# Instruction Manual for Group & Third-Party Registration without Quota
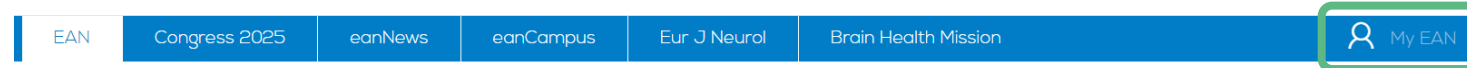
## Group & Third-Party Registration without Quota

1. Log in to your MyEAN account

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. Enter participants' email addresses

10. Choose the tickets
    a) Select a ticket for each participant
    b) Double check if tickets are correct

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. Your invoice will be sent out upon receipt of payment.

Adding participants to an existing group

1. Log in to your MyEAN account or create a new account in case you do not have one yet (www.ean.org/congress2025).



2. Click 'EVENTS'.
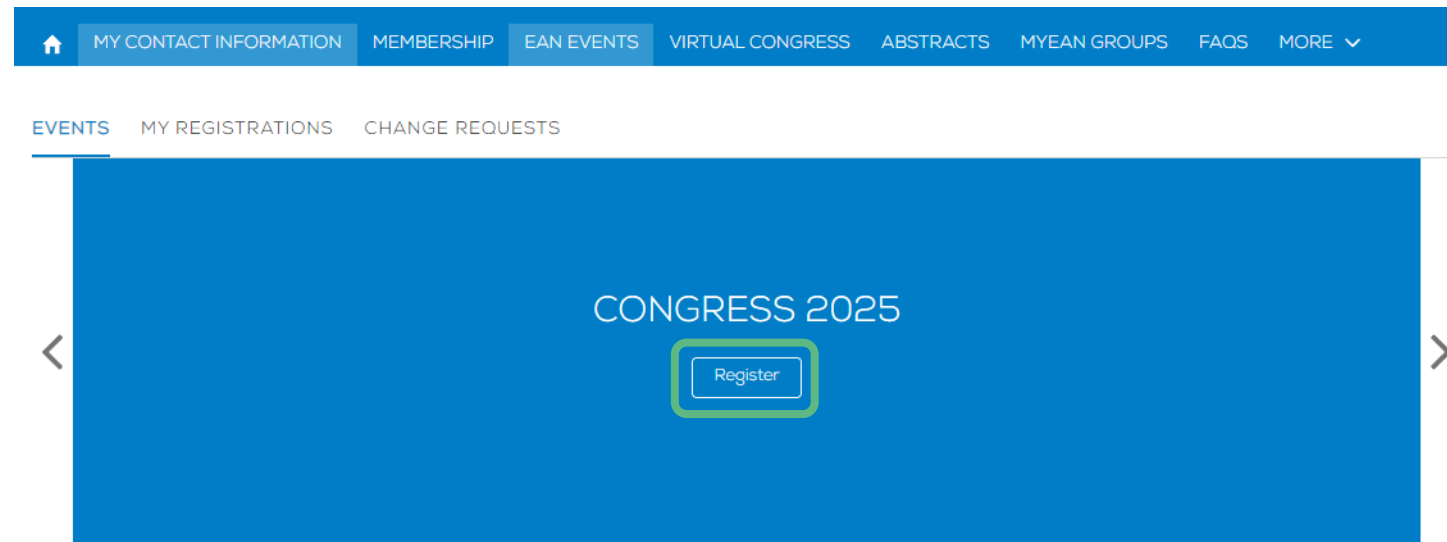
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Adding participants to an existing group

## 3. Click 'Register'.

MY CONTACT INFORMATION    MEMBERSHIP    EAN EVENTS    VIRTUAL CONGRESS    ABSTRACTS    MYEAN GROUPS    FAQS    MORE

EVENTS    MY REGISTRATIONS    CHANGE REQUESTS

CONGRESS 2025

Register

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Adding participants to an existing group

