

How To Purchase Additional Sessions

For only onsite registration
and on individual basis!



How To Purchase Additional Sessions

1. [Log in to your MyEAN account](#)
2. [Click 'EVENTS'](#)
3. [Click 'MY REGISTRATIONS'](#)
4. [Click 'Congress 2025'](#)
5. [Click 'Upgrade'](#)
6. [Choose additional sessions](#)
7. [Apply your discount code if available and accept terms and conditions to finish your upgrade](#)
8. [Choose your preferred payment method](#)
9. [Enter the desired billing address](#)
10. [You will receive your order confirmation after completion.](#)
11. [Your invoice will be sent out upon receipt of payment.](#)

1. Log in to your MyEAN account on [our website](#).



2. Click 'EVENTS'.



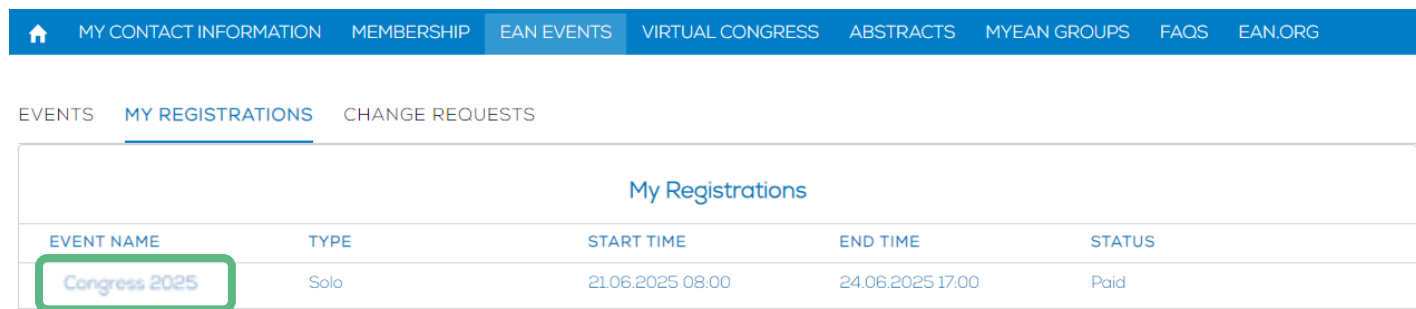
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3. Click 'MY REGISTRATIONS'.



4. Click 'Congress 2025'.



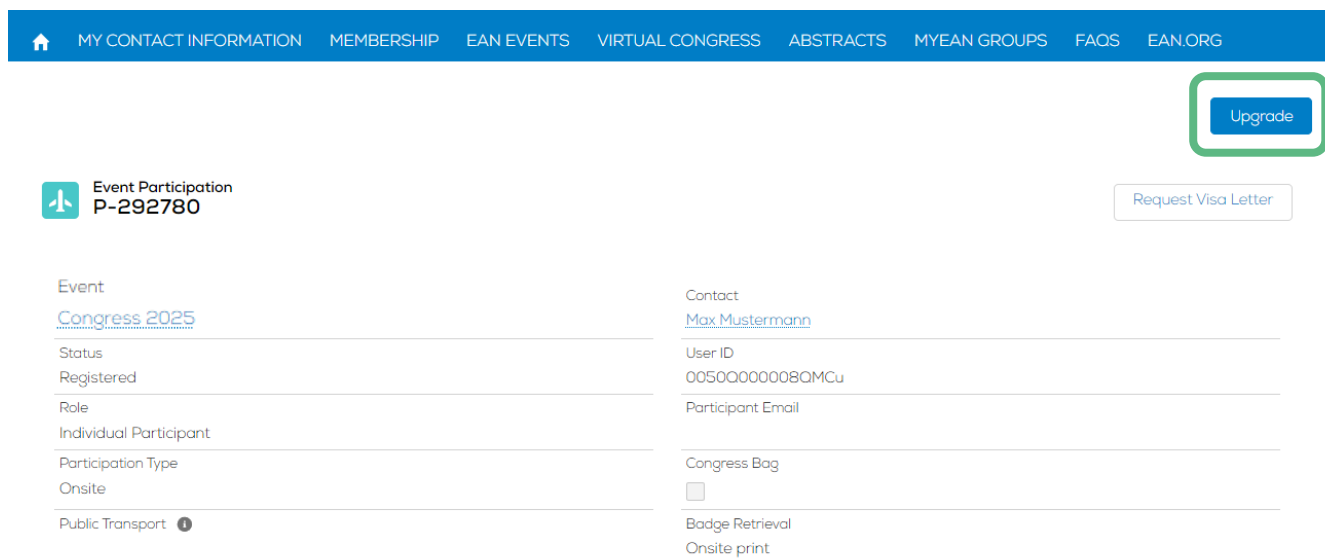
The screenshot shows the 'My Registrations' page. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there are three tabs: EVENTS, MY REGISTRATIONS (highlighted with a green box), and CHANGE REQUESTS. The main content area is titled 'My Registrations' and contains a table with the following data:

EVENT NAME	TYPE	START TIME	END TIME	STATUS
Congress 2025	Solo	21.06.2025 08:00	24.06.2025 17:00	Paid



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5. Click 'Upgrade'.



