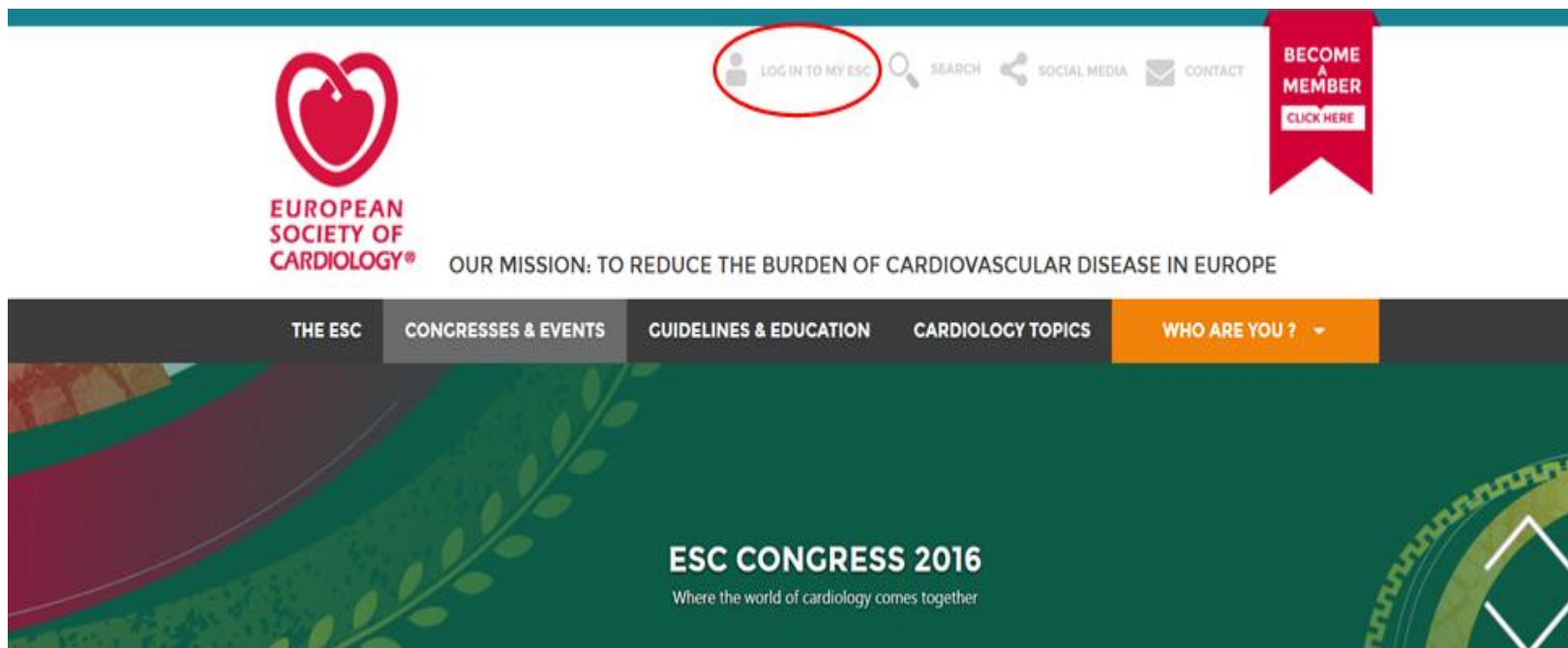


Please use this process if you are a booking agent or booking coordinator registering a group of 10 people or more (or 5 people or more for congresses other than the ESC Congress).