## 4. Click on the Register Now button.

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Adding participants to an existing group

5. Review and, if necessary, update your contact information. Then, click 'Next.'

# Group & Third-Party Registration without Quota

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Adding participants to an existing group

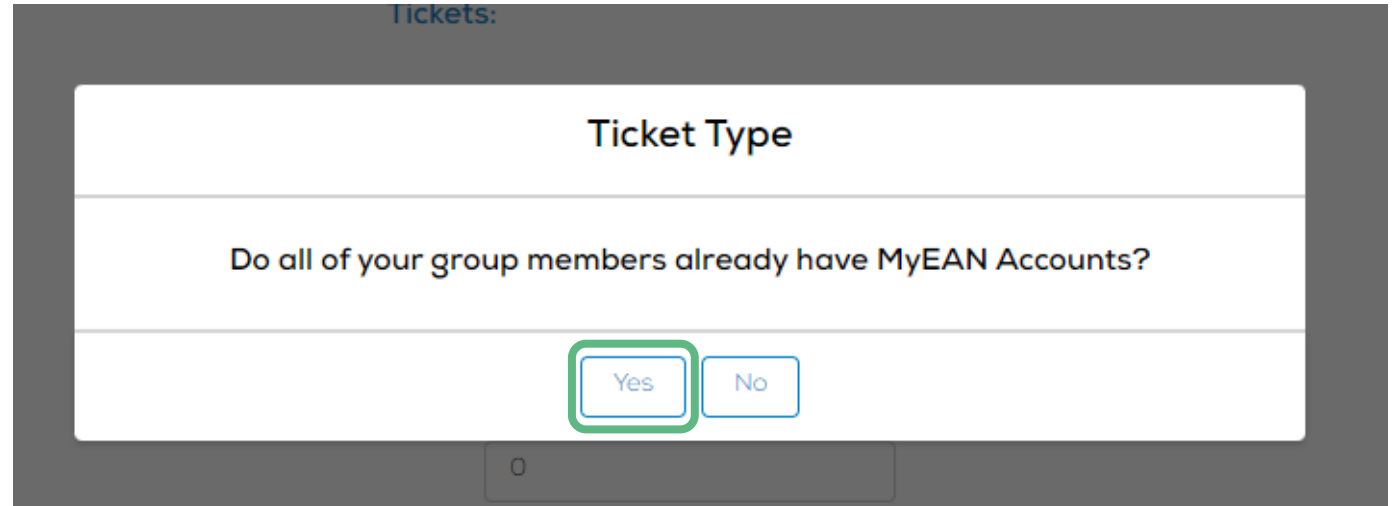6. Select 'Group and Third-Party Registration' and enter a unique group name.

# Group & Third-Party Registration without Quota

1. Log in to your MyEAN account

2. Click 'EVENTS'

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4. Click on the Register Now button

5. Review your contact information

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7. Start the registration with 'Yes'

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Adding participants to an existing group

