

Instruction Manual for Group & Third-Party Registration without Quota



Group & Third-Party Registration without Quota

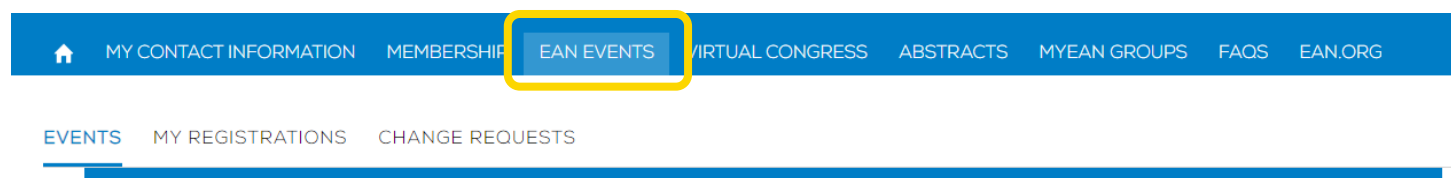
1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'Register'](#)
4. [Click on the Register Now button](#)
5. [Review your contact information](#)
6. [Select 'Group and Third-Party Registration' and enter your group name](#)
7. [Start the registration with 'Yes'](#)
8. [Enter the needed 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.](#)
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[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/congress2027).



2. Click 'EVENTS'.

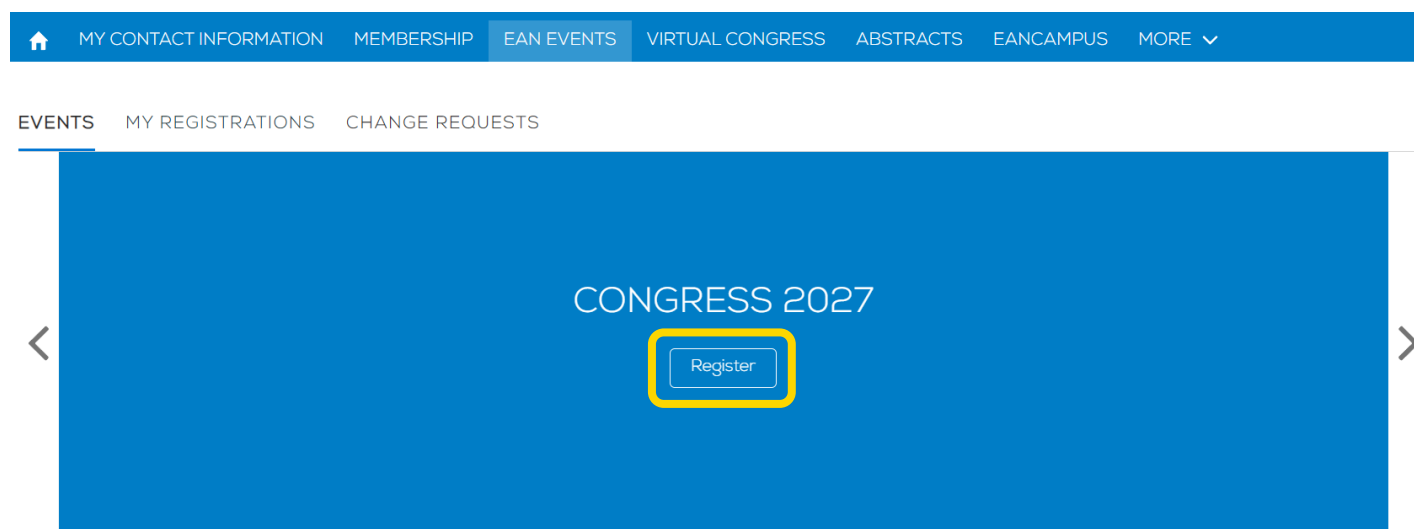


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3. Click 'Register'.