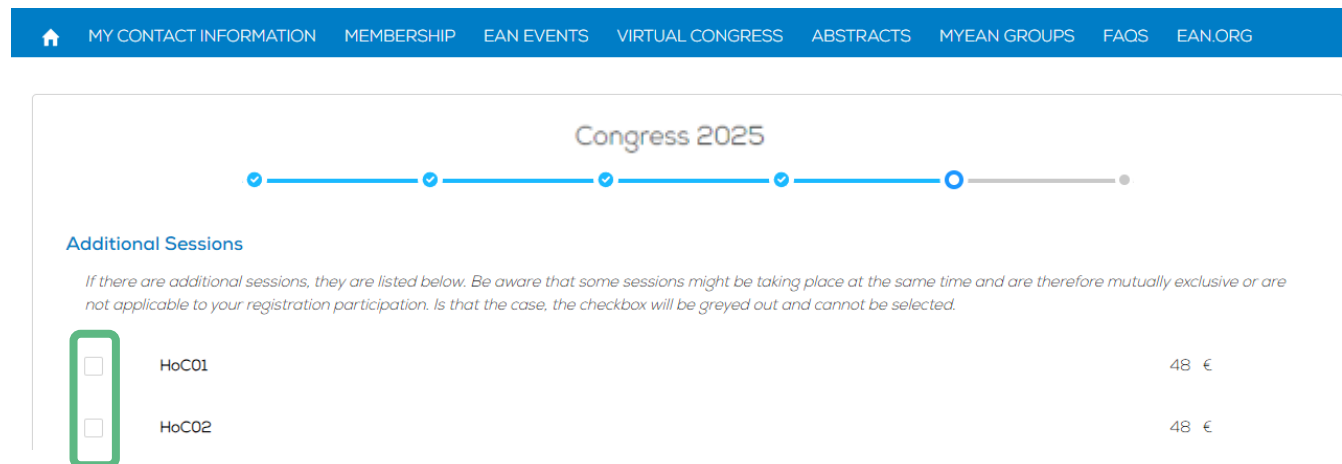
The screenshot shows the MyEAN website interface. At the top is a blue navigation bar with a home icon and links for MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, VIRTUAL CONGRESS, ABSTRACTS, MYEAN GROUPS, FAOS, and EAN.ORG. On the right side of the page, there is a blue 'Upgrade' button highlighted with a green rectangular border. Below the navigation bar, the page displays details for an 'Event Participation' with ID 'P-292780'. A 'Request Visa Letter' button is visible in the top right corner of the main content area.

 Event Participation P-292780	Request Visa Letter
Event Congress 2025	Contact Max Mustermann
Status Registered	User ID 0050Q000008QMCu
Role Individual Participant	Participant Email
Participation Type Onsite	Congress Bag <input type="checkbox"/>
Public Transport 	Badge Retrieval Onsite print

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6. Select additional sessions you wish to attend



Home MY CONTACT INFORMATION MEMBERSHIP EAN EVENTS VIRTUAL CONGRESS ABSTRACTS MYEAN GROUPS FAOS EAN.ORG

Congress 2025

Additional Sessions

If there are additional sessions, they are listed below. Be aware that some sessions might be taking place at the same time and are therefore mutually exclusive or are not applicable to your registration participation. In that case, the checkbox will be greyed out and cannot be selected.

