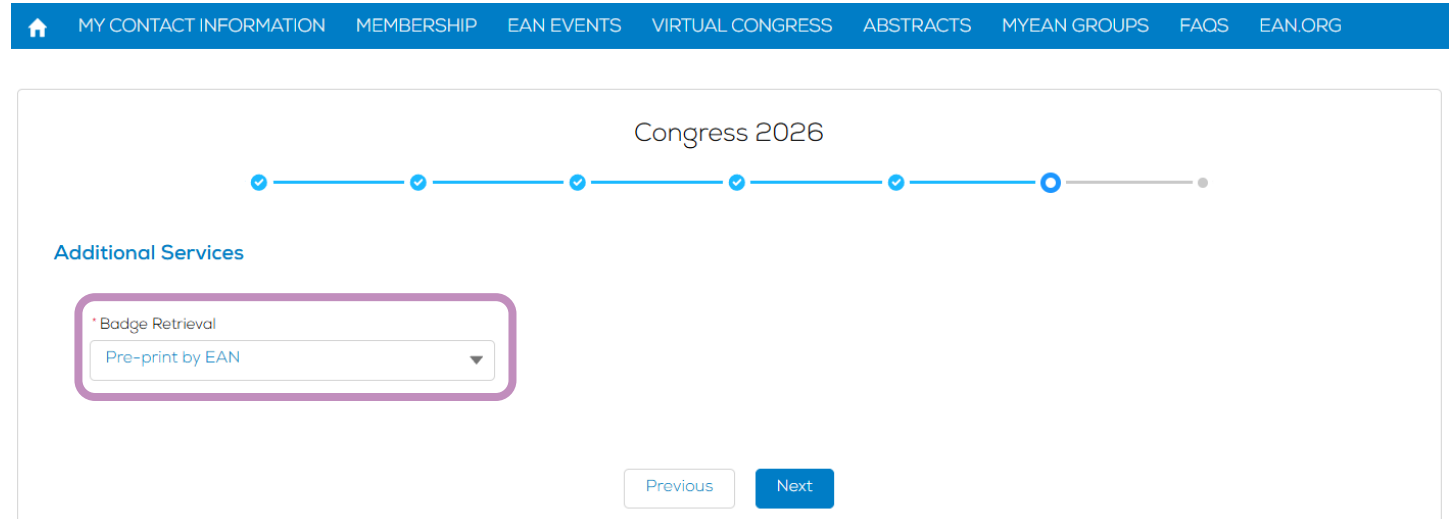
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a) Pre-print by EAN



Congress 2026

Additional Services

*Badge Retrieval
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.

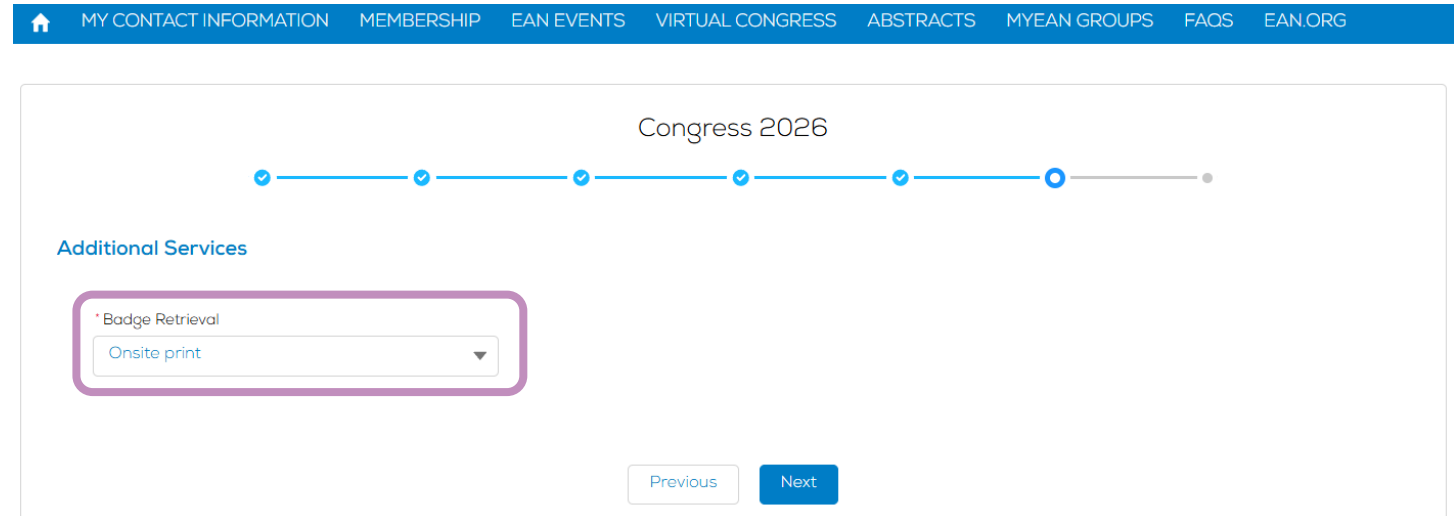
Please note that you are required to assign your participants by [27 May 2026](#). Otherwise, access to the congress and venue cannot be permitted/guaranteed.