- Go on ESC website (www.escardio.org)
- Click on “Log in to My ESC”

Welcome to My ESC

Your secure and personalised area

Signing up to My ESC is free and gives you access to:

- ESC membership information
- content and publications
- ESC congresses planner
- journal subscriptions area
- newsletter and more

Need help to log in to My ESC? [Consult the FAQ](#)

1

Log in

Sign up

2

Email address

enter your email address

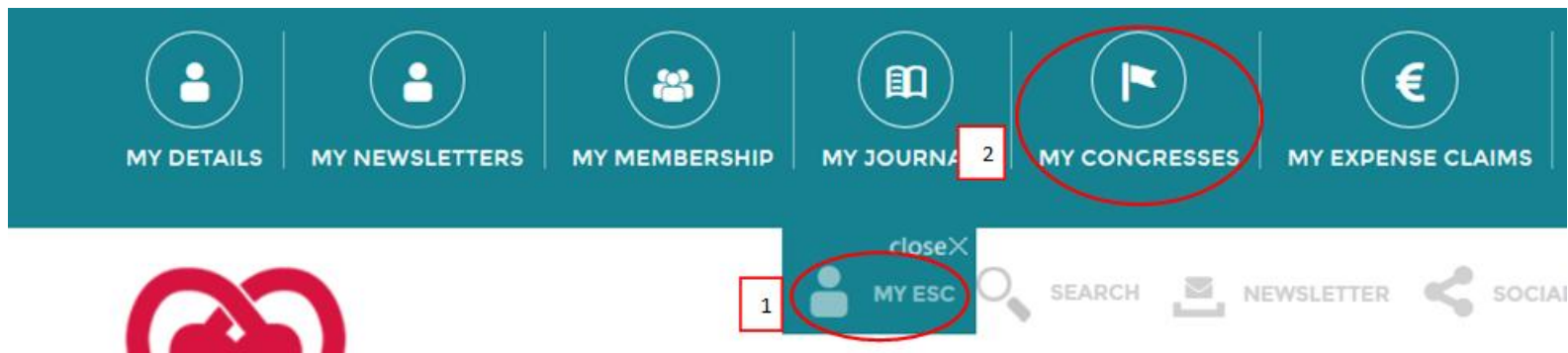
Password

[Forgot Password?](#)

☐ Remember me on this computer

LOG IN

- 1) If you already have a login, fill in the Username and Password. It is necessary that you use your own My ESC account and not one of your delegate's, as if you do so your group request will be rejected.
- 2) If you do not have a login, please sign up to create your ESC account in your own name and company address. You may then follow the steps from page 3 to 5.



1) Click again on “My ESC” to open up the panel of sections.

2) Select “My Congresses” to view all matters related to the participation of an ESC-organised event.

3) In the “Registration” section, click on the “Register” button located beneath the “Group Registration” line. (Note that the minimum number of participants required for congresses other than the ESC Congress is 5 instead of 10).

My Congresses

Offers you the possibility to book your meetings and hotels, manage your abstracts and receive an invitation letter

SCIENTIFIC PROGRAMME

Contribute to the Scientific Programmes. Submit and follow your abstracts, Become a grader and grade abstracts, etc...

CONTRIBUTE

REGISTRATION

Individual Registration

I want to register my self.

REGISTER

Third Party Registration:

I want to register someone else than myself or a small group (less than 10 participants).

REGISTER

Group Registration:

I want to register a group (more than 10 participants).

REGISTER

3

My Congresses

Individual Services

- Scientific Programme Activities
- Registration
- Hotel Reservation
- Invitation Letter

Third Party Services

- Registration
- Hotel Reservation

Group Services

- Registration
- Information Request
- Accreditation/Educ courses

Group Registration Services: Conditions for all congresses

The Group Registration service enables you to register your delegates as a Group.

The Group Registration service enables you to register your delegates as a Group.

ESC Congress is only accessible to certified healthcare professionals, associated press, industry representatives and other stakeholders in the science, management and prevention of cardiovascular disease.

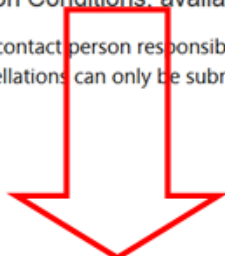
By registering you confirm your participation as a delegate from one of these categories and that you will not knowingly allow access to the congress to anyone outside this community, including children.

