

## INSTRUCTIONS – THIRD PARTY & GROUP REGISTRATION SYSTEM

Registration details are to be submitted electronically via the online registration system. Paper forms will only be available for onsite registrations. Please note that forms without a signature will not be processed.

Registrations and booked services will only be confirmed after receipt of full prepayment or valid credit card details. To ensure the Early and Late registration fee, payment must be settled within the published deadline. If the deadline is not respected, the amount will automatically increase to the next registration fee.

The online registration system will close two weeks prior to each Meeting, please check the closing date published on the Meeting webpage. From this moment neither online registration nor payment for registration will be possible.

The **third party & group registration** option can be used for **group registrations** or to register **someone else** (for example a travel agency who has to register one doctor).

Group registration → minimum of 10 participants

Third party registration → from 1 up to 9 participants

**START the registration process:**


Click on **“please click here to register on-line!”** to register your delegate / delegates.

### How to Register

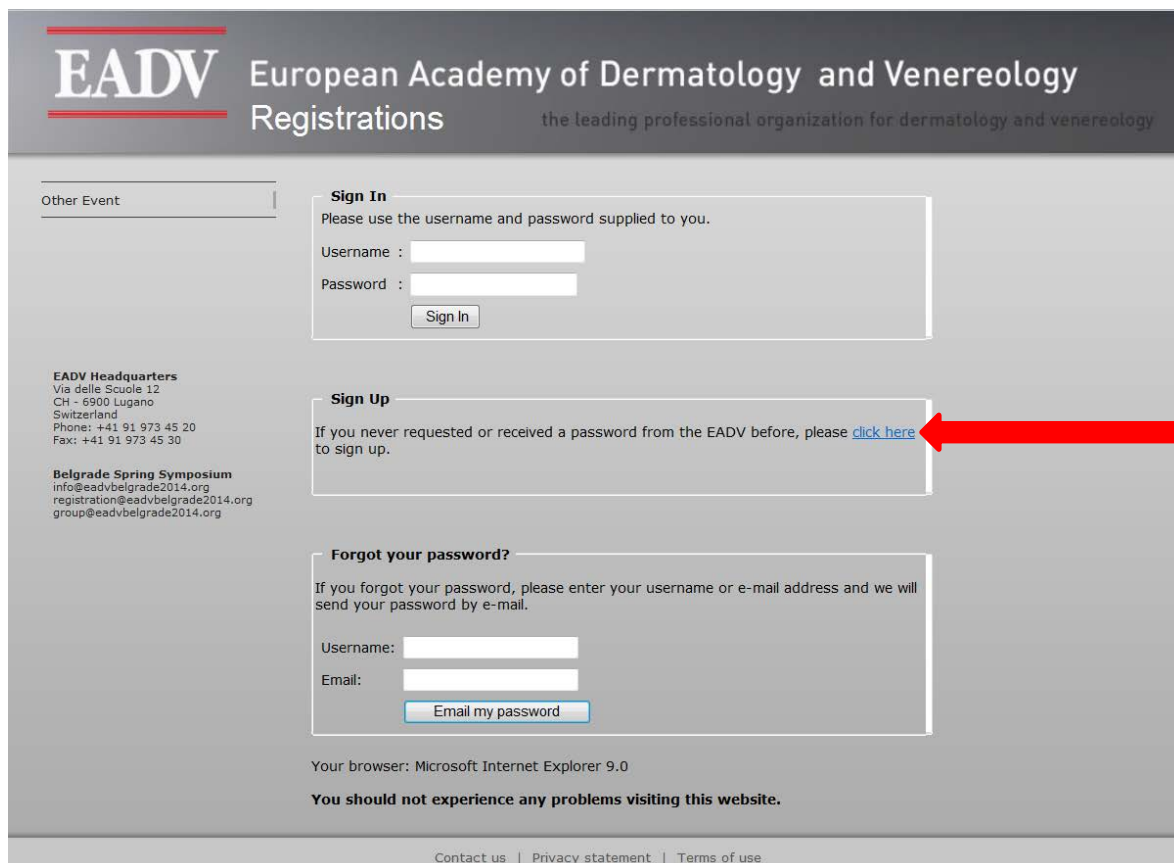
Online Registration is the only way; in order to avoid duplicate charges, please register once only.

