

27th Annual Meeting group registration step-by-step guide

▪ **STEP 1**

Go to the website of the 27th Annual Meeting via <https://www.charcot-ms.org/conferences/27th-annual-meeting> and click the link “27th Annual Meeting website”.

The screenshot shows the website header with the European Charcot Foundation logo and navigation links: Conferences, eLearning, Initiatives, Career Advancement, and News. The breadcrumb trail is: Home > Annual Meeting & Symposia > 27th Annual Meeting. The main heading is "27th Annual Meeting". Below it, text confirms the date and topic: "The date and topic of the 27th Annual Meeting are confirmed! From 21 until 23 November 2019, Grand Hotel Dino in Baveno, Italy will host again the Annual Meeting. The topic that has been selected by the Board is "B Cells".

Location: Grand Hotel Dino, Baveno, Italy. Dates: November 21, 2019 – November 23, 2019.

Registration for the 27th Annual Meeting is open and room reservations are being accepted. More detailed information on the programme will be available in 2019.

Visit the [27th Annual Meeting website](#) to organise your attendance.

Watch the [recap movie](#) of the previous Annual Meeting held in November 2018.

▪ **STEP 2**

Below the tab “Organise your attendance”, click on the tab “Annual Meeting Registration” from the pull down menu.

The screenshot shows the "Organise your attendance" menu with options: Annual Meeting Registration, Hotel Reservation, Young Investigators, Travel Grants, and Travel Information. The "Annual Meeting Registration" option is circled in green. Below the menu, there is a "Registration Fees" section with a table of fees and a "Key Dates" box.

	Early Bird Fee	Regular Fee	Onsite Fee
	until 15 May 2019	16 May until 31 October 2019	as from 1 November 2019

Key Dates

15 May 2019
Deadline registration at Early Bird Fee

31 October 2019
Deadline registration at Regular Fee

1 November 2019
On-site Registration

▪ **STEP 3**

Read carefully the information published about the different registration fees, the deadlines, the information required to register, name changes, the cancellation policy, the individual and group registration procedures. Click any of the green “REGISTER”-buttons to start your registration and access the registration module.

The Registration Fee includes:

- Admittance to the 27th Annual Meeting Sessions and all Satellite Symposia
- Admittance to the Poster area
- Scientific Networking Cocktail
- All lunches and coffee breaks on Thursday, Friday and Saturday
- Meeting folder and entrance badge
- Access to the final programme and the 27th Annual Meeting Application
- Access to the Live Stream

* Young Investigators are born in 1984 or after.

Young Investigators may be requested to present their identity card or passport when picking up their badge at the registration desk.

A registration cannot be shared by two or more participants. As such, only the participant whose name appears in the registration file may pick up the badge on-site and no substitutions will be allowed once the badge has been picked up.

Admittance to the Scientific Networking Cocktail on Thursday 21 November 2019 is included in the Registration Fee, however, pre-registration is mandatory.

[REGISTER](#)

European Charcot Foundation
Operational and Administrative Secretariat



▪ **STEP 4**

Click the “NEW REGISTRATION”-button to start your group registration.

 **European Charcot Foundation**

27th Annual Meeting of the European Charcot Foundation

21 - 23 November 2019

Grand Hotel Dino Baveno, Italy

www.charcot-ms.org



[NEW REGISTRATION](#) [MODIFY REGISTRATION](#)

European Charcot Foundation
Operational and Administrative Secretariat

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▪ **STEP 5**

Choose one of the available registration options.

- To register a person to attend the Annual Meeting, select the registration option “Meeting Delegate”.
- If your delegate is born in 1984 or after, you may consider to register him/her as a Young Investigator with poster or without poster since different registration fees apply (Fees are published on the “Annual Meeting Registration”-page below the tab “Organise your attendance”)

When you have selected your option, click the “CONTINUE”-button.



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PLEASE SELECT ONE OF THE OPTIONS BELOW *

- Meeting Delegate
- Young Investigator with Poster (registration code required) [\[More Info\]](#)
- Young Investigator without Poster (registration code required) [\[More Info\]](#)
- Faculty (registration code required)
- Sponsor (registration code required)
- Press (registration code required)
- Guest (registration code required)
- Live Stream Delegate
- Live Stream Guest (registration code required)

CONTINUE

STEP 6

Enter a main email address.

The main email address is the email address all communication related to the registration will be sent to.

For group registrations it is advised to use the email address of the group responsible as the main email address in which case all communication (f.e. delegate registration voucher) will be sent to the group responsible. The group responsible controls all communication with the group delegates.

Should you prefer all communication and vouchers to be sent directly to your group delegates, enter the email address of your delegate as the main email address. If you as the group responsible would like to receive all communication as well, put your email address in the cc email address field.

Click the “CONTINUE”-button.



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MAIN EMAIL ADDRESS (all communication related to the registration will be sent to this email address: f.e. confirmation of registration, registration voucher, survey, certificate of attendance)

For individual registrations it is advised to use the email address of the delegate.

For group registrations it is advised to use the email address of the group responsible.

Main Email Address*

Cc Email Address

CONTINUE

STEP 7

Below the heading “Type of registration”, select the “Yes”-button if you are registering a group,

You can give your group a name (not obligatory) and enter the name and email of the group responsible.

“On-site group pick-up meeting materials”:

If you as a group responsible would like to pick up the meeting materials of your delegates prior to the start of the Annual Meeting and take care of the distribution of the materials, select the “yes”-option.

Alternatively (“no”-option), your group delegates can collect individually their meeting materials from the Registration and Hospitality desk. For the opening times of the Registration & Hospitality desk (for individual collection or group collection, visit the “Annual Meeting Registration”-page (STEP 2).

Complete the required delegate information (required = with the red asterix).