The Group Registration service is available through the ESC website for Companies or Agencies to make a group registration.

GROUP CONDITIONS

In addition to the General Registration Conditions, available on the Registration page of the relevant congress.

- Registrations should be made through one contact person responsible for managing the group.
- New Registrations, name changes and cancellations can only be submitted by the group contact through "My ESC" group account.

**REGISTRATION CONTACT DETAILS**

Tel: +33 (0) 4 92 94 76 12

Fax: +33 (0) 4 92 94 76 10

[Contact us](#)

» [Start your Group Registration](#) «

- 1) Scroll to the bottom of the page and click on "Start your Group Registration".
- 2) We strongly advise that you read our [Group Conditions](#) before you begin your Group Registration, as some rules may differ from those applied by other organisations.

Please note that even once your group has been created, you must still follow the same path ("Start your Group Registration") to access your group page.

Group Registration

- 1
- Add New Group
 - Back to Group List
 - Rules & Regulations

Groups List

Only for *group* registration.

Select your event: ESC CONGRESS 2016

FILTER

Click on the Company name to view the group information, **add a payment**, etc...To add participants, click the Edit button. While the status is not **Accepted**, it is not possible to add participants to the group.

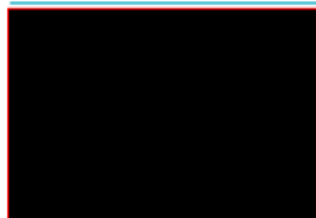
Creation Date	Event	Number	Company name	# Part.	Status	Actions
---------------	-------	--------	--------------	---------	--------	---------

You have no group.

Group Registration Form

*denotes a mandatory field

CONTACT



GROUP EVENT & INFORMATION

ESC Event: ESC CONGRESS 2016 *

Company Name: European Society of Cardiology *

and/or Travel Agency: Travel Agency

PO Number:

Forecasted Number of Participants: 10 *

INVOICE ADDRESS

Important note: Invoices with an address in the European Union must be provided with a VAT Number. The invoicing address and VAT number can be set up here. Any modification on VAT number or address, requested after the issuing of the invoice, will result in an administrative fee of € 85.

European Society of Cardiology - Registration
The European Heart House
Les Templiers
2035 route des colles
06903 SOPHIA ANTIPOLIS
France

SETUP INVOICE ADDRESS *

VAT Number FR123456789

PAYMENT INFORMATION

-Add Payment- will be available when the Group Status is Accepted, Validated or Pending for Validation

COMMENTS

☒ I have read and accept the [terms and conditions](#). By submitting this form, you agree that the ESC process your group registration data. *

2

SUBMIT

CANCEL

- 1) Click on “Add New Group”.
- 2) Complete the “Group Registration Form” thoroughly to ensure your request is accepted by the Registration department, as missing information will result in the rejection of your application. Once you have filled in all the mandatory fields, set up the invoicing address and confirmed you have accepted the Registration Conditions, you may click on “Submit”. Your group status will then be “Submitted” until we have accepted your request.

Please note that the “Forecast number of participants” does not limit the number of registrations you make, it is only an indication for us.

Creation Date	Event	Number	Company name	# Part.	Status	Actions		
18 Nov 2015	ESC CONGRESS 2016		European Society of Cardiology	0	Submitted	EDIT	DELETE	REQUEST FOR FUN

Creation Date	Event	Number	Company name	# Part.	Status	Actions		
18 Nov 2015	ESC CONGRESS 2016	ROM/1	European Society of Cardiology	0	Accepted	EDIT	DELETE	REQUEST FOR FUN

- Once you receive an email from us which confirms your group, the status “Submitted” becomes “Accepted”. You will also be attributed a reference number composed of the first three letters of the hosting city and a number.
- From then on you may click on the “EDIT” button to start managing your group online (e.g. add your participants, replace or cancel them, request a quotation for the payment, create invitation letters for registered delegates...)