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b) Onsite Print



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Congress 2026

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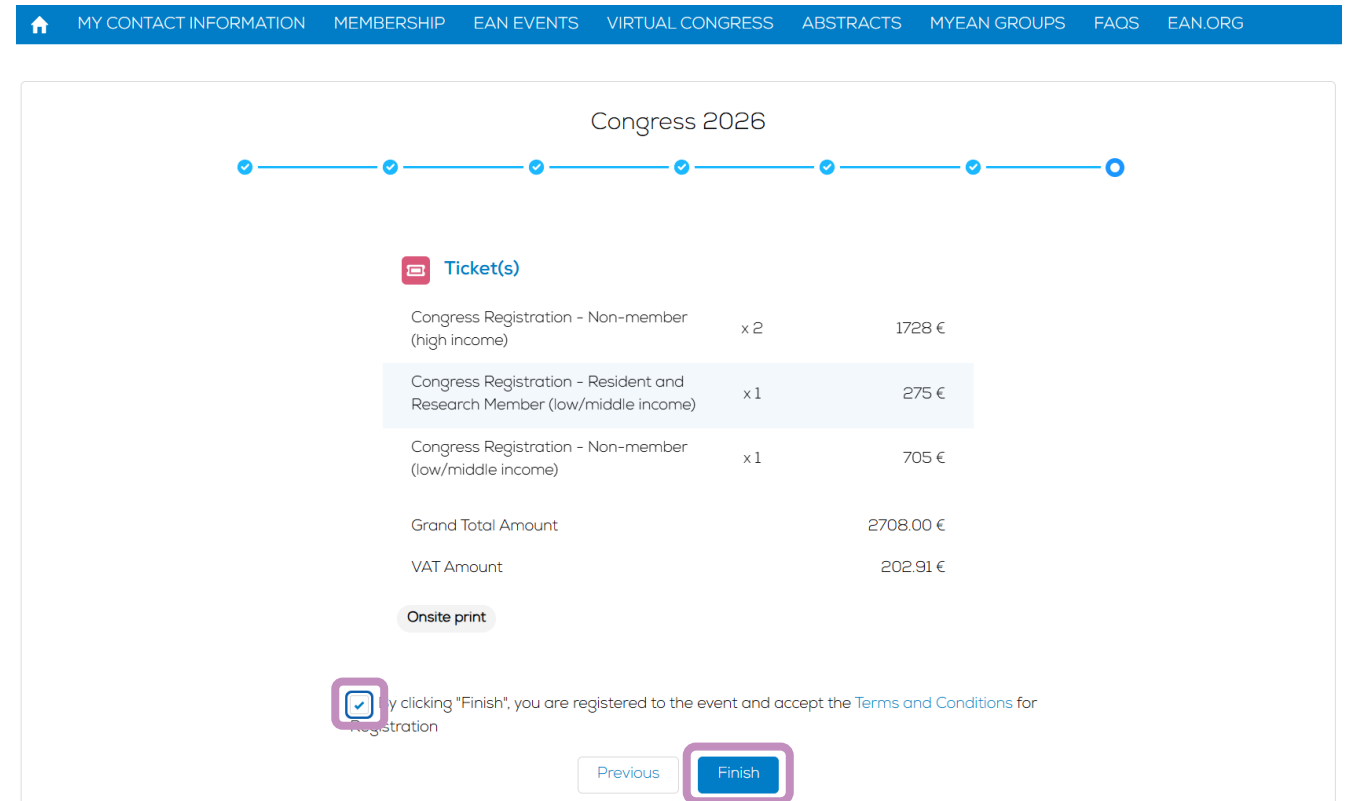
For onsite print, each participant will receive a separate email with QR code and instructions.

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13. Accept terms and conditions to finish your registration.



Progress bar: Congress 2026

Navigation: [HOME](#) [MY CONTACT INFORMATION](#) [MEMBERSHIP](#) [EAN EVENTS](#) [VIRTUAL CONGRESS](#) [ABSTRACTS](#) [MYEAN GROUPS](#) [FAOS](#) [EAN.ORG](#)

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**


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14. Choose your preferred payment method.

Select your payment method

 Credit card

 Bank transfer

 Paypal

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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](#)

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.

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

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 * First Name Last Name

Mr. Max Mustermann

Department

Hospital/Company

* Billing Street

Test Street 1

* Billing City

Vienna

* Billing Zip/Postal Code * Billing Country

1000 Austria

VAT Number

Purchase Order Number (optional)

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Group & Third-Party Registration without Quota

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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](#)
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 - 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](#)

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.

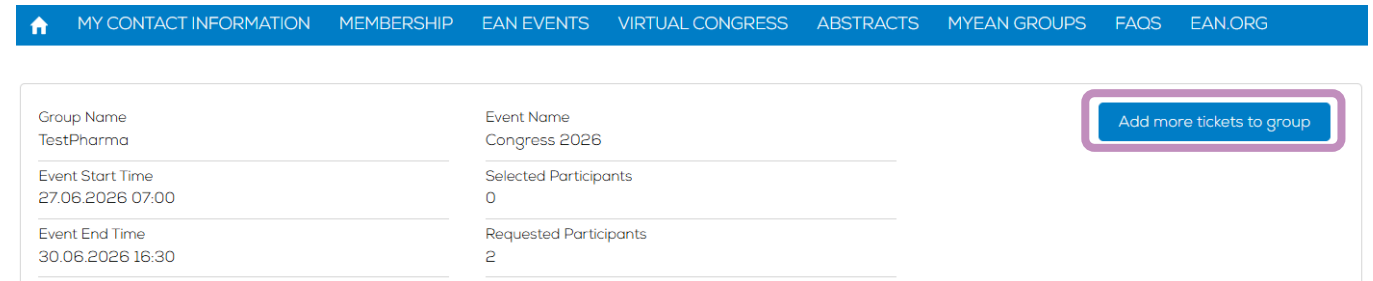
Group & Third-Party Registration without Quota

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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.



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