Before registering yourself or a group, please download and read the following instructions carefully:

- **Individual** ([download](#))
- **Third party registration & Group registration** ([download](#))

Please click here to register on-line! 

IF IT IS THE **FIRST TIME YOU ARE MAKING A THIRD PARTY / GROUP REGISTRATION FOR AN EADV EVENT**



Other Event

**Sign In**  
Please use the username and password supplied to you.  
Username :   
Password :

**Sign Up**  
If you never requested or received a password from the EADV before, please [click here](#) to sign up.

**Forgot your password?**  
If you forgot your password, please enter your username or e-mail address and we will send your password by e-mail.  
Username:   
Email:

Your browser: Microsoft Internet Explorer 9.0  
**You should not experience any problems visiting this website.**

Contact us | Privacy statement | Terms of use

You will see the following screen:

- ! the information inserted here should be the details of the person who is in charge of the registration **the person in charge of the registration → is defined as the contact person**
- ! The address inserted in here will be the one transferred to the invoice

**EADV** European Academy of Dermatology and Venereology Registrations  
the leading professional organization for dermatology and venereology

Other Event

**Sign Up**

If you have never requested or received a password from the EADV please enter the requested information.

To obtain your password and username, please follow the instructions below:

- Enter all the requested information.
- Please use a valid e-mail address. We will send you a confirmation of your password and username to your e-mail address.
- Give yourself a username and a password that you can easily remember (you can choose both the username and password yourself).

**EADV Headquarters**  
Via delle Scuole 12  
CH - 6900 Lugano  
Switzerland  
Phone: +41 91 973 45 20  
Fax: +41 91 973 45 30

**Belgrade Spring Symposium**  
info@eadvbelgrade2014.org  
registration@eadvbelgrade2014.org  
group@eadvbelgrade2014.org

Title: [dropdown] Last Name: [text] First Name: [text] Initials: [text]

Private  Business

Institution: [text]  
Department: [text]  
Address: [text]  
PostalCode: [text] City: [text]  
Country: [dropdown]

Phone: [text]  
Fax: [text]  
Email: [text]

Username: [text]  
Password: [text]  
Confirm Password: [text]

**Remember to insert all of your personal information and then click on sign up**

**Sign Up**

Once you click “Sing Up” you will receive a confirmation email (to the email address given). After you will be requested to login using your log in details:

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Other Event

**Sign In**

Please use the **username and password** supplied to you.  
*Your account has been activated. A confirmation e-mail has been sent to*

Username: [text]  
Passvord: [text]

**Sign In**

**Sign Up**

If you never requested or received a password from the EADV before, please [click here](#) to sign up.

**Forgot your password?**

If you forgot your password, please enter your username or e-mail address and we will send your password by e-mail.

Username: [text]  
Email: [text]

**Email my password**


Your browser: Microsoft Internet Explorer 9.0

**You should not experience any problems visiting this website.**

Contact us | Privacy statement | Terms of use

**IF YOU HAVE ALREADY MADE A THIRD PARTY / GROUP REGISTRATION FOR AN EADV EVENT IN THE PAST**

On the "sign in page" you will need to insert your log in details (username and password), If you have already managed a third party / group registration in the past, please use your existing account! In case you do not remember the password you will be able to retrieve it, using your username or email address.



# European Academy of Dermatology and Venereology Registrations

the leading professional organization for dermatology and venereology

Other Event

### Sign In

Please use the username and password supplied to you.