The online group is closed at each deadline for a few days so the registrations can be integrated into our system.

There are three different ways for you to register your delegates – we invite you to check all three as one may better suit your needs than the other.

Group Registration

New Participants

- Add new participant
- Add Participants from My Directory
- Add Participants from an Excel file



European Society of Cardiology: Participants List

Click the Family Name to edit participant information and click Delete button to remove the participant from the list.

Prints the invitation letter for the participant ([Printing Instructions](#))

Sort by: ☒ Default ☐ Family Name ☐ Country Filter by: ☒ All ☐ Valid ☐ Not Valid

GO

A) Register your participants one by one:

- Click on “Add new participant”.

European Society of Cardiology: New participant

*denotes a mandatory field

PARTICIPANT INFORMATION -

Participant Administration (ESC Use Only)

☐ Valid Participant

☐ Industry Representative

ESC ID: Please enter '0' in the ESC ID field if you do not have this information.

Title: *

Family Name(s): *

First Name(s): *

Initials of First Name(s):

Gender: ☐ Female ☒ Male *

Date of Birth: (Type the 4 digits for the year e.g. 1950)

Note: Date of birth is required to help us correctly identify you and avoid duplicate records and also, where specific fees or charges apply which depend on age, to determine eligibility for these fees.

Mobile Phone:

Please include country code (e.g. +33692947600)

Email: Please enter only participant personal email address.

Type of address: *

Institute/Organisation:

Company, hospital or institute

Department:

Department (e.g. Cardiology Department)

Address: *

Post Code/Zip:

City: *

State / Province:

Country: *

Phone:

Phone number without the country code (e.g. 492947600)

Fax:

Fax number without the country code (e.g. 492947601)

REGISTRATION FEES

Registration Fees

Choose the appropriate fee in the list:

Includes a one year subscription to the online version of either the European Heart Journal or Cardiovascular Research for 2017

Choose your journal (included in the fee):

SUBMIT

CANCEL

A) Register your participants

one by one:

- Fill in at least all the mandatory fields with the delegate's personal information.
- Once you have selected the registration fee and if available, a journal subscription, please click the "Submit" button.

This method is ideal for small groups or for punctual additions to the group, as opposed to mass registrations via an Excel file (p9-10).

New Participants

- Add new participant
- Add Participants from My Directory
- Add Participants from an Excel file



Click the Family Name to edit participant information and click Delete button to remove the participant from the list.

Prints the invitation letter for the participant ([Printing Instructions](#))

Sort by: ☒ Default ☐ Family Name ☐ Country Filter by: ☒ All ☐ Valid ☐ Not Valid

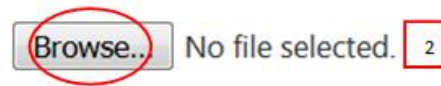
GO

Excel Import Participants to European Society of Cardio

- **Step 1:** Download the template Excel File:



- **Step 2:** Search for the completed Excel File:



- **Step 3:** Upload participants to be added to your group:

**B) Register your participants with an Excel file:**

- 1) Download the specifically designed Excel file and fill it in with each delegate's personal information.
- 2) Look for it in the folder where you have saved it and select it.
- 3) Click on "Upload & Insert it" to register all the delegates on the list at once. Please note that they will be register with the default Standard fee. If need be you can modify their fees on a case by case basis by clicking on their name on the main group page.

This method is recommended for groups with many registrations to be made.