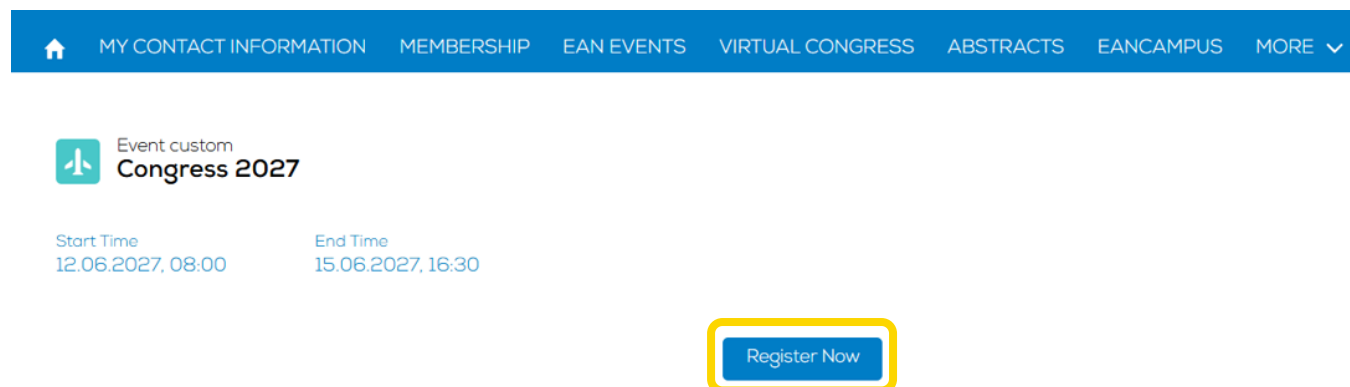


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4. Click on the Register Now button.



The screenshot shows the EAN registration interface for Congress 2027. At the top, there is a navigation bar with links: MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, VIRTUAL CONGRESS, ABSTRACTS, EANCAMPUS, and MORE. Below the navigation bar, the event is identified as 'Event custom Congress 2027'. The start time is listed as 12.06.2027, 08:00, and the end time is 15.06.2027, 16:30. A prominent blue button labeled 'Register Now' is highlighted with a yellow rectangular border.

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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
Pain Palliative care Peripheral nerve disord... Sleep-wake disorders	▶	Epilepsy