Username :

Password :

**Insert here your login details and click on Sign In**

**EADV Headquarters**  
Via delle Scuole 12  
CH - 6900 Lugano  
Switzerland  
Phone: +41 91 973 45 20  
Fax: +41 91 973 45 30

**Belgrade Spring Symposium**  
info@eadvbelgrade2014.org  
registration@eadvbelgrade2014.org  
group@eadvbelgrade2014.org

### Sign Up

If you never requested or received a password from the EADV before, please [click here](#) to sign up.

### Forgot your password?

If you forgot your password, please enter your username or e-mail address and we will send your password by e-mail.

Username:

Email:

**To retrieve your password, please use this box**

Your browser: Microsoft Internet Explorer 9.0

**You should not experience any problems visiting this website.**

[Contact us](#) | [Privacy statement](#) | [Terms of use](#)

To proceed with the registration please click on **create a new registration**:



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the leading professional organization for dermatologists and venereologists

Other Event | **Welcome to the EADV Registration System - Belgrade 2014!**

**Create a New Registration** | You are registering for the 11<sup>th</sup> EADV Spring Symposium, which will be held in Belgrade, Serbia, during 22-25 May 2014.

Sign Out | Online registration to the Meeting implies acceptance of the [Registration Terms & Conditions](#). Please read them carefully before you start your registration.

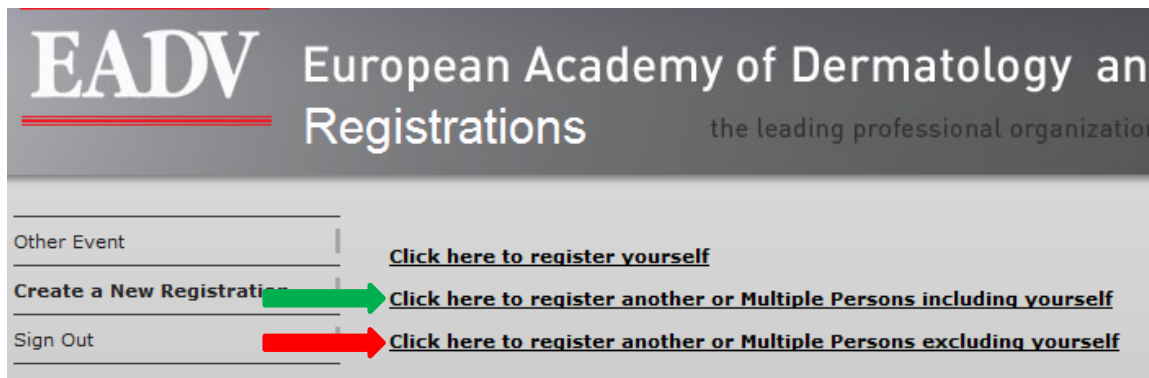
Detailed [Registration Instructions](#) are also available on the Symposium Website.

Should you experience any problem with the online registration please contact us at:  
[registration@eadvbelgrade2014.org](mailto:registration@eadvbelgrade2014.org) - individual/group registrations up to 9 participants  
[group@eadvbelgrade2014.org](mailto:group@eadvbelgrade2014.org) - groups of 10 or more participants

EADV Headquarters  
EADV Registration Team

To register **your delegate / delegates**, you will have 2 options:

1. Another or Multiple persons **including** yourself
2. Another or Multiple persons **excluding** yourself



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the leading professional organization for dermatologists and venereologists

Other Event | [Click here to register yourself](#)

**Create a New Registration** | [Click here to register another or Multiple Persons including yourself](#)

Sign Out | [Click here to register another or Multiple Persons excluding yourself](#)

### Membership and reduced fees:

EADV Members in good standing (active membership) may be eligible for special reduced registration fees; prices and registration deadlines are outlined in the Meeting documentation. Prior to registering for an EADV Meeting, EADV Members can verify their membership status and eligibility to benefit from the reduced EADV member registration fees, during the registration process.

