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
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](image)

The address inserted in here will be the one transferred to the invoice

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:

![Remember to insert all of your personal information and then click on sign up](image)
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.

Insert here your login details and click on Sign In

To retrieve your password, please use this box
To proceed with the registration please click on create a new registration:

To register your delegate / delegates, you will have 2 options:
1. Another or Multiple persons including yourself
2. 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

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/

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 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:

From here you will be able to look for participants who are EADV Members or have already attended EADV past events

IF the delegate is an active EADV Member – near the name it will be displayed **EADV MEMBER** in bold

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):

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

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.

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

Your field of interest, specialty

Scope of your private practice

Patients treated in a month

Percentage spent in private practice / hospital
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.

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

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:

You will then see the following summary page:

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.
To proceed to the payment you have 2 options:

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

   ![Overview](image)

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

   ![Participant Page](image)

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

![Confirm Contact Details](image)

**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!

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.
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
- 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
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.