I agree to receive EAN newsletter ☒

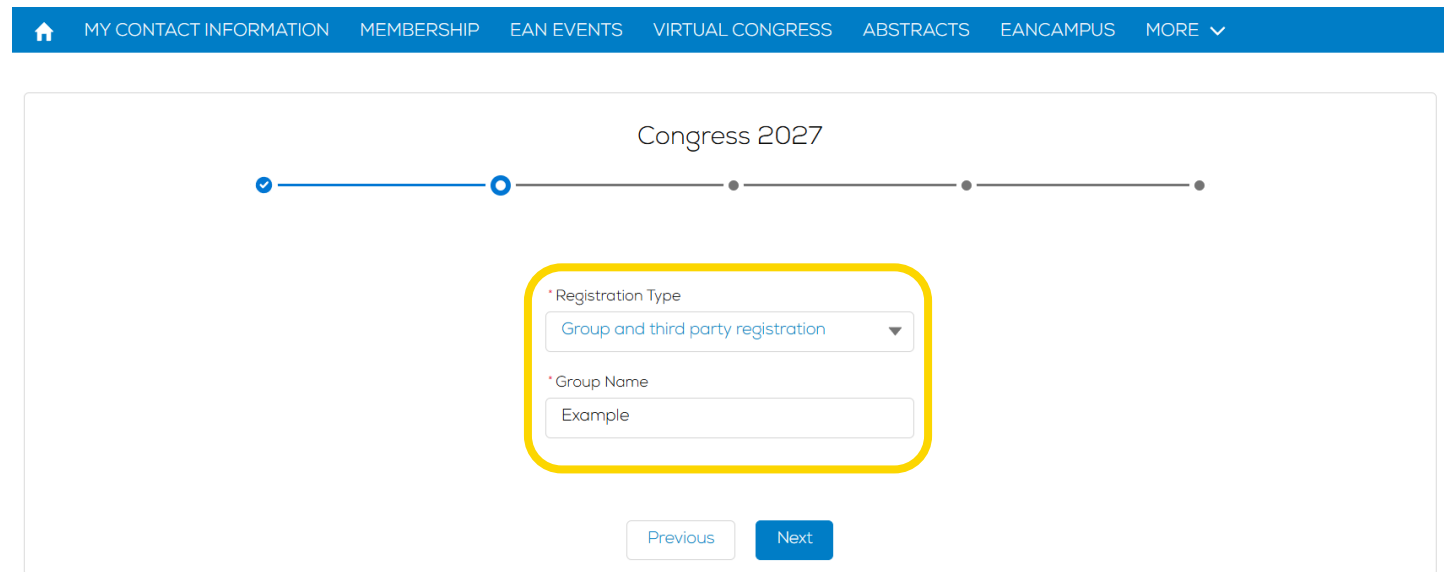
Next

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



The screenshot shows the EAN registration interface for Congress 2027. At the top, a navigation bar includes a home icon and links to MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, VIRTUAL CONGRESS, ABSTRACTS, EANCAMPUS, and MORE. Below the navigation bar, a progress indicator shows five steps, with the second step (Group and Third-Party Registration) highlighted. The main content area contains a yellow-bordered box with the following fields:

- * Registration Type: A dropdown menu with "Group and third party registration" selected.
- * Group Name: A text input field with "Example" entered.

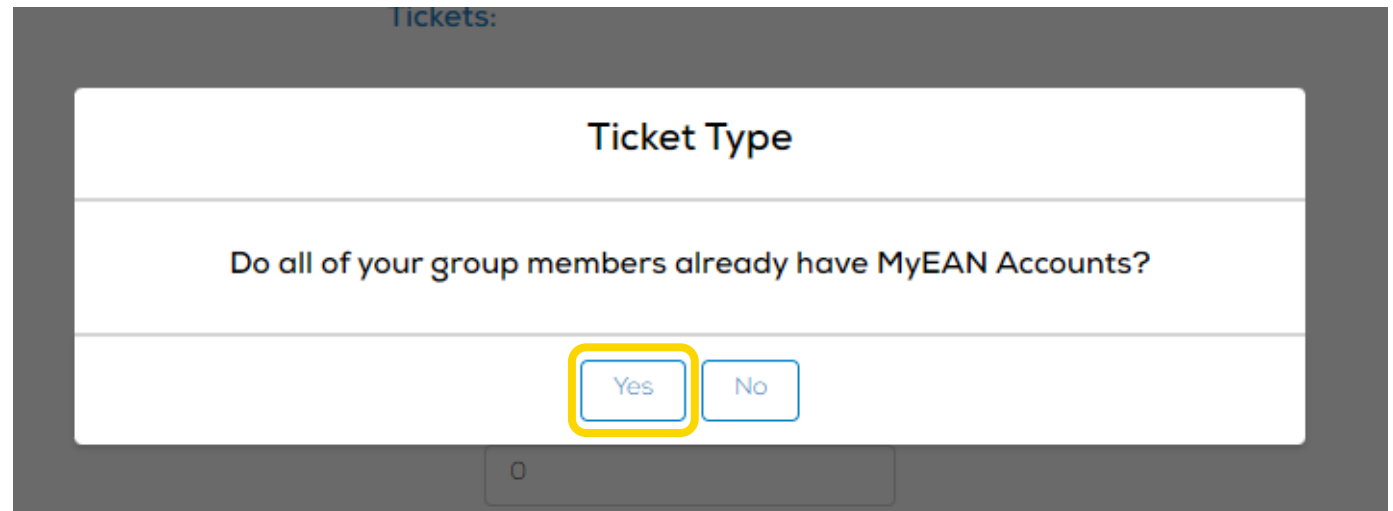
At the bottom of the form, there are two buttons: "Previous" and "Next".

Group & Third-Party Registration without Quota

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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.

 MY CONTACT INFORMATION MEMBERSHIP EAN EVENTS VIRTUAL CONGRESS ABSTRACTS EANCAMPUS MORE 

Congress 2027

✓

✓

○

●

●

●

Tickets:

* Individual ticket amount (max. 150 available)