EADV Members can immediately renew their membership online, with their membership username and password, when paying by credit card. For any difficulties please contact [membership@eadv.org](mailto:membership@eadv.org)

New applicants, wishing to apply for EADV membership and benefit from the reduced membership registration fees, must apply online at [www.eadv.org/memberships/member-benefits/](http://www.eadv.org/memberships/member-benefits/)

In order to benefit from the member registration fees, please apply no later than one month prior to the respective registration deadline, as it takes up to 4 to 5 weeks from membership application submission to final approval.

**IMPORTANT:** Please note that participants submitting and paying their registration fee as non-members will not be entitled to reimbursement if, at a later stage, they become members or if, despite being active members, they incorrectly register as non-members.

For further information on EADV membership, please contact:  
[membership@eadv.org](mailto:membership@eadv.org) or by phone: +32 2 650 00 90

*How to benefit from reduced EADV Member fees during the registration process:*

- Registering another person (to register another or multiple persons including or excluding yourself)

If you would like to register a person who is an EADV Member you may register the said person online by entering his/her last name in the "Last Name" field (you will be able also to check with part of the last name, gugolz → gug). Should the correct fee not be displayed accordingly please contact the Registration Department and provide the participant's membership ID, in order to verify the membership status.

- Registering a group

Kindly note that the registration must include a minimum of 10 participants to be granted the services offered to groups.

Blank registrations are not accepted.

Group contact persons who wish to register an EADV member should enter the participant's last name in the "Last Name" field (you will be able also to check with part of the last name, gugolz → gug). Should the correct fee not be displayed accordingly please contact the Registration Department and provide the participant's membership ID, in order to verify the membership status.

EADV Member searches are possible only through online registration system in the "Last Name" field. The EADV Congress Department is unable to verify requests for member details via phone, email or fax.

Paper registration forms or any other kind of submission will not be accepted for group registrations.

Responsibility to clearly identify and indicate participants as EADV members in good standing lies entirely with contact person.

To insert your participant/s:

The image shows a screenshot of the EADV registration system interface. The top part shows a search for participants with the last name 'koudou' entered. A search result for 'Koudounas Dr. F. (Filippos) EADV MEMBER' is displayed. A red box highlights the search criteria, and a purple box highlights the search result. A red arrow points from the search criteria to a text box that says: "From here you will be able to look for participants who are EADV Members or have already attended EADV past events". A purple arrow points from the search result to a text box that says: "IF the delegate is an active EADV Member – near the name it will be displayed **EADV MEMBER** in bold".

The bottom part of the image shows a form for entering participant details. The form includes fields for Title, Last Name, First Name, and Initials. It also has radio buttons for Gender (Male/Female) and a Birthdate field with Year, Month, and Day dropdowns. There is a section for address selection with a dropdown for 'Select an address' and radio buttons for 'Private' and 'Business'. Below this are fields for Institution, Department, Address, PostalCode, City, State / Province, and Country. A red arrow points from the 'Address' field to a text box that says: "Please specify his/her private or business address, mandatory fields: Address, Postal code (ZIP), City and Country".

After inserting your personal address, you will have to tick the box “prescriber” or “non-prescriber”, due to an European Law (if you will not tick one of the two options, you will not be able to go on with the registration procedure):

Additional information

VERY IMPORTANT - Please note that the Dutch Medicines Act prohibits advertising for prescription-only products towards the general public. Only prescribers may be exposed to advertising for prescription-only products. Dutch law defines prescribers as physicians, pharmacists, dentists, midwives, chemists, pharmacy assistants, nurse practitioners, physician assistants and specialist nurses (diabetes, lung and oncology nurses).

As a multidisciplinary audience will be attending EADV 2014, EADV will assign different badges to prescribers and non-prescribers. Having regard of the foregoing please truthfully indicate whether you are a:

Prescriber  Non-Prescriber

In order to benefit of the reduced fee (like Resident, Student, Nurse) please tick the respective tick box:

To be able to benefit from the fee as Resident, Student or Nurse, you must send **proof of status** to [natascha@eadv.org](mailto:natascha@eadv.org)

Residents, Students and Nurses: the online application must be accompanied by written proof of status (to be emailed or faxed to the EADV Registration Department); otherwise low fees will not be validated.