<input type="checkbox"/>	HoC01	48 €
<input type="checkbox"/>	HoC02	48 €

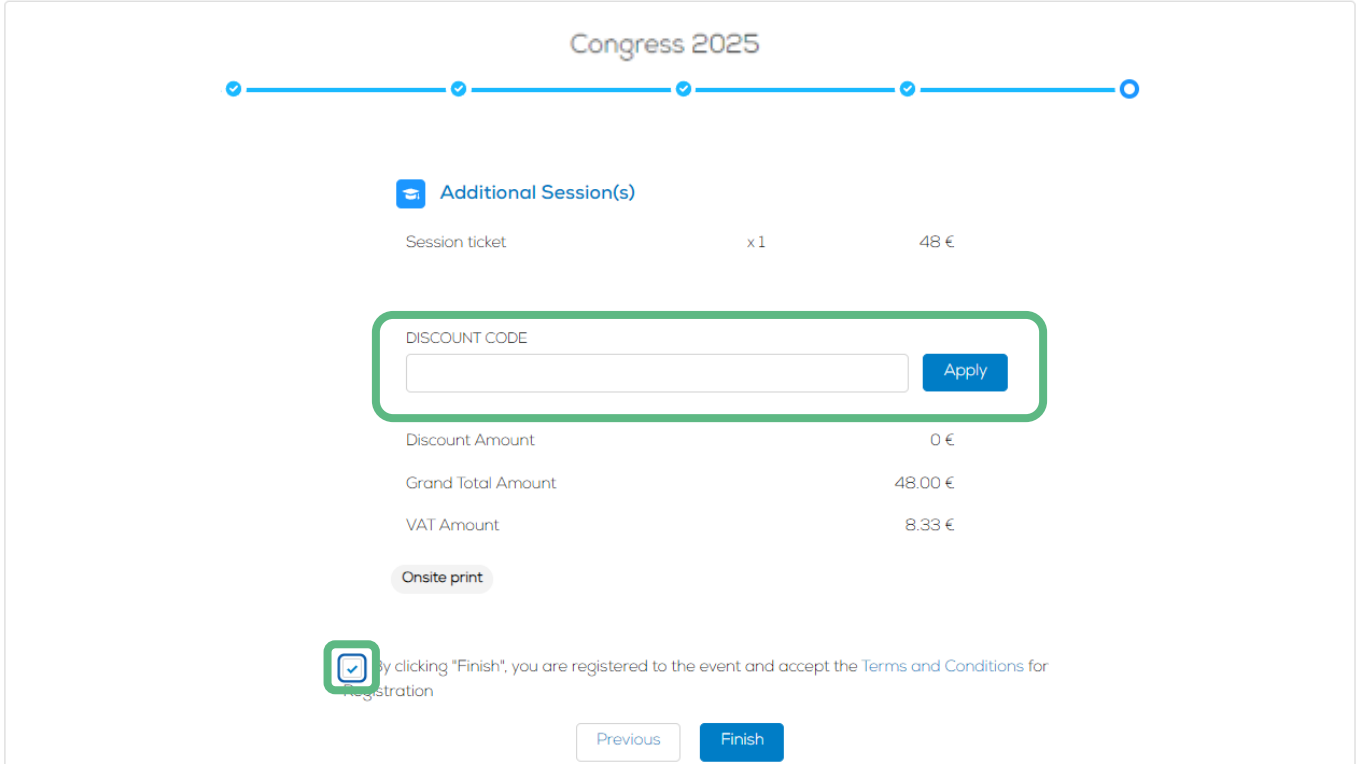
Please note: If sessions are fully booked (max. 60 participants/session) or are mutually exclusive, they cannot be selected.

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7. Apply your discount code if available and accept terms and conditions to finish your upgrade.

Note: Discount codes apply to additional session tickets only.



Progress bar: Congress 2025

Additional Session(s)

Session ticket	x 1	48 €
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DISCOUNT CODE