4

at least one person for more

Previous

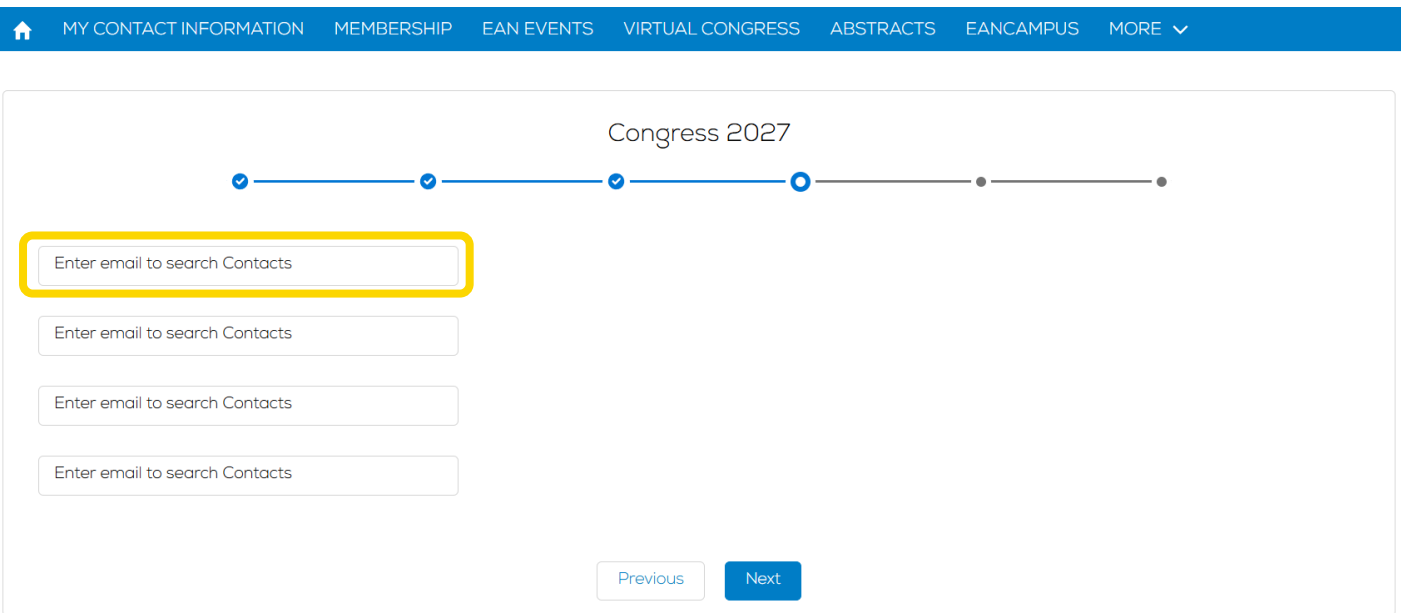
Next

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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 EANCAMPUS MORE ▾

Congress 2027

Enter email to search Contacts

Enter email to search Contacts

Enter email to search Contacts

Enter email to search Contacts

Previous Next

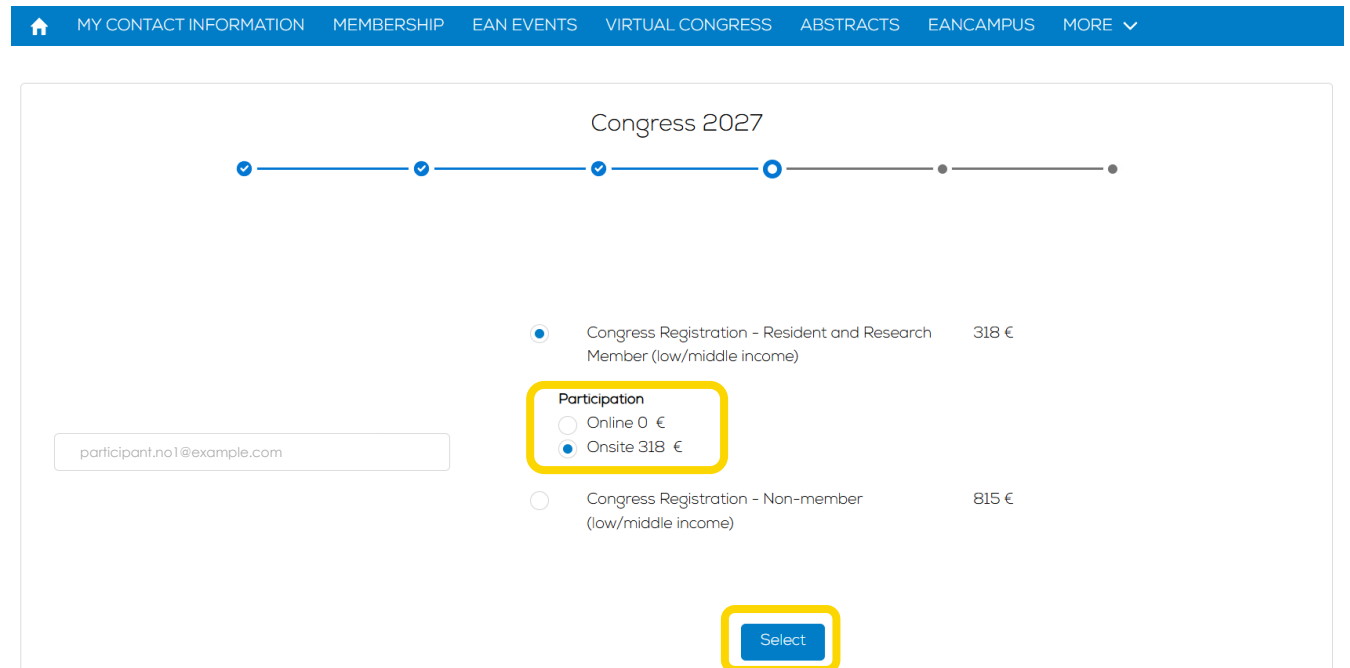
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10. For each participant, you may be provided with different registration fees depending on their EAN membership status.

