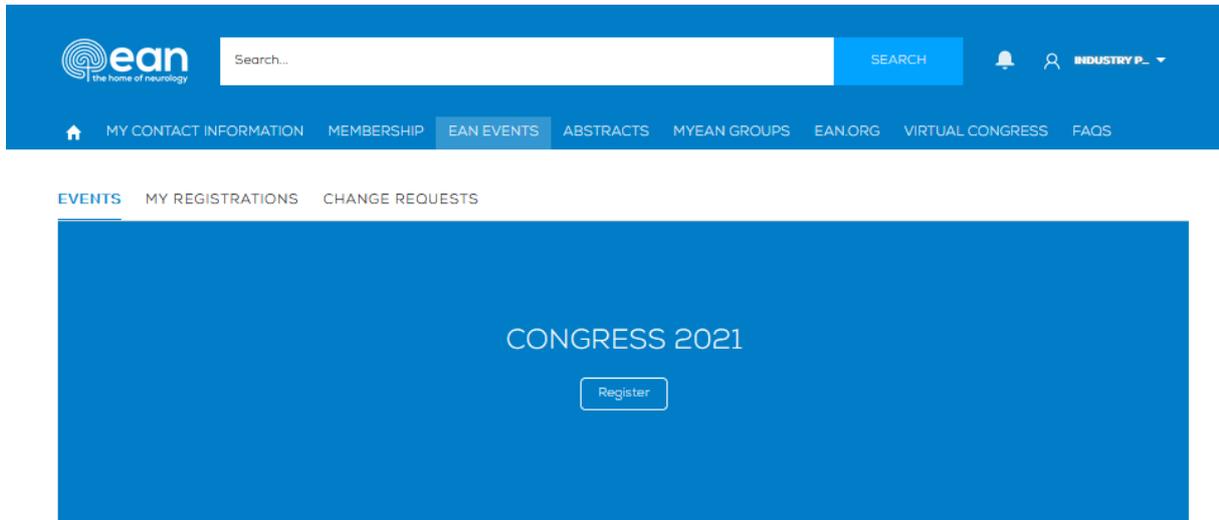


# Industry Partner Registration Manual

1. To make your industry partner registration, log into your MyEAN account and click on the tab 'EAN EVENTS' and start the registration



## 2. Please review and update your contact data

SEARCHINDUSTRY P...

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

### Congress 2021

**Please review / enter your data**

All fields marked with an asterisk \* are required

\* Salutation

Complete this field.

\* First Name

Complete this field.

\* Last Name

Complete this field.

\* Email

Complete this field.

**Main Contact Address**

\* Street

\* Zip/Postal Code

\* City

\* Country

\* Country of Residence

Hospital / Company Name

Department Name

\* Profession

\* Non- / Prescriber

**Topics of interest**

Available		Chosen
Ageing and dementia	▶	
ALS and frontotempo...		
Autonomic nervous sy...	◀	
Cerebrovascular dise...		

I agree to receive EAN newsletter

I agree to receive Industry news

[Next](#)

3. As an Industry Partner you are eligible to select the registration type IPR registration.

The screenshot shows the EAN website header with the logo and navigation menu. Below the header is a progress bar for 'Congress 2021' with four steps. The first step is completed. The second step is active, showing a dropdown menu for 'Registration Type'. The menu is open, showing three options: 'Individual Registration' (selected), 'Group registration', and 'IPR registration'. The 'IPR registration' option is highlighted in blue.

4. The “Group Name” field is prepopulated with your industry partner company name.

The screenshot shows the EAN website header with the logo and navigation menu. Below the header is a progress bar for 'Congress 2021' with four steps. The first step is completed. The second step is active, showing a dropdown menu for 'Registration Type' with 'IPR registration' selected. Below this is a text input field for 'Group Name' with the placeholder text 'Type group name here...'. The field is prepopulated with the user's company name. Below the field is a red border and the text 'Complete this field.'. At the bottom of the form are 'Previous' and 'Next' buttons.

- Your free ticket bundle based on your sponsorship will be shown underneath, each additional ticket will be charged €250 as the full registration fee.