Apply

Discount Amount	0 €
Grand Total Amount	48.00 €
VAT Amount	8.33 €

Onsite print

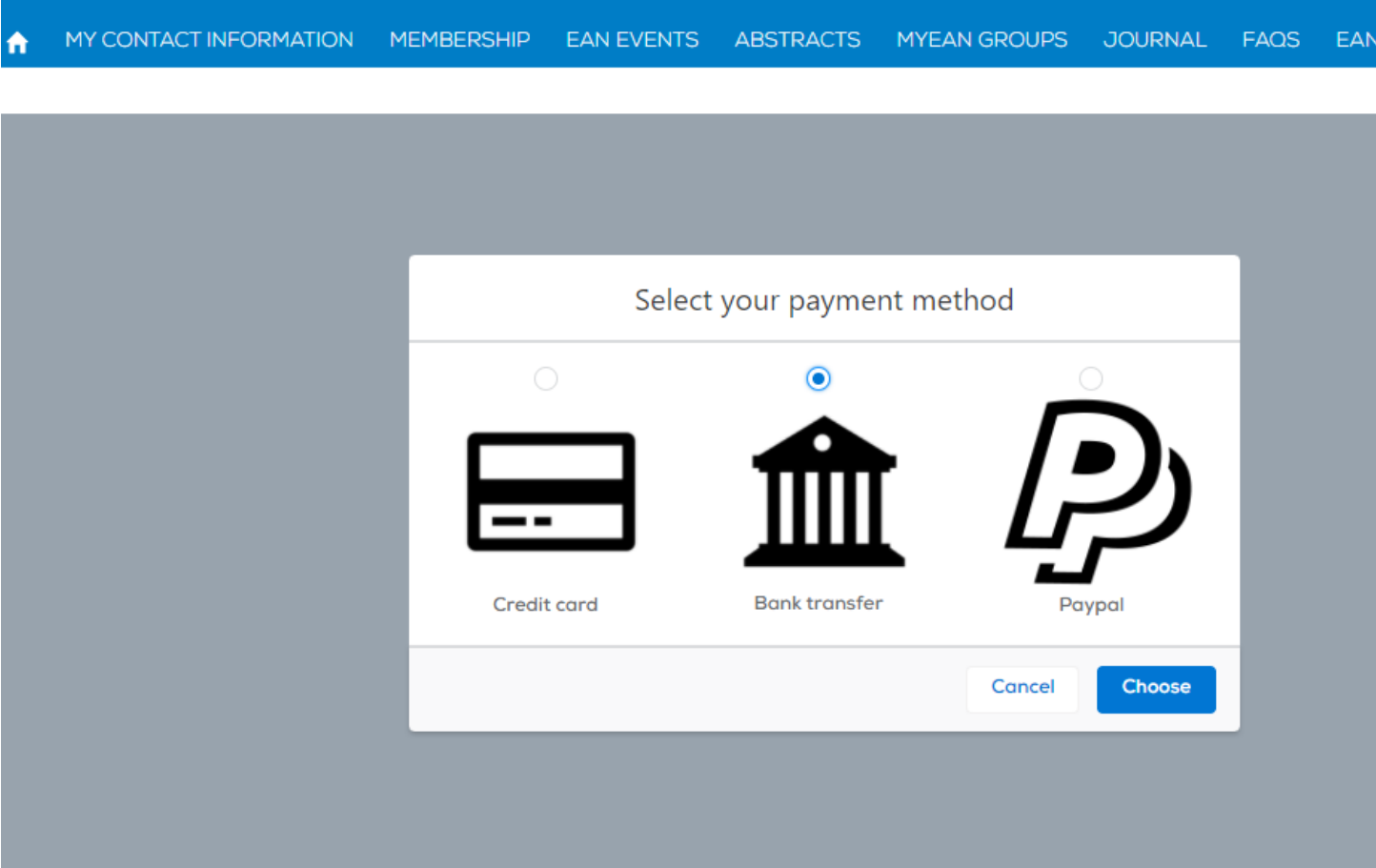
By clicking "Finish", you are registered to the event and accept the Terms and Conditions for registration

Previous Finish

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8. Choose your preferred payment method.



The screenshot shows the MyEAN website navigation bar with the following links: MY CONTACT INFORMATION, MEMBERSHIP, EAN EVENTS, ABSTRACTS, MYEAN GROUPS, JOURNAL, FAQs, and EAN. Below the navigation bar is a modal window titled "Select your payment method". The modal contains three options: "Credit card" (represented by a credit card icon), "Bank transfer" (represented by a bank building icon), and "Paypal" (represented by the PayPal logo). The "Bank transfer" option is selected, indicated by a blue radio button. At the bottom right of the modal are two buttons: "Cancel" and "Choose".

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9. Enter the desired billing address. You can either use your main contact information or use an alternative address (e.g., if your institution is funding your registration). If applicable, provide your VAT number.

MY CONTACT INFORMATION MEMBERSHIP EAN EVENTS VIRTUAL CONGRESS ABSTRACTS MYEAN GROUPS FAQs EAN.ORG

Enter your address information

Main Contact Address

Dr. Max Mustermann
Test Street 1/1
1010 Vienna
Austria

[Use as billing address](#)

Alternative Address

[Use as billing address](#)

Billing Address

Title * First Name Last Name

Dr. Max Mustermann

Department

Hospital/Company

* Billing Street

Test Street 1/1

* Billing City

Vienna

* Billing Zip/Postal Code * Billing Country

1010 Austria

VAT Number

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Thank you for your EAN congress registration.

Your registration was received, and your order confirmation number is: "O-R-014160"

To finalise your registration, please transfer the outstanding amount of 48.00€ to the following account by 18.09.2024:

Account holder:	European Academy of Neurology
Bank:	Oberoesterreichische Landesbank Aktiengesellschaft
IBAN:	AT83 5400 0002 1400 7650
BIC/SWIFT:	OBLAAT2L
Reference:	Order confirmation nr. "O-R-014160".

Please indicate your order confirmation number and your name Max Mustermann on the bank transfer documents for identification purposes.

Please note that you are responsible for any bank charges that may incur. If the amount transferred to the account does not correspond to the amount stated on the order confirmation form, your registration will be regarded as incomplete.

If you do have any queries, do not hesitate to contact us.

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