Important notes concerning the Excel file upload.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Title *	FirstName *	LastName *	Initi	Gender *	BirthDate	Mob	Wel	Email	Address Type	Company	Department	Address Line1 *	Addre	Adresse	Post	City *	Province	Country *
X	Professor	Jörg	Smíttheñ	J	Male				www.JoergSmithen@gmail.com	X	Joerg & Smithen 123	Registration-Dept.	#2035 route des colles				Sophia-Antipolis		Francia
✓	Dr	George	Thompson	G	M				Gthompson@gmail.com	B	ESC	Registration	123 Les Templiers				Sophia Antipolis		France

Line 1 - Title Invalid: Professor

Line 1 - First Name : Only Latin letters (no accents and no numbers): Jörg

Line 1 - Last Name: Only Latin letters (no accents and no numbers): Smíttheñ

Line 1 - Sex is invalid: Male

Line 1 - Address type is invalid:

Line 1 - Company: Only Latin letters and numbers (no accents): Joerg & Smithen 123

Line 1 - Country is invalid: Francia

Line 1 – Title Invalid - The title must be picked from the drop down list, as it is in fact “Prof.” In this case.

Line 1 – First/Last Name - ö is a special character which is not accepted, as are ï and ñ.

Line 1 – Sex is invalid - The gender must be picked from the drop down list, as it is in fact “M” in this case.

Line 1 – Address type is invalid - “Address Type” is a mandatory field: either “H” (Home) or “B” (Business) must be picked from the drop down list.

Line 1 – Company - & is a special character which is not accepted.

Line 1 – Country is invalid - Country name must be selected from the drop down list or spelt exactly the same way if it is copy/pasted.

- Note that “Line 1” corresponds to row 2 of the Excel file, as the first row is in fact the header. You can therefore easily spot the errors with this indication, for instance in this case:

Line 1 – Company refers to the cell K2

B) Register your participants with an Excel file:

- All details in fields with a drop down list must be spelt exactly the same way they are in the list. The slightest difference will not be recognised by the system and the registration will not be accepted.
- If you keep receiving an error message on one line and cannot correct it, simply delete that row from your file and upload it. You can then add the missing registration individually (p.7-8)

We recommend that you upload your Excel file a few days before the deadline to avoid any last-minute complication.

New Participants

- Add new participant

- **Add Participants from My Directory**

- Add Participants from an Excel file

Click the Family Name to edit participant information and click Delete button to remove the participant from the list.

Prints the invitation letter for the participant ([Printing Instructions](#))

Sort by: ☒ Default ☐ Family Name ☐ Country Filter by: ☒ All ☐ Valid ☐ Not Valid

GO

Import Participants to European Society of Cardiology

Participants will be imported to **European Society of Cardiology**

IMPORT SELECTED PARTICIPANTS

Participants already in group: 1

1			
<input type="checkbox"/>	Fee	Title	LastName
<input checked="" type="checkbox"/>	Standard Fee (early - 665.00€)	Mr	Bakker
<input type="checkbox"/>	Nurse/ Medical Technician (early - 335.00€)	Mr	Basto
<input type="checkbox"/>	Aged 35 and under (early - 370.00€)	Mr	Browne
<input type="checkbox"/>	Fellow & Nurse FESC (free)	Sir	Browne
<input checked="" type="checkbox"/>	Saturday 27 August (early - 255.00€)		
<input type="checkbox"/>	Sunday 28 August (early - 445.00€)		
<input type="checkbox"/>	Monday 29 August (early - 445.00€)		
<input checked="" type="checkbox"/>	Tuesday 30 August (early - 445.00€)		
<input type="checkbox"/>	Wednesday 31 August (early - 255.00€)		
<input type="checkbox"/>	Abstract Presenter aged 35 and under (early - 195.00€)		
<input type="checkbox"/>	Press (free)		

IMPORT SELECTED PARTICIPANTS

C) Register your participants from previous congresses:

- Click on “Add Participants from My Directory”
- Select the participant you wish to register by checking the box beside their name. If need be, you may also choose a fee different from the default one.
- Once you have selected all the delegates you wish to register, please click on “Import Selected Participants”.