7. Start the registration with 'Yes' if all my group members have a MyEAN account to benefit from member fees, if any.
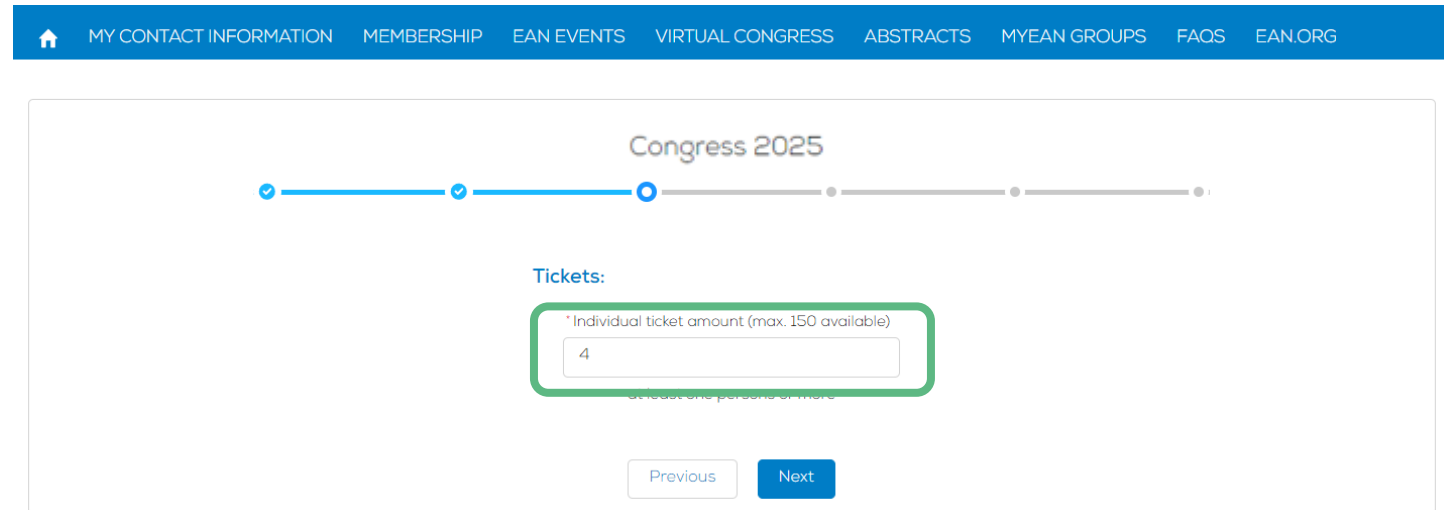
# Group & Third-Party Registration without Quota

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2. <u>Click 'EVENTS'</u>

3. <u>Click 'Register'</u>

4. <u>Click on the Register Now button</u>

5. <u>Review your contact information</u>

6. <u>Select 'Group and Third-Party Registration' and enter your group name</u>

7. <u>Start the registration with 'Yes'</u>

8. <u>Enter the needed amount of tickets</u>

9. <u>Enter participants' email addresses</u>

10. <u>Choose the tickets</u>
    <u>a) Select a ticket for each participant</u>
    <u>b) Double check if tickets are correct</u>

11. <u>Decide if you'd like to order congress bags for your participants</u>

12. <u>Select the preferred option for the badge retrieval</u>
    <u>a) Pre-print by EAN</u>
    <u>b) Onsite Print</u>

13. <u>Accept terms and conditions to finish your registration</u>

14. <u>Choose your preferred payment method</u>

15. <u>Enter the desired billing address</u>

16. <u>You will have the opportunity to purchase insurance or book your accommodation through external links that are shown at the booking end.</u>

17. <u>You will receive your order confirmation after completion.</u>

18. <u>Your invoice will be sent out upon receipt of payment.</u>

<u>Adding participants to an existing group</u>

## 8. Enter the needed amount of tickets.

# Group & Third-Party Registration without Quota

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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. Enter participants' email addresses

10. Choose the tickets
    a) Select a ticket for each participant
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13. Accept terms and conditions to finish your registration

14. Choose your preferred payment method

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Adding participants to an existing group

9. Enter your participants' email addresses. Make sure these email addresses are linked to each participant's MyEAN profile.

# Group & Third-Party Registration without Quota

1. Log in to your MyEAN account

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. Enter participants' email addresses

10. Choose the tickets
    a) Select a ticket for each participant
    b) Double check if tickets are correct

11. Decide if you'd like to order congress bags for your participants

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    a) Pre-print by EAN
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Adding participants to an existing group

