How to Register a Group without 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 “Yes”
8. Type in the needed amount of tickets
9. Insert group members’ email addresses in the spaces provided
10. Choose the appropriate ticket
   a) Pre-print by EAN
   b) Onsite Print
11. Please select the preferred option for the badge retrieval
   a) Pre-print by EAN
   b) Onsite Print
12. Decide if the group would like to receive congress bags
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 through external links that are shown at the booking end.
17. You will receive your order confirmation soon after completion.

Adding participants after payment
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Adding participants after payment

3. Click on “Register” Congress YYYY
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   a) Non-Member (high income) 883€
   Participant@email.com
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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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Adding participants after payment

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.
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The invoice will be sent out upon receipt of payment.
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Adding participants after payment

1. Click on EVENTS and My Registrations.
2. 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.

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.

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