a) Choose an appropriate ticket and click 'Select' to confirm your choice of ticket. Do the same for the rest.



Congress 2027

participant.no1@example.com

☒ Congress Registration - Resident and Research Member (low/middle income) 318 €

Participation

☐ Online 0 €

☒ Onsite 318 €

☐ Congress Registration - Non-member (low/middle income) 815 €

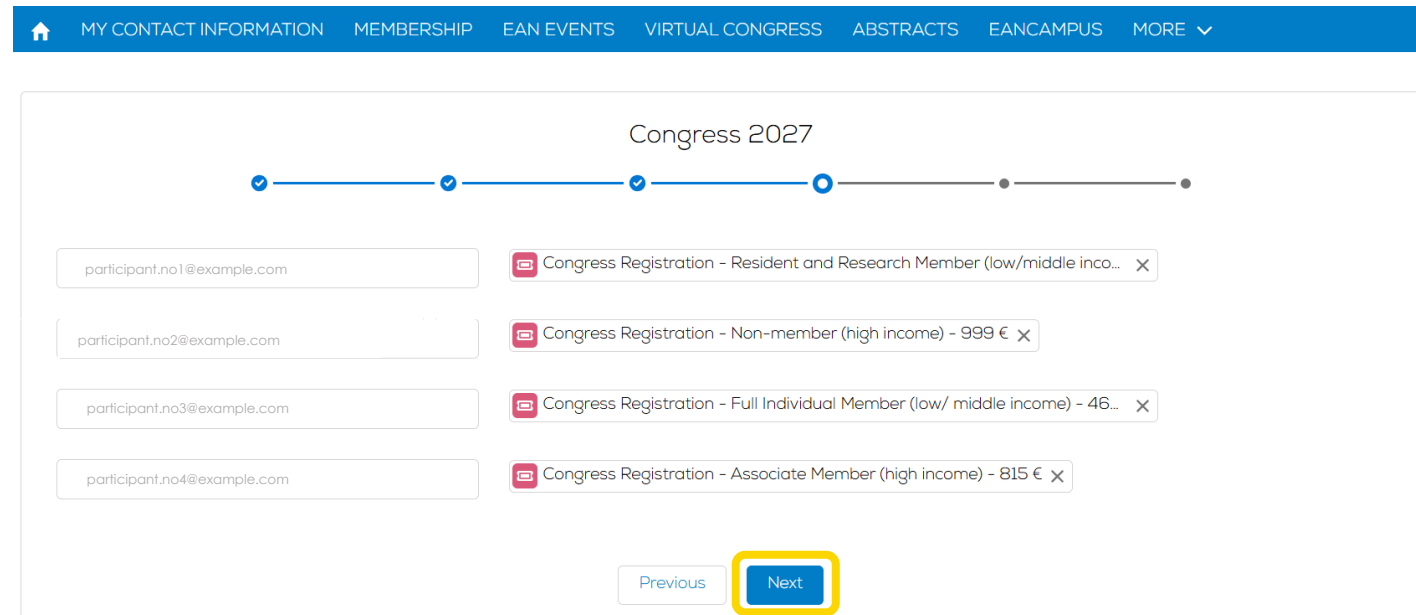
Select

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



Congress 2027

participant.no1@example.com Congress Registration - Resident and Research Member (low/middle income) - 999 €