10. For each participant, you may be provided with different registration fees depending on their EAN membership status.
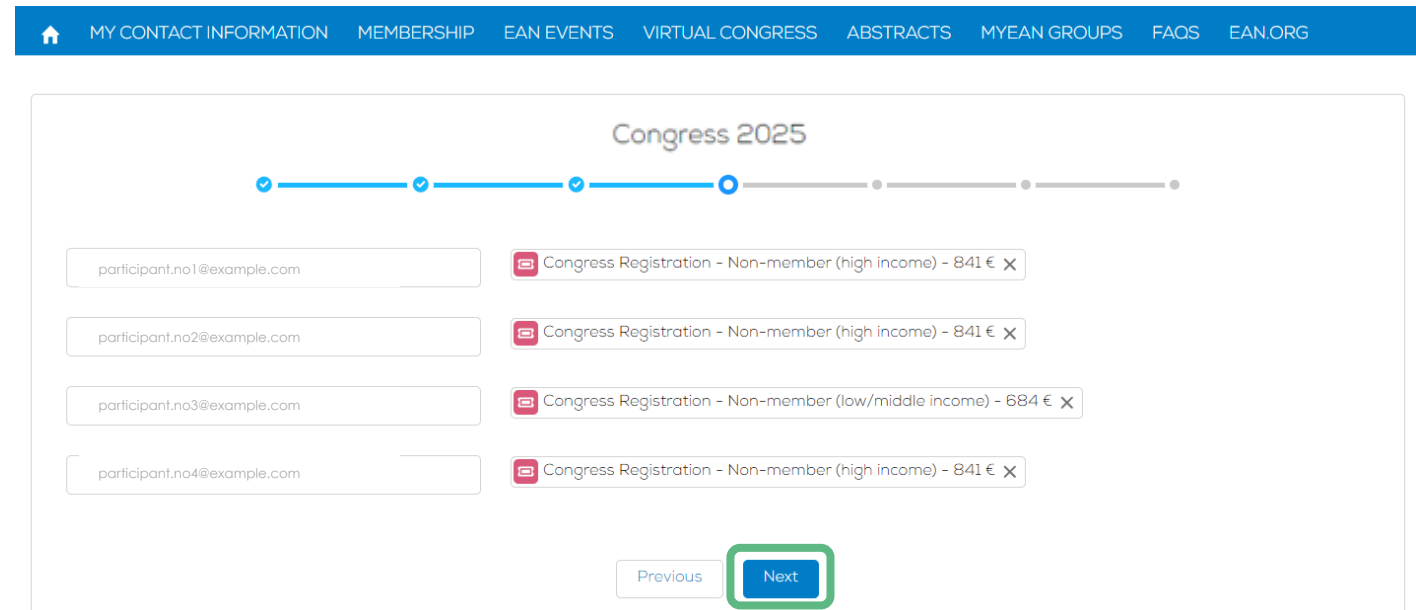a) Choose an appropriate ticket and click 'Select' to confirm your choice of ticket. Do the same for the rest.

# Group & Third-Party Registration without Quota

1. Log in to your MyEAN account

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. Enter participants' email addresses

10. Choose the tickets
    a) Select a ticket for each participant
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11. Decide if you'd like to order congress bags for your participants

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14. Choose your preferred payment method

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Adding participants to an existing group

b) After entering the email addresses, the screen should look like this. If everything is correct, click 'Next'.

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1. Log in to your MyEAN account

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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

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10. Choose the tickets
    a) Select a ticket for each participant
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Adding participants to an existing group

## 11. Decide if you'd like to order congress bags for your participants.

# Group & Third-Party Registration without Quota

1. Log in to your MyEAN account

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. Enter participants' email addresses

10. Choose the tickets
    a) Select a ticket for each participant
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11. Decide if you'd like to order congress bags for your participants

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    a) Pre-print by EAN
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Adding participants to an existing group

## 12. Please select the preferred option for the badge retrieval.

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6. Select 'Group and Third-Party Registration' and enter your group name

7. Start the registration with 'Yes'

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Adding participants to an existing group

## 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.

Please note that for group registration, you are required to assign your participants by 21 May 2025. Otherwise, access to the congress and venue cannot be permitted/guaranteed.