This method is recommended for the registration of regular participants, as the information is taken directly from their My ESC account and is therefore the most up to date.

Payment of registration fees.

Participants Management

- Download Participants list
- Participants list

Payments Management

- 1 • Add a Payment
- 2 • Request for Funds
- 3 • Quotation

Page 1 of 1 [1]

Title	Family Name (s)	First Name (s)	Country	Fees	Total amount	Status
 	Doctor	Smith	John	France	Fee: Aged 35 and under	370.00

- 1) "Add a Payment" will allow you to process a payment online, either by bank transfer, cheque, or by credit card.
- 2) "Request for funds" will open a PDF file summarising the registrations you have currently made online, the total amount, the amount already paid and the balance still due. Our bank accounts details are included at the bottom of the page.
- 3) The "Quotation" allows you to forecast the amount which will be due once you have made the registrations. **Please note it does not nullify the following rule: "The deadlines refer to the date by which both the registration and full payment must be received."**

Group Dashboard

Amount Due	1540.00
Participants	4
Name Change	0
Cancel	0

The payment is payable in euros to the ESC.

Amount:

The maximum amount we accept by credit card is € 5000.

For all amounts above this payment must be made by bank transfer. It is not possible to make several payments by credit card totaling more than € 5000.

1

☒ BANK TRANSFER Please use your group number as payment reference (ROM/1).

Payment by bank transfer

Name of the bank

Bank Code

Branch Code

Account Number

IBAN Code

Swift Code

Made through (name of your bank) Company's Name

Please do not forget to send a copy of the Bank Transfer to groups@escardio.org indicating your group number (ROM/1)

SUBMIT

CANCEL

Add a Payment:

Note that the “Amount Due” does not take into account payments you have already made, it is instead the total amount ordered.

“Amount” is set by default as the total amount ordered, so if need be you can modify it manually.

- 1) **By bank transfer** – our account details are available there too. Submitting a payment this way sends the Registration team a notification to inform us that we can expect a wire transfer from you. We strongly recommend you follow this up with a proof of payment to avoid any complication. Once we have received the payment, a notification is sent to the group contact.

The maximum amount we accept by credit card is € 5000.

For all amounts above this payment must be made by bank transfer. It is not possible to make several payments by credit card totaling more than € 5000.

2

☒ CREDIT CARD

VISA

*

Credit Card

Number:

*

Expiry date:

-

*

Card Verification

Code:

[What is Card Verification Code?](#)

*

Cardholder's Name:

*

I hereby authorize the ESC to debit or credit this credit card account with the total amount due and any subsequent changes to the items booked.

Signature:

Once you have entered all the credit card information please print this page and return it signed by fax to +33 4 92 94 76 10 (Please submit to keep an history of the payment)

3

☐ CHEQUE in EUROS

Made payable to the ESC Registration department

Cheque Number:

SUBMIT

CANCEL

Add a Payment:

Note that the “Amount Due” does not take into account payments you have already made, it is instead the total amount ordered.

“Amount” is set by default as the total amount ordered, so if need be you can modify it manually.

- 2) **By credit card** – please note that the credit card is not charged automatically. Submitting a payment this way sends the Registration team a notification to inform them that there is a pending payment. An email notification is sent to the group contact once the payment has been accepted or rejected.
- 3) **By cheque** – we recommend that you send us a photocopy of the cheque after submitting it online.

Creation Date	Event	Number	Company name	# Part	Status	
18 Nov 2015	ESC CONGRESS 2016	ROM/1	European Society of Cardiology	4	Accepted	EDIT

PAYMENT INFORMATION

Date	Method	Amount	Status
19 Nov 2015	Bank Transfer	1540.00	Pending
ADD A PAYMENT			

PAYMENT INFORMATION


Date	Method	Amount	Status
19 Nov 2015	Bank Transfer	1540.00	Paid
ADD A PAYMENT			


Add a Payment:

- **To view the status of your payment** – click on the highlighted name of your group instead of the “Edit” button.
- When you submit your payment it is immediately set as being “Pending”.
- This status changes once we have received your bank transfer or cheque on our account, or charged your credit card.