participant.no2@example.com Congress Registration - Non-member (high income) - 999 €

participant.no3@example.com Congress Registration - Full Individual Member (low/ middle income) - 46...

participant.no4@example.com Congress Registration - Associate Member (high income) - 815 €

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 EANCAMPUS MORE 

Congress 2027

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

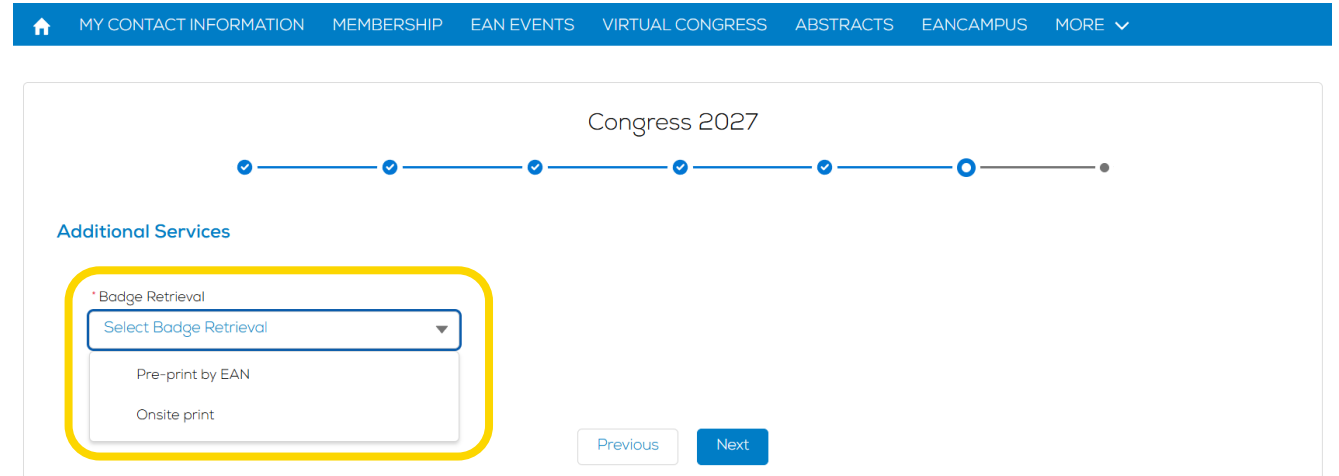
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12. Please select the preferred option for the badge retrieval.