# Group & Third-Party Registration without Quota

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5. <u>Review your contact information</u>

6. <u>Select 'Group and Third-Party Registration' and enter your group name</u>

7. <u>Start the registration with 'Yes'</u>

8. <u>Enter the needed amount of tickets</u>

9. <u>Enter participants' email addresses</u>

10. <u>Choose the tickets</u>
    <u>a) Select a ticket for each participant</u>
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11. <u>Decide if you'd like to order congress bags for your participants</u>

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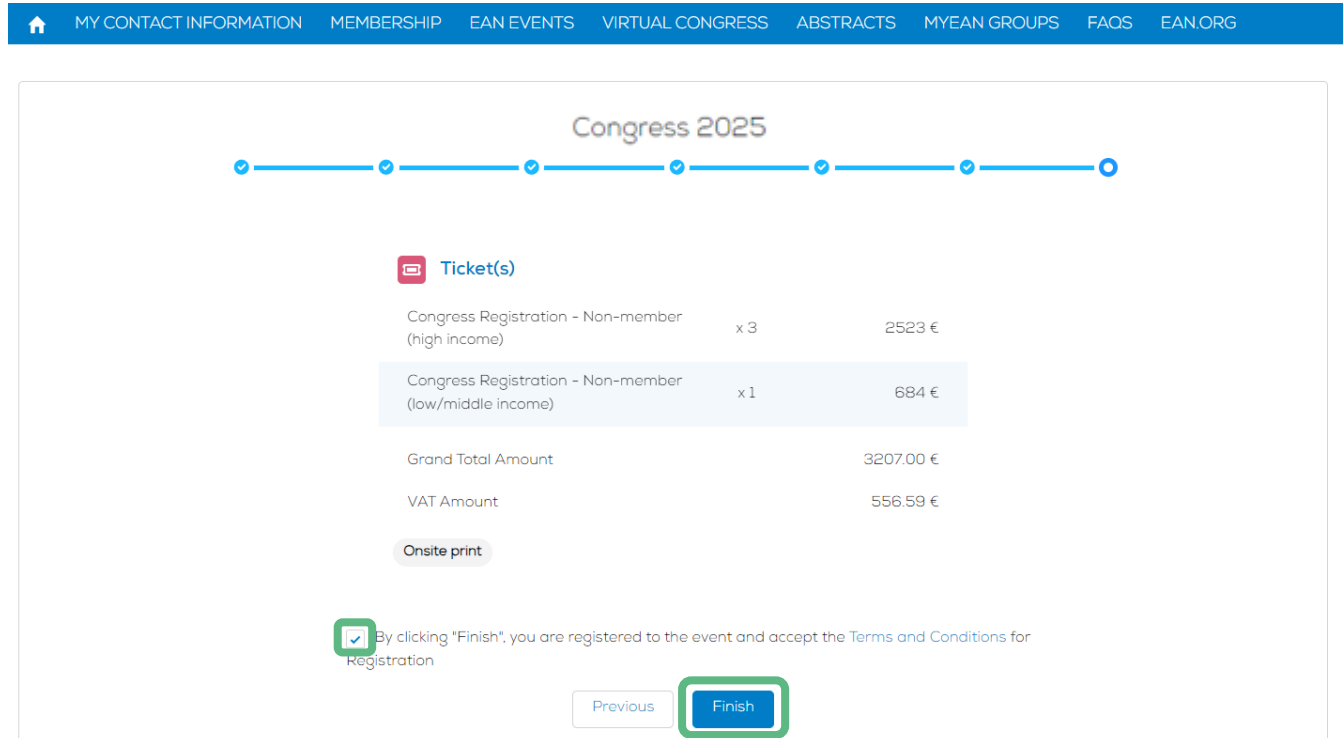
## b) Onsite Print



For onsite print, each participant will receive a separate email with QR code and instructions.

