

INSTRUCTIONS – INDIVIDUAL 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.

START the registration process:

Click on “**please click here to register on-line!**” to register yourself

How to Register

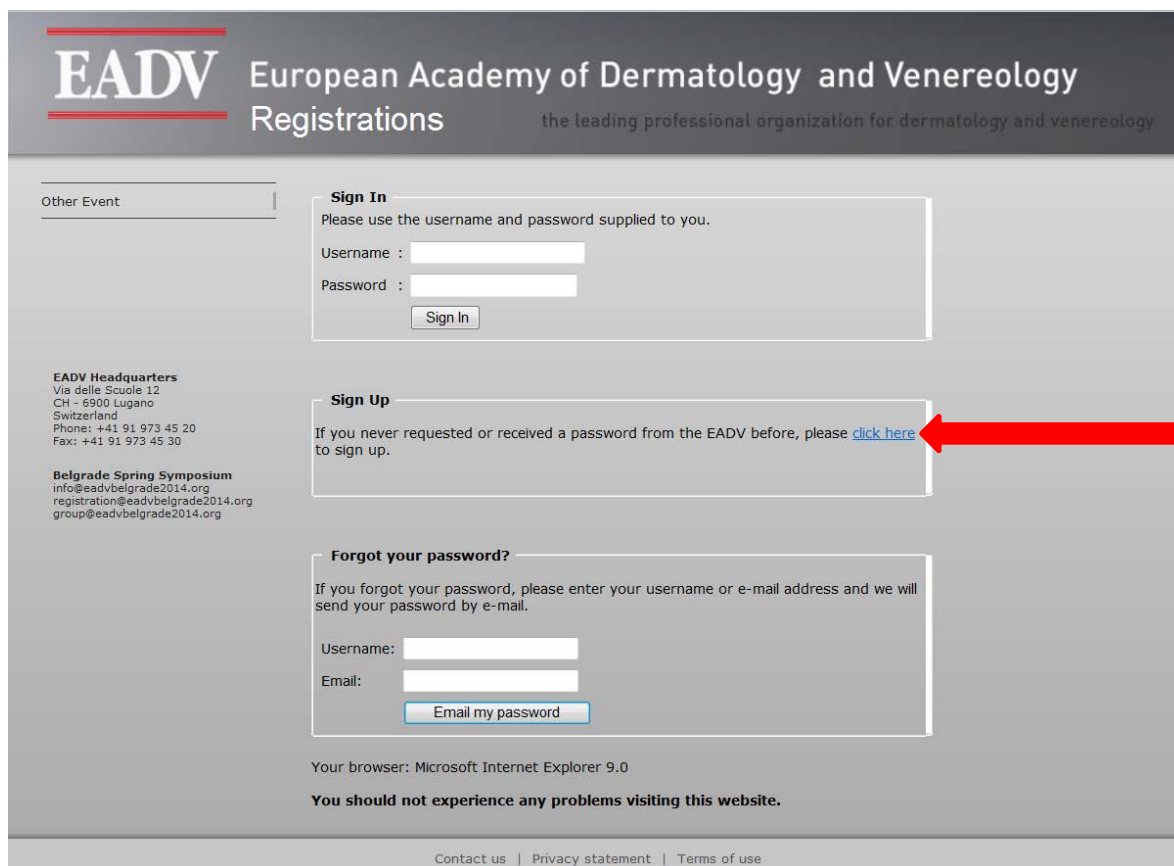
Online Registration is the only way; in order to avoid duplicate charges, please register once only.

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 ATTENDING AN EADV EVENT



EADV 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 :

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:

EADV European Academy of Dermatology and Venereology Registrations
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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 Last Name First Name Initials

Private Business

Institution
 Department
 Address
 PostalCode City
 Country

Phone
 Fax
 Email

Username
 Password
 Confirm Password

Remember to insert all of your personal information and then click on 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 :
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

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IF YOU ARE AN EADV MEMBER OR IF YOU HAVE ATTENDED AN EADV EVENT IN THE PAST

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 yourself

If you are an EADV Member and wish to benefit from the reduced fee, you can register online, by logging into the registration system using your membership login details (username and password).