A Proof of Status is an official letter written by the head of department – hospital or academic institution, which confirms the status of the applicant. The document must be issued in English on official hospital / university letterhead. When letters, certifying status, are sent after the Early / Late registration deadline, the next registration fee will be applied even if the online registration was completed within the deadline.

Special Registrations (only if applicable)

If you would like to benefit from the supporting member fee and you are a member of a supporting National Society, please contact the registration department: [natascha@eadv.org](mailto:natascha@eadv.org)

EADV Member

Retired Member

Resident

Student

Nurse

In addition – during the registration process – you will be requested to answer some questions (they are optional; EADV would greatly appreciate your participation):

Nurse

Supporting National Society

Specialty (optional)

<input type="checkbox"/> Aesthetics	<input type="checkbox"/> Immunodermatology
<input type="checkbox"/> Allergology	<input type="checkbox"/> Nutrition
<input type="checkbox"/> Cosmetic Dermatology	<input type="checkbox"/> Oncology
<input type="checkbox"/> Dermatopathology	<input type="checkbox"/> Ophthalmology
<input type="checkbox"/> Endocrinology	<input type="checkbox"/> Paediatric Dermatology
<input type="checkbox"/> General Practice	<input type="checkbox"/> Plastic Surgery
<input type="checkbox"/> Gerontology	<input type="checkbox"/> Venereology
<input type="checkbox"/> Gynaecology	<input type="checkbox"/> Others

Your private practice concerns (Optional)

Aesthetic & Dermatological activities

Aesthetic activities in majority

Dermatology activities in majority

Nr of patients per month (Optional)

I do not treat patients by myself

<100 patients

100 to 250 patients

250 to 350 patients

>350 patients

How much time (in %) do you spend in your private practice? (Optional)

No private practice

<50% private practice and >50% hospital

>50% private practice and <50% hospital

Next Person Allows you to register another person.

Proceed to payment If you wish to proceed directly to payments.

After you have inserted the doctor's personal information, you will be able to proceed with the next registration (click **next person**) or proceeding directly to the payment (click on **proceed to payment**), in this way you will finalise your registration

<50% private practice and >50% hospital  
 >50% private practice and <50% hospital

Allows you to register another person.  
 If you wish to proceed directly to payments.

After clicking on **next person**, you will see the "participant page" where you will be able to register other participants.

**Participant** Step: 1 **2** 3 4

Title  Last Name  First Name  Initials

Gender  Male  Female  
Birthdate -- Year --  -- Month --  -- Day --

Select an address  
----- select another address -----

Private  Business

Institution   
Department   
Address   
PostalCode  City   
State / Province   
Country

Additional information

VERY IMPORTANT - Please note that the Dutch Medicines Act prohibits advertising for prescription-only products towards the general public. Only prescribers may be exposed to advertising for prescription-only products. Dutch law defines prescribers as physicians, pharmacists, dentists, midwives, chemists, pharmacy assistants, nurse practitioners, physician assistants and specialist nurses (diabetes, lung and oncology nurses).

As a multidisciplinary audience will be attending EADV 2014, EADV will assign different badges to prescribers and non-prescribers. Having regard of the foregoing please truthfully indicate whether you are a:

Prescriber  Non-Prescriber

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Ple on th: pr ad

Click on **next person** each time you need to add additional participants.