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Adding participants to an existing group

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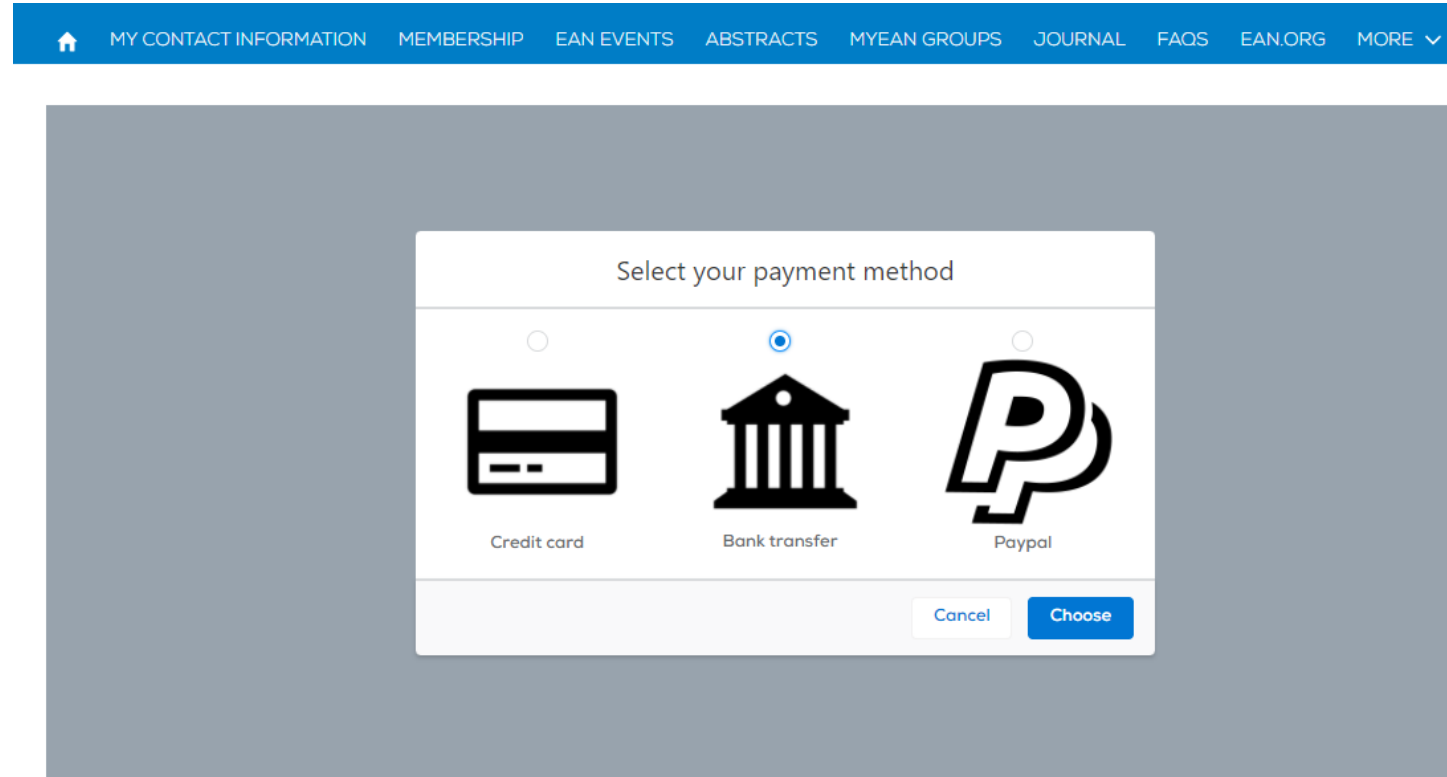
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Adding participants to an existing group

## 14. Choose your preferred payment method.

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Adding participants to an existing group

## 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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Adding participants to an existing group

## Adding participants to an existing group

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