If you have already attended EADV events in the past but you are not EADV member, 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.

The screenshot shows the EADV Registrations page. At the top, the EADV logo is on the left, and the text 'European Academy of Dermatology and Venereology Registrations' is in the center, with the tagline 'the leading professional organization for dermatology and venereology' below it. On the left side, there is a search box labeled 'Other Event'. The main content area has three sections: 'Sign In', 'Sign Up', and 'Forgot your password?'. Each section has a form with input fields and a button. A white box with black text is overlaid on the 'Sign In' form, and another white box with red text is overlaid on the 'Forgot your password?' form. At the bottom, there is a footer with 'Your browser: Microsoft Internet Explorer 9.0' and a warning: 'You should not experience any problems visiting this website.' The footer also contains links for 'Contact us', 'Privacy statement', and 'Terms of use'.

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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.

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

EADV European Academy of Dermatology and Venereology Registrations
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Other Event | **Welcome to the EADV Registration System - Belgrade 2014!**

Create a New Registration | You are registering for the 11th 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 - individual/group registrations up to 9 participants
group@eadvbelgrade2014.org - groups of 10 or more participants

EADV Headquarters
EADV Registration Team

To register **yourself**, click on “click here to register yourself”:

EADV European Academy of Dermatology and Venereology Registrations
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](#)**

Insert your personal information:

Participant Step: 1 **2** 3 4

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

[New Relation](#)

Title: Prof. Last Name: Nano First Name: Mammolo Initials: M.

Gender: Male Female

Birthdate: 1927 Feb 2

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

[New Address](#)

Select an address: select another address

Private Business

Institution:

Department:

Address: queen str 1458

PostalCode: City: Lima

State / Province:

Country: Peru

Please specify your 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 a 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

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

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):

Specialty (optional)

Aesthetics Immunodermatology

Allergology Nutrition

Cosmetic Dermatology Oncology

Dermatopathology Ophthalmology

Endocrinology Paediatric Dermatology

General Practice Plastic Surgery

Gerontology Venereology

Gynaecology 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

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

In order to finalise your registration please click **proceed to payment**.

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Other Event | **Confirm Contact Details** Step: 1 2 3 4 5

Your Registrations

BELG-0031 Online pending
Number of Participants: 1
Fee (excl 0,0% VAT): € 660.00
[Edit Registration](#)

Create a New Registration | Sign Out

EADV Headquarters
Via delle Scuole 12
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Switzerland
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Fax: +41 91 973 45 30

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

Select another address
 Private Business
 Institution
 Department
 Address: Via Bla Bla
 PostalCode: 6900 City: Lugano
 Country: Switzerland
 VAT number
 Phone: +41
 Fax: +41
 Email: natascha@eadv.org

Please make your choice
 If you wish to save your registration and edit it later.
 If you wish to submit your registration and proceed to payment.

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

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.

!!VERY IMPORTANT!!

You will be able to enter your account and modify your registration details (invoice address, etc.) only if the registration is not yet finalized (meaning that it is not fully paid).

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 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 tick on **proceed to payment**:

EADV European Academy of Dermatology and Venereology Registrations
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Other Event | **Payment Overview** Step: 1 2 3 4 5

Your Registrations

BELG-0031 Online pending
Number of Participants: 1
Fee (excl 0.0% VAT): € 660.00
[Edit Registration](#)

Create a New Registration
Sign Out

Registration Id: BELG-0031

1. V. Fabris	Early Registration	€	660.00
	Fee	€	660.00
	0.0% VAT	€	0.00
	Total Fee	€	660.00
	Paid Fee	€	0.00
	To Pay	€	660.00

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: CRESCHZ80A
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

VISA **MasterCard**

Credit Card Details

Credit Card Number

Owner Name

Expiry Date month / year

CVC/CW Code

Terms & Conditions

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

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info@eadvbelgrade2014.org
registration@eadvbelgrade2014.org
group@eadvbelgrade2014.org

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 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.