Congress 2021

Tickets:

- Congress Registration - Full 250 €  
Registration

\*Ticket Amount (max. 150 available)

0

35 free tickets available

Previous Next

- Review your registration booking

Congress 2021

**Ticket(s)**

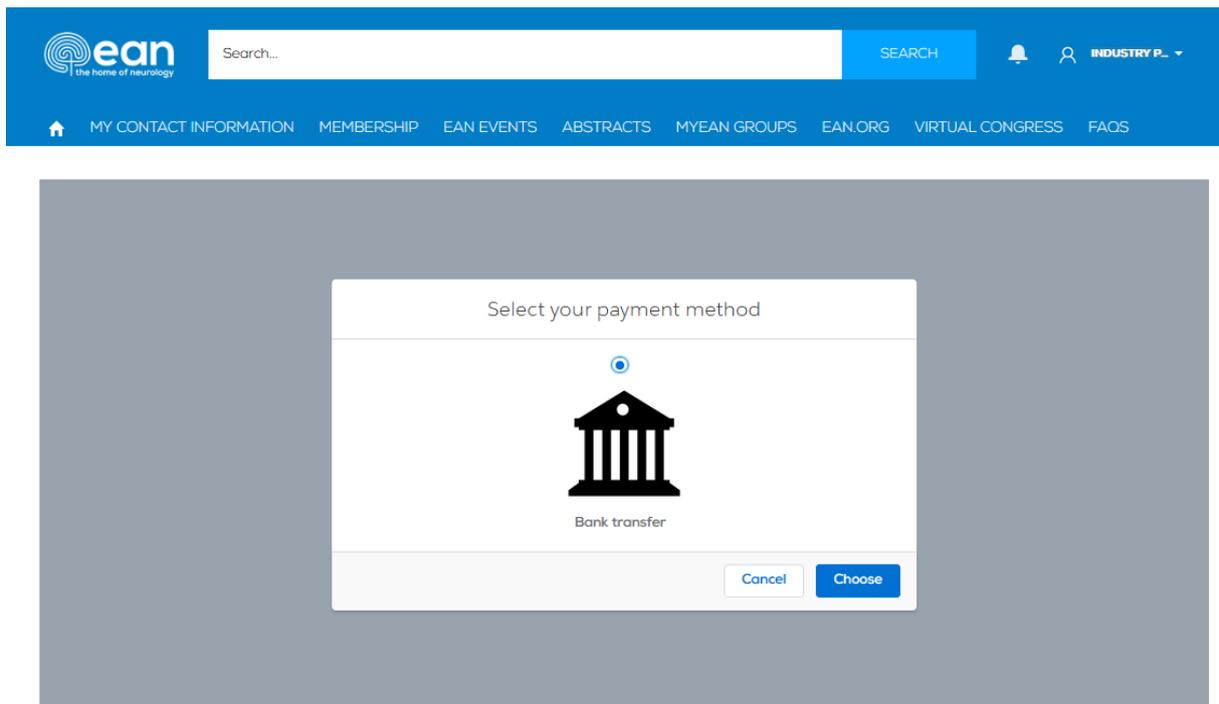
Congress Registration - Full Registration	x 36	250 €
Discount Amount		0 €
Grand Total Amount		250.00 €
VAT Amount		41.67 €