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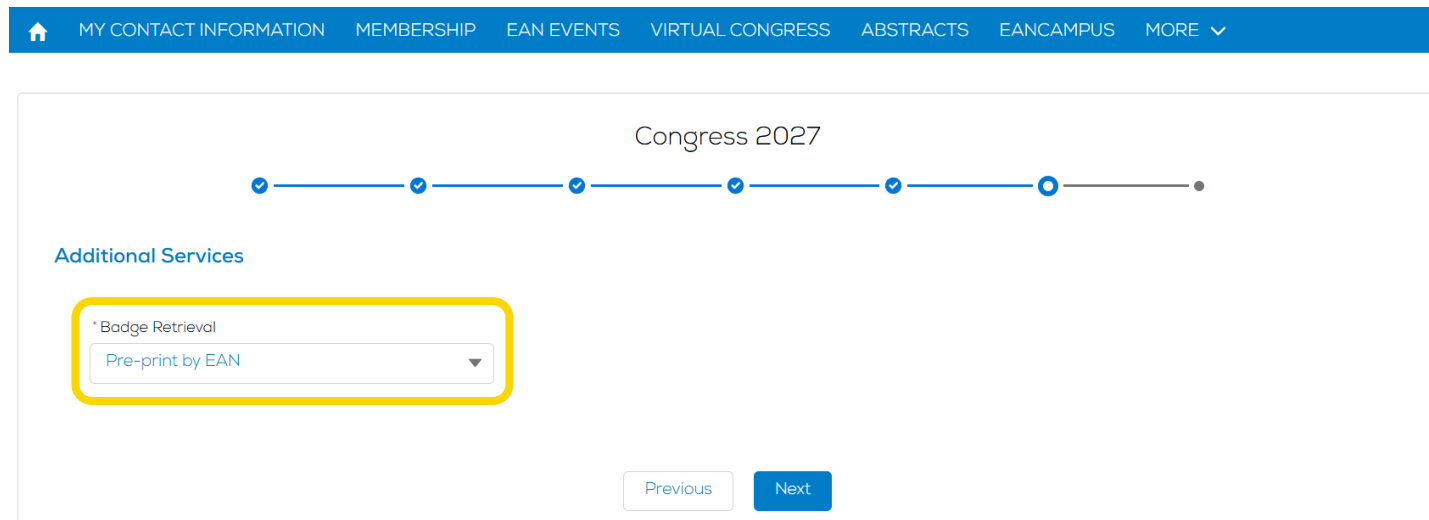
The screenshot shows the EAN registration interface for Congress 2027. At the top, a navigation bar includes links for MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, VIRTUAL CONGRESS, ABSTRACTS, EANCAMPUS, and MORE. Below this, a progress bar indicates the current step in the registration process. The main section is titled 'Additional Services' and features a dropdown menu for 'Badge Retrieval'. The dropdown is highlighted with a yellow border and shows two options: 'Pre-print by EAN' and 'Onsite print'. To the right of the dropdown are 'Previous' and 'Next' buttons.

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a) Pre-print by EAN



The screenshot shows the EAN registration interface for Congress 2027. At the top, a progress bar indicates the current step in the registration process. Below the progress bar, the 'Additional Services' section is visible. A dropdown menu for 'Badge Retrieval' is highlighted with a yellow border, showing 'Pre-print by EAN' as the selected option. At the bottom right of the section, there are 'Previous' and 'Next' buttons.

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 12 May 2027. Otherwise, access to the congress and venue cannot be permitted/guaranteed.

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b) Onsite Print



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Congress 2027

Additional Services

* Badge Retrieval

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 2027

Ticket(s)

Congress Registration - Resident and Research Member (low/middle income)	x 1	318 €
Congress Registration - Non-member (high income)	x 1	999 €
Congress Registration - Full Individual Member (low/ middle income)	x 1	460 €
Congress Registration - Associate Member (high income)	x 1	815 €
Grand Total Amount		2592.00 €
VAT Amount		518.40 €