Please note that once you have received a notification that your payment has been accepted, this will automatically update the “Request for funds”, therefore submitting your payment online will make the financial situation of your group much clearer for all.

Managing your group once you have made the registrations.

from My Directory 

• Add Participants from an Excel file 

Participants Management

1 **Download Participants list**

• Participants list

Payments Management


• Add a Payment

• Request for Funds

• Quotation

Sort by: ☒ Default ☐ Family Name ☐ Country Filter by: ☒ All ☐ Valid ☐ Not Valid **GO**

Page 1 of 1 | [1]

Title	Family Name (s)	First Name (s)	Country	Fees	Total amount	Status	Actions
2 	3 Doctor Smith	John	France	Fee: Aged 35 and under	370.00	4	<div>REPLACE</div> <div>CANCEL</div> <div>DELETE</div>

1) Download the list of participants currently registered in your online group in Excel format.

2) Allows you to download a customised invitation letter for your delegate. Note that the address you have provided will appear on the letter.

3) Allows to modify your participant's details, such as the address, email address, registration fee and journal subscription, if there is any.

4) - "Replace" is only available during the Late fee period, and will allow you to replace a delegate with another one in order to keep the Early fee. Note that a "Name change" fee will automatically apply and be added to that new delegate's registration fee. Also, only one replacement per registration is allowed.

- "Cancel" is only available during the Late fee period, and will allow you to cancel a registration if you cannot name change it. Note that the cancellation fee (please consult the congress' specific conditions) will automatically apply.

- "Delete" allows you to remove a registration free of charge, and is only available when the registration is made during the current period (e.g. an Early fee registration can be deleted for free if it is done during the Early fee period).

Miscellaneous information

- **Reduced fee registrations:** Some special fees require a proof of status - such as an official statement from the Head of Department for nurses, a piece of ID for young delegates or a valid student card for students – which must be sent by email to the Registration department. Failure to do so will result in the registration fee being changed to the Standard fee.
- **The online group is closed at each deadline so the registrations can be integrated into our system.** This may take a few days, after which the group's status is changed from "Pending" to "Validated". This means your Early fee registrations have been paid for and accepted, so you may then start making your registrations at the Late fee. At the Late fee deadline, the group is definitely closed and any new registration must be requested by email in order to be dealt with by the Registration department.
- **Badges & Material delivery:** You will be contacted by the Registration team a few weeks ahead of the event and offered several possibilities, such as for instance being sent the badges by courier to the address of your choice, picking them up during a scheduled appointment onsite, or letting your delegates collect their badges individually with an electronic voucher sent to their email address. Please note that depending on the congress, the options may differ. With regard to the materials (bags, badge holders, scientific programme etc), they are never sent in advance and can only be collected as a group if an appointment has been scheduled. In this case the correct number of bags is prepared for you, although the ESC staff will not be able to assist you with the displacement of the material from our stock to your vehicle. Note that collecting the badges on your participants' behalf does not imply you are forced to pick up their bags too, however you cannot collect the bags only.
- **The certificate of attendance** is a personal document which can only be collected by the participant, or sent to them by email after the congress. We do not allow a group leader to pick up their delegates' certificates, even if this single person is carrying all of their badges with them.
- **Please use your reference number** in all communications with the Registration department to ensure there are no misunderstandings or confusions with groups bearing the same company name.
- **Bank account details** are different for each congress: please make sure you have taken the correct information from either a downloadable Request for Funds/Quotation or an invoice sent by the Registration department.
- **"No Name" registrations** are not accepted, therefore you cannot purchase a certain number of Early fee registrations in advance if you do not have the participants' names and personal details before the deadline.