I accept the [Terms and Conditions](#) for Registration

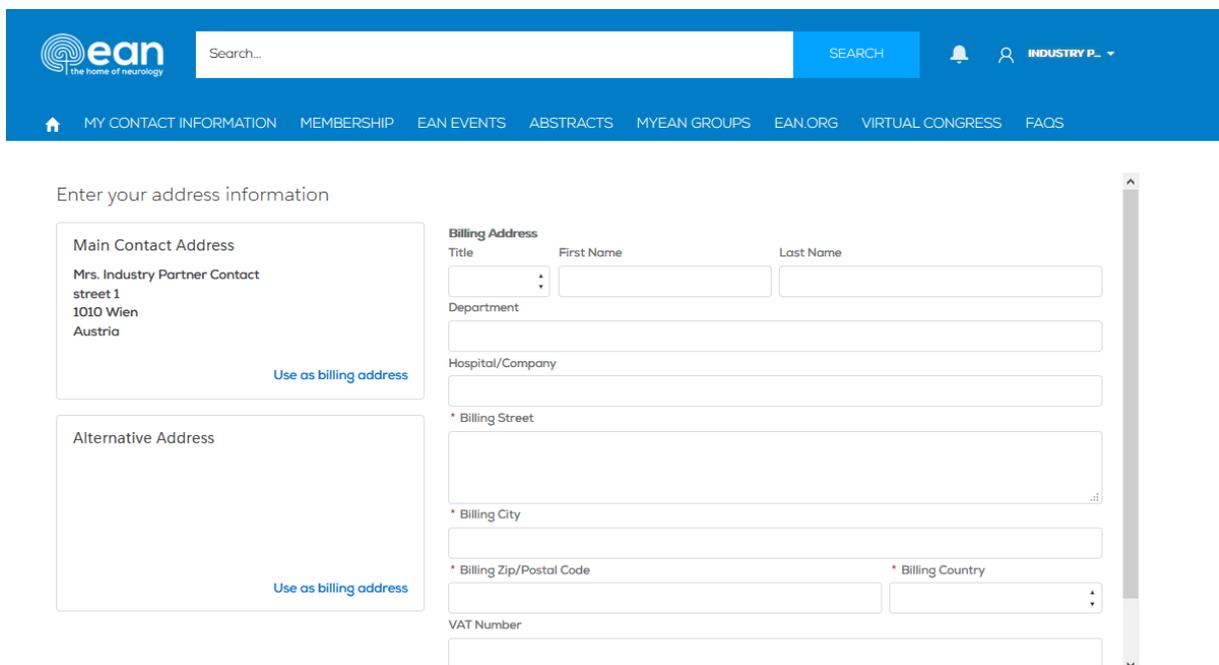
By clicking "Finish", you are registered to the event at the charges and cancellation terms stated above and your registration is subject to the [cancellation terms](#)

Previous Finish

7. If your order exceeds the free ticket amount, go through the payment process



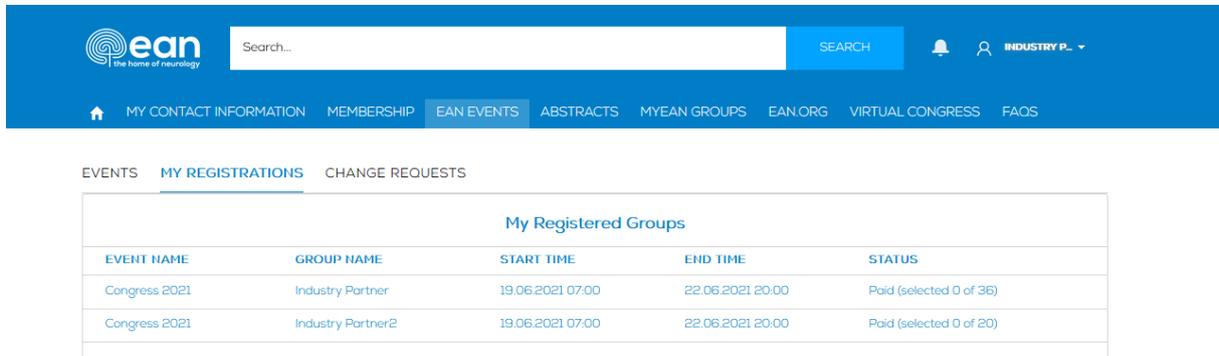
8. Enter the billing address information – you can either use your main contact information or insert an alternative address.



## After payment

Once your payment is received and confirmed by EAN you can start allocating the ticket to your group participants.