Onsite print

☒

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

Previous

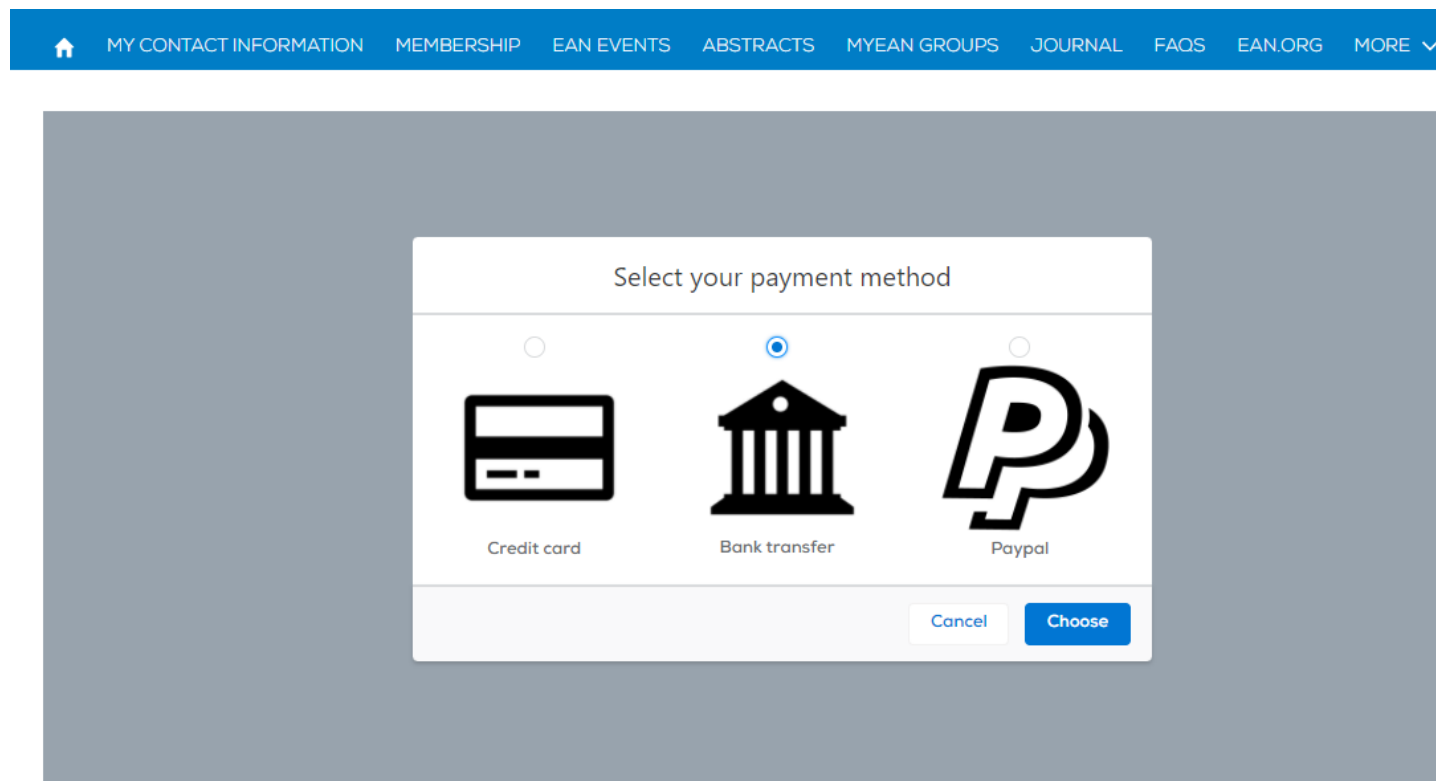
Finish

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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".

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](#)

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.

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

1000

* Billing Country

Austria

VAT Number

Purchase Order Number (optional)

Back

Next

Group & Third-Party Registration without Quota

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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](#)

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.

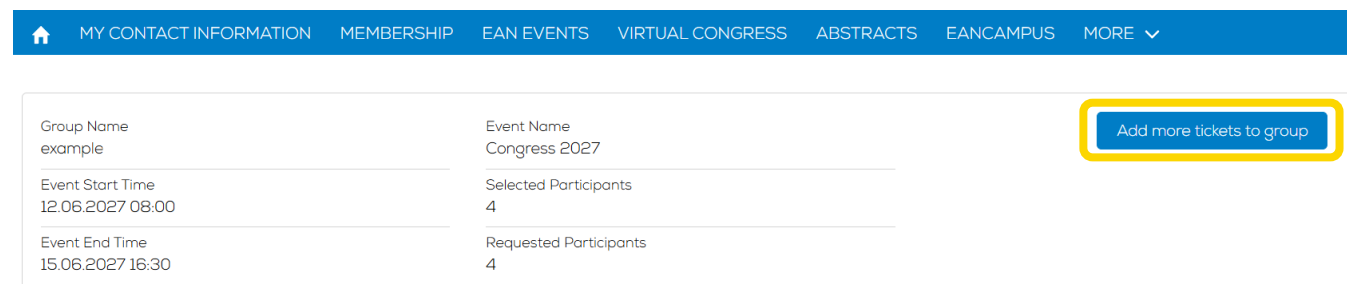
Group & Third-Party Registration without Quota

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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.



The screenshot shows a navigation bar with links: MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, VIRTUAL CONGRESS, ABSTRACTS, EANCAMPUS, and MORE. Below the navigation bar is a form for adding more tickets to a group. The form has two columns. The left column contains: Group Name (example), Event Start Time (12.06.2027 08:00), and Event End Time (15.06.2027 16:30). The right column contains: Event Name (Congress 2027), Selected Participants (4), and Requested Participants (4). A yellow button labeled 'Add more tickets to group' is located in the top right corner of the form.

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