Instruction Manual for Group & Third-Party Registration without Quota
Group & Third-Party Registration without 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’.

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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. Insert participants’ email addresses
   10. Choose the ticket
       a) b) 
   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 through external links that are shown at the booking end.
   17. You will receive your order confirmation after completion.
   18. The invoice will be sent out upon receipt of payment.

Adding participants after payment
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5. Review and, if necessary, update your contact information. Then, click ‘Next.’
6. Select ‘Group and Third-Party Registration’ and enter a unique group name.
7. Start the registration with ‘Yes’ if all my group members have a MyEAN account to benefit from member fees, if any.

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8. Enter the needed amount of tickets.

Congress Helsinki 2024

Tickets:

*Individual ticket amount (max. 50 available)

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9. Insert your participants’ email addresses. Make sure these email addresses are linked to each participant's MyEAN profile.
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.
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b) After entering the email addresses, the screen should look like this. If everything is correct, click ‘Next’.
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12. Please select the preferred option for the badge retrieval. The Pre-Print option is only available if the group consists of 5 or more participants and for onsite tickets.
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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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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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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.

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.

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