Instruction Manual for Group & Third-Party Registration with Quota
Group & Third-Party Registration with Quota

1. Log in to your MyEAN account or create a new account in case you do not have one yet (www.ean.org/congress2024).

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 ‘No’

8. Select the ticket and enter the needed amount of tickets

9. Decide if you’d like to order congress bags for your participants

10. Select the preferred option for the badge retrieval
   a) Pre-print by EAN
   b) Onsite Print

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 after completion.

16. The Invoice will be sent out upon receipt of payment.

Allocating tickets and adding participants after payment.
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5. Review and, if necessary, update your contact information. Then, click ‘Next’.
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6. Select ‘Group and Third-Party Registration’ and enter a unique group name.
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7. Start the registration with ‘No’ if not all your group members have a MyEAN account in order to buy a quota for the standard group fee.
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6. **Select ‘Group and Third-Party Registration’ and enter your group name**
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8. **Select the ticket type and enter the needed amount of tickets. The minimum amount is 1 while the maximum is 150.**
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9. Decide if you’d like to order congress bags for your participants.

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a. Pre-print by EAN

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 booking.

Please note that for group registration, you are required to assign your participants by 31 May 2024. 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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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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1. Once you have paid your dues, you will be able to allocate tickets to group members.
2. Click ‘EVENTS’ and ‘My Registrations’.
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 and receive their certificates
- access the live webcasts and on-demand content