How to Register a Group with Quota
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1. Login into your MyEAN account
2. Click on EAN EVENTS
3. Click on Register
4. Click on the Register Now button
5. Review your contact information
6. Select Group Registration as registration type
7. Start the registration with “No”
8. Type in the needed amount of tickets
9. Please select the preferred option for the badge retrieval
   a) Pre-print by EAN
   b) Onsite Print
10. Decide if the group would like to receive congress bags
11. Accept terms and conditions to finish your registration
12. Choose your preferred payment method
13. Enter the desired billing address
14. You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.
15. You will receive your order confirmation soon after completion.

Allocating tickets and adding participants after payment
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5. Review and, if necessary, update your contact information and then click next

- Department Name
- Profession: Neurologist
- Other Profession: --None--
- Non-/ Prescriber: I am a non-prescriber

Topics of interest:
- I agree to receive EAN newsletter

Next
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6. Select **Group Registration** if you want to register 5 or more people and enter a unique group name
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7. Start the registration with "No, not all my group members have a MyEAN account" to buy a quota for the standard group fee which can be seen at the registration fees.

8. Type in the needed amount of tickets

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For badge pre-print, an email will be sent to the group leader regarding badge pickup time slot booking.

Please note that for group registration, you are required to assign your participants by 31 May 2023. Otherwise, access to the congress and venue cannot be permitted/guaranteed.
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b. Onsite Print

For onsite print, each participant will receive a separate email with QR code and instructions.
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11. Accept *terms and conditions* to finish your registration

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[Image of the registration process]

**Congress Budapest 2023**

- **Ticket(s)**
  - Congress Registration - Non-member (High income) x 2: 1000 €
  - Grand Total Amount: 2000.00 €
  - VAT Amount: 209.13 €
  - Pre-print by EAN

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

[Options: Previous, Finish]
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13. Enter the desired billing address – you can either use your main contact information or use an alternative address. If applicable provide your VAT number.
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**An invoice will be sent out upon receipt of payment.**
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1. Once you have paid your dues, you will be able to allocate tickets to group members.
2. Click on EVENTS and My Registrations
3. Select the group in question
4. 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.
5. 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.

If you wish to purchase additional tickets, you can do so by clicking Add Tickets in the upper right corner.

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 + receive their certificates
- access the live webcasts + on-demand content