If you do not know the name of the delegates in your group yet, you can make use of dummy values for the required fields (eg. First Name 1, Last Name 1, Organisation 1,).

Select the privacy regulations corresponding to your preference and accept the Specific Terms and Conditions.

Confirm your registration by clicking the green “CONTINUE”- button.



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* = Required Field

TYPE OF REGISTRATION:

Is this registration part of a group registration? [\[Clear Selection\]](#)

- Yes
 No

Group name

Name of the group responsible

Email of the group responsible

(Please note all communication related to the registration will be sent to the main email address provided on the previous page.)

On-site group pick-up meeting materials (badge, programme booklet, ...) [\[Clear Selection\]](#)

- Yes
 No

DELEGATE INFORMATION (will be printed on the meeting badge / certificate of attendance):

Title / Salutation*

_____ ▼

First Name*

Last Name*

Organisation / Institution (max 30 characters)*

Country*

_____ ▼

ADDITIONAL DELEGATE INFORMATION:

Gender [\[Clear Selection\]](#)
 M
 F

Street & Number _____

Zip (Postal Code) _____

City | _____

(Mobile) Phone Number **None** ▼ _____

Delegate Email Address _____

PROFILE INFORMATION:

Type* ▼

Discipline* Researcher and/or Clinical Practitioner
Institution (fa. NGO, public authority, non-profit, government, ...)
Industry

Discipline* General Neurologist
Neurologist - MS Specialist
Neurologist in Training
Medical Doctor
Paramedical Professional
Industry / Institution Representative

Where do you know the ECF from? _____

Main reason to attend ▼

Where do you know the ECF from? _____

Main reason to attend ▼

PRIVACY REGULATIONS:

I agree the delegate information provided may be used by the European Charcot Foundation to communicate about future Annual Meetings and other activities and can be stored for this purpose for a period of 5 years.
 shared with ECF's partners or supporting organizations for the purpose of providing information regarding MS products or services or sending invitations to special events or Satellite Symposia.

For more information consult our [Privacy Policy](#).
To consult, modify or delete the information provided with this registration, please contact ECF Operational and Administrative Secretariat by [email](#).

SPECIFIC TERMS AND CONDITIONS:

I accept the [Specific Terms and Conditions](#).*

CONTINUE

▪ **STEP 8**

If you would like to register your delegate for the Scientific Networking Cocktail, tick the box and select the “CONTINUE”-button.

The Scientific Networking Cocktail is included in the registration fee.

In case the delegate does not register for the Scientific Networking Cocktail, an amount of € 30 (VAT included) will be deducted from the registration fee.



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* = Required Field

Registration Scientific Networking Cocktail on Thursday 21 November 2019 [\[More Info\]](#)

CONTINUE

STEP 9

If you would like to add an additional delegate to your group registration, tick the “Yes”-option and the “CONTINUE”-button. (proceed to STEP 10)

If you would like to confirm your registration and not add an additional delegate to your group registration, tick the “No”-option and “CONTINUE”-button. (proceed to STEP 11)



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* = Required Field

Would you like to make another registration?*

Yes No

CONTINUE

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STEP 10

An overview of the registered delegates appears. At this stage it is possible to edit the delegate information via the blue edit icon.

To add an additional delegate, enter again the Main Email Address (see STEP 6), select one of the registration options (see STEP 5) and select the “CONTINUE”-button. Complete STEP 7 and STEP 8. (proceed to STEP 10)

If your group is complete or if you do not wish to add an additional delegate, select the “CONFIRM REGISTRATION”-button. You will be directed to the payment page. (proceed to STEP 11)



Current registrations

Ref #	Name	Email Address	Category	edit	delete
217804710	First Name 1 Last Name 1	margo.heremans@seauton.be	Meeting Delegate		

CONFIRM REGISTRATION

Add an additional registration * = Required Field

MAIN EMAIL ADDRESS (all communication related to the registration will be sent to this email address: f.e. confirmation of registration, registration voucher, survey, certificate of attendance)
For individual registrations it is advised to use the email address of the delegate.
For group registrations it is advised to use the email address of the group responsible.

Main Email Address*

Cc Email Address

PLEASE SELECT ONE OF THE OPTIONS BELOW*

- Meeting Delegate
- Young Investigator with Poster (registration code required) [\[More info\]](#)
- Young Investigator without Poster [\[More info\]](#)
- Faculty (registration code required)
- Sponsor (registration code required)
- Press (registration code required)
- Guest (registration code required)
- Live Stream Delegate
- Live Stream Guest (registration code required)

CONTINUE

STEP 11

You receive an overview of the registered delegates and the corresponding transaction amount.

As per our Specific Terms & Conditions, all invoices are payable by credit card.

An exception to pay by wire transfer can be requested. (to STEP 12)

Complete the required invoicing information and your credit card details (fields marked with a red asterix).
Click the **"MAKE PAYMENT"**-button to finalize your group registration.

You will receive an email to confirm your group registration once your payment has been finalized. This confirmation email includes your registration confirmation number and a link to your registration record.
Make sure to keep this email since the email confirmation number is required to make modifications to your group registration (f.e. update the dummy names).

▪ **STEP 13**

To re-enter your registration record at a later stage, follow STEP 2, STEP 3 and STEP 4. Click the green “MODIFY REGISTRATION”-button in STEP 4.

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NEW REGISTRATION MODIFY REGISTRATION

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To access and modify your registration record, you will need:

- the main email address you used to register (cfr STEP 6)
- your registration reference number (mentioned in the confirmation email you received after registering your group).

You will see the same overview as you see in STEP 10. You can now modify/update the requested information for each delegate via the blue edit button.

Should you have any questions or need help with your group registration, please do not hesitate to contact the Operational and Administrative Secretariat (charcot@seauton-international.com).