To be able to review your registration **summary** you will need to click on **edit registration**:

Other Event | **Participant** | Step: 1

**Your Registrations**

**CRA13-0056** *Online pending*  
Number of Participants: 2  
Fee (excl 23.0% VAT): € 1073.18  
**Edit Registration** Add Participant

Create a New Registration |  
Sign Out

Search for a person in the EADV Database

Title Last Name First Na

You will then see the following summary page:

**EADV** European Academy of Dermatology and Ven  
Registrations the leading professional organization for derm

Other Event | **Overview** | Step: 1 2 3 4 5

**Your Registrations**

**BELG-0031** *Online pending*  
Number of Participants: 2  
Fee (excl 0.0% VAT): € 1320.00  
**Edit Registration** Add Participant

Create a New Registration |  
Sign Out

Status: Online pending  
BELG-0031 Last Changed: Oct 31st, 10:51 Proceed to payments Add  
Fee: 1320.00 (€1320.00)

Id	Name	Status	Last Changed	Fee (excl. 0.0% VAT)		
BELG-0031-001	Bianca, N. (Dr.)	Pending	Oct 31st, 10:51	€660.00	Edit	Del
BELG-0031-002	Black, W. (Prof.)	Pending	Oct 31st, 10:53	€660.00	Edit	Del

From here you will be able to **edit** or **delete** your registration:

1. **edit** → you will be able to modify participant information, add courses and focus sessions
2. **delete** → you will be able to delete the registration of a single participant by clicking on “del”

By clicking on the button **add** or **add participant**, you will be able to add a participant.

**!!VERY IMPORTANT!!**

You will be able to enter your account and modify your registration details (invoice address, etc.) **only if the method of payment is not selected** – if you wish to add new participants after step 4, please contact [natascha@eadv.org](mailto:natascha@eadv.org).



To **proceed** to the payment you have 2 options:

1. Click on **proceed to payments** from the overview

**Overview** Step: **1** 2 3 4 5

Status: Online pending  
BELG-0031 Last Changed: Oct 31st, 10:51  
Fee: 1320.00 (€1320.00)

**Proceed to payments** Add

Id	Name	Status	Last Changed	Fee (excl. 0.0% VAT)		
BELG-0031-001	Bianca, N. (Dr.)	Pending	Oct 31st, 10:51	€660.00	Edit	Del
BELG-0031-002	Black, W. (Prof.)	Pending	Oct 31st, 10:53	€660.00	Edit	Del

2. Click on **proceed to payments** from the participant page

<50% private practice and >50% hospital  
 >50% private practice and <50% hospital

**Next Person** Allows you to register another person.  
**Proceed to payment** If you wish to proceed directly to payments.

Before the payment step you will need to check your details in the **Confirm Contact Details**.

**Confirm Contact Details** Step: 1 2 **3** 4

Please specify the pick-up type for this group-registration  
 **Individual** (Delegate will pick up their own registration documents)  
 **Group** (Contact person will pick up registration documents for ALL delegates)

**VERY IMPORTANT (ONLY FOR GROUPS – MINIMUM 10 PARTICIPANTS):**  
Groups also need to indicate how the registration material will be processed and picked up:  
**1. Individual** → the group contact person will receive the confirmation letters and will have to forward it to the delegates; onsite the delegate will be responsible for picking up his/her badge and his/her registration material.  
**2. Groups** → the group contact person will receive the confirmation letters and onsite a company contact person will be responsible for picking up the badges and registration material for all the delegates registered in the group.  
Once the "group contact person" has chosen the option, he / she will not be able to modify it, nor onsite!

**Group pick-up option is available only for groups of 10 or more participants.**

Please check your address details and make sure they are correct.

Since this address is part of the central EADV database not all information can be edited. Press 'New Address' if you would like to enter other information.

**Make sure that all of the information is correct; this information will be transferred to the invoice.**

**You may add your company VAT nr in the dedicated box**

**Save for later** button: if you click on „save for later“ you will **not proceed to the payment section** (leaving your registration open), but will be able to return to the registration system at a later stage with your log in details (username and password) from EADV website.