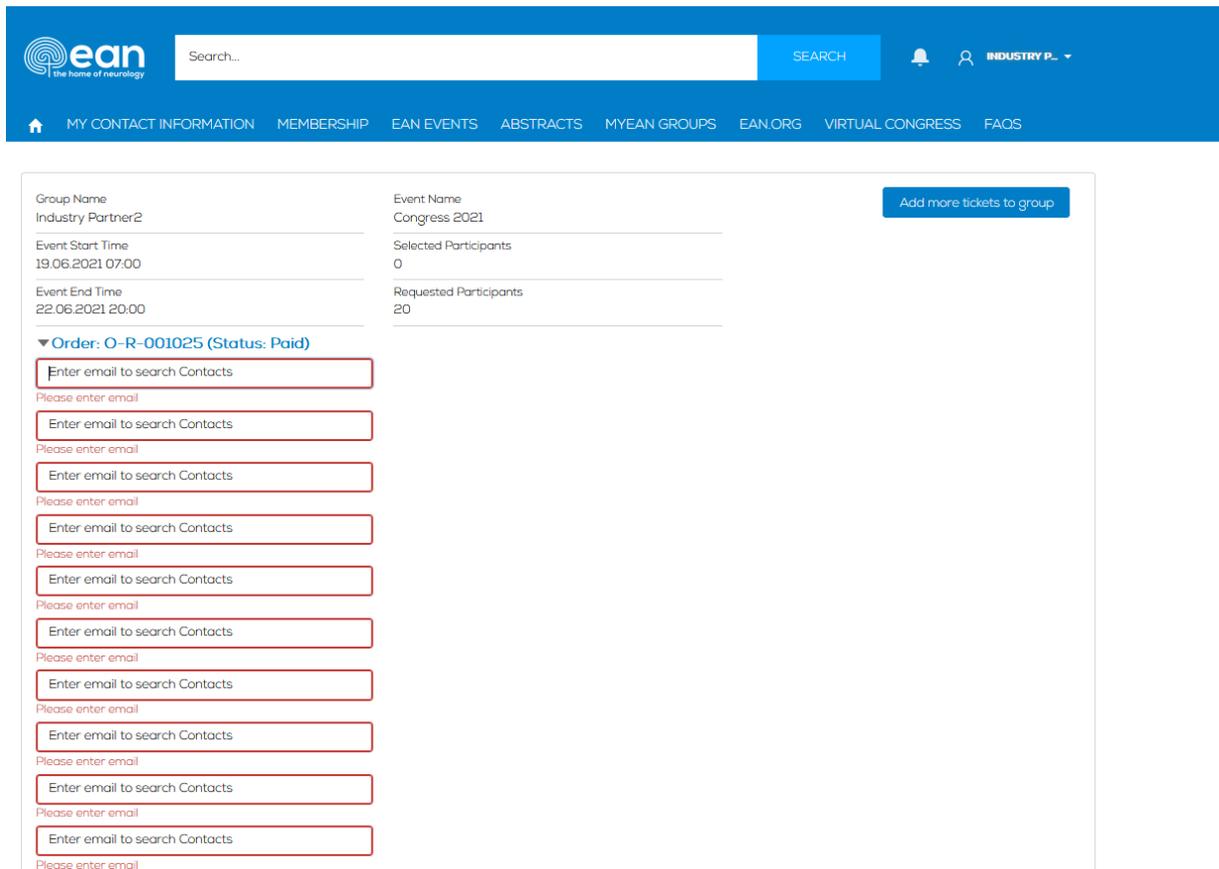
9. Log into MyEAN again, click on 'EAN Events', go to the tab 'My Registrations' and select the group in question.



The screenshot shows the MyEAN website interface. At the top, there is a navigation bar with the EAN logo and a search bar. Below the navigation bar, there are tabs for 'EVENTS', 'MY REGISTRATIONS', and 'CHANGE REQUESTS'. The 'MY REGISTRATIONS' tab is active, displaying a table titled 'My Registered Groups'.

EVENT NAME	GROUP NAME	START TIME	END TIME	STATUS
Congress 2021	Industry Partner	19.06.2021 07:00	22.06.2021 20:00	Paid (selected 0 of 36)
Congress 2021	Industry Partner2	19.06.2021 07:00	22.06.2021 20:00	Paid (selected 0 of 20)

10. 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.***



The screenshot shows the MyEAN website interface for adding participants to a group. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a form for adding participants to a group. The form includes fields for 'Group Name' (Industry Partner2), 'Event Name' (Congress 2021), 'Event Start Time' (19.06.2021 07:00), 'Event End Time' (22.06.2021 20:00), 'Selected Participants' (0), and 'Requested Participants' (20). There is a button labeled 'Add more tickets to group'. Below the form, there is a section for 'Order: O-R-001025 (Status: Paid)' with a list of 10 input fields for entering email addresses to search for contacts. Each input field is followed by a 'Please enter email' prompt.