**Save for later** If you wish to save for later  
**Proceed to payment** If you wish to submit payment.

Institution: \_\_\_\_\_  
Department: \_\_\_\_\_  
Address: queen str 1458  
PostalCode: \_\_\_\_\_ City: Lima  
Country: Peru

VAT number peru... \_\_\_\_\_

Phone: +1 654465546  
Fax: +1 654654654  
Email: natascha@eadv.org

## Method of payment:

The preferred method of payment is by credit card (only MasterCard or Visa accepted) during the online registration procedure.

Payment can also be made by bank transfer; the bank transfer charges are the sole responsibility of the client. It is imperative that the following information is communicated while conducting the bank transfer:

- Registration ID and
- Participant / group name

Kindly note that if these guidelines are not respected and no clear information is provided with the bank transfer this may result in the impossibility to allocate the payment. As a consequence the participant will be asked to pay the registration fee onsite. Reimbursement will only be issued in a second stage and after double-payment has been proven (see cancellation and refund policy).

Please note that if the bank transfer is not received within the published deadline, the amount will automatically increase to the next registration fee.

Bank transfers will not be possible once the registration system is closed – 2 weeks prior to each Meeting. From this moment payment will only be possible onsite, at the registration desks; during the opening hours of the registration counters (only payment by credit card will be accepted).

Please be informed that bank transfers submitted to the wrong Meeting bank account will not be transferred to the correct account. As a result the payment will still be considered pending and the participant will be asked to pay for the registration onsite. Only in a second stage will reimbursement be possible (see cancellation and refund policy).

Payment by cheque or purchase order will not be accepted.

If you click on **proceed to payment**

# EADV European Academy of Dermatology and Venereology Registrations

the leading professional organization for dermatology and venereology

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Other Event

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**Your Registrations**

**BELG-0031** *Online pending*  
Number of Participants: 2  
Fee (excl 0.0% VAT): € 1320.00  
[Edit Registration](#) [Add Participant](#)

Create a New Registration

Sign Out

## Payment Overview

Step: 1 2 3 4 5

Registration Id: **BELG-0031**

1. Dr. N. Bianca	Early Registration	€ 660.00
2. Prof. W. Black	Early Registration	€ 660.00
	Fee	€ 1320.00
	0.0% VAT	€ 0.00
	Total Fee	€ 1320.00
	Paid Fee	€ 0.00
	<b>To Pay</b>	<b>€ 1320.00</b>

### Bank transfer

EADV - European Academy of Dermatology and Venereology, Spring Symposium account, CREDIT SUISSE Bank, Zurich-Switzerland



Account: 1447671-72-1  
IBAN: CH39 0483 5144 7671 7200 1  
SWIFT CODE: CRESCHZZ80A  
CLEARING: 4835

Specify how you would like to pay:

**By Bank Transfer**

Please note that if you pay by banktransfer the payment status of your registration will only change when we receive the money into our bank account.

**By Credit Card**

**Credit Card Details**

Credit Card Number

Owner Name

Expiry Date  month /  year

CVC/CVV Code

**Terms & Conditions**

I hereby agree to the [Terms & Conditions](#) of the BELGRADE 2014

If you would like to pay by credit card (Visa or MasterCard only accepted):

1. Tick on the box of the credit card you will use
2. Insert credit card details
3. **Submit payment** in order to pay
4. **Stop payment and save for later** in order to process the payment in another moment

If you would like to pay through bank transfer:

1. Tick on "By bank transfer"
2. Bank information will be displayed
3. Process the payment with the bank information displayed or contact [natascha@eadv.org](mailto:natascha@eadv.org) in case of doubt

Before submitting your registration you will be asked to agree to the registration Terms & Conditions.

A notification of registration will be automatically sent from the registration system once the online registration has been submitted, together with a proof of purchase (showing the status of the payment and whether it has been processed or not). Please note that this is only a notification of registration and not a confirmation of registration.

A final confirmation (official confirmation letter) of the registration will be sent to all pre-registered participants or group contact persons (according to who made the registration) after receipt of the full payment of the registration fee. The confirmation is the only official document that certifies the registration and this document will be requested on-site, in order to receive the Meeting materials