



ESPGHAN 54th ANNUAL MEETING

of the European Society for Paediatric Gastroenterology, Hepatology and Nutrition

22 – 25 June 2022

Please follow the steps below for a successful registration of your group and delegates

Step 1 – Create a new Login

- Please create a new Login with your personal e-mail and a password of your choice.
IMPORTANT: One Login for one group only!

Create new login

Kindly remember that there is only one login per group allowed - even if a group has more than one group coordinator.


Please enter your e-mail *

Choose your personal password *

Please repeat your password *

Please remember your login name and your password for your re-login!

CONTINUE

- With  a verification e-mail has been sent to your e-mail address.
If you did not receive this e-mail please check your Spam folder as well.

Welcome to the Group Registration

Please be informed that a group registration is only possible if the group consists of at least 10 (ten) delegates from the same company or travel agency.

A verification email has been sent to your email address.

Please click the link in this email to verify your email address and continue the registration process.

Once your email has been verified you may log in using your submitted username and password.

- Kindly note, that it takes one moment after your e-mail has been verified. Please be patient!



- The next steps include entering information on the group itself (name, address, contact person, etc.) and invoice address details.
- Please check your invoice address carefully. The system automatically implements the company name you choose for the group and the address you indicate in the first step as invoice address. This may for example cause an invoice address composed by the name of the company you work for and the address of your agency.
- Please make sure the company name matches the address. All invoices are created and sent automatically and the invoice address cannot be changed afterwards.

Please complete the following information on the Group. Invoice Details are to be filled in in the next step.

* mandatory

Group name & Country *
(e.g. TestCompany Germany)

Company name for invoicing

Address *

Zip code *

City *

Country *

TestCompany Germany

Schleissheimerstr. 2

80333

München

GERMANY

Please complete the following information on the Group. Invoice Details are to be filled in in the next step.

* mandatory

Group name & Country *
(e.g. TestCompany Germany)

Company name for invoicing

Address *

Zip code *

City *

Country *

Eurokongress GmbH

Schleissheimerstr. 2

80333

München

GERMANY

Step 2 – Booking Request

- After all Login information has been entered, you will have access to the main page. At this stage it is not yet possible to manage your participants. Please make a booking request first.

ESPGHAN 2022 - Group Registration

For more information, please see our [Terms & Conditions](#).



Manage
Participants



Booking
Requests

Please select one of the options above to continue.

- Clicking on "Booking Requests" you can choose the number and category of tickets required for your group. Hotel accommodation can also be requested here.



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Request tickets

Please select your required tickets.

| Ticket | Price per ticket | Number | Add Selection |
|----------------------|------------------|----------------------|------------------------------------|
| <input type="text"/> | | <input type="text"/> | <input type="button" value="ADD"/> |

Request hotels

Please select your required hotel(s). (For more information and room rates please click [here](#).)

Please kindly note, that this hotel request is **not yet a final booking**. It is indeed only a request. The confirmation of the request depends on availability. Your request will be processed by the ESPGHAN Group & Hotel Team and you will be informed about the status in due time.
Should you need additional room nights prior or after the official congress dates, please send us an e-mail with your request at espghan-groups@eurokongress.de.

| Hotels | Room | Number | Arrival | Departure | Add Selection |
|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="ADD"/> |

- With an overview of your booking requests will appear. Here you have the possibility to modify your request or by clicking on "Continue" your request will be submitted.
- **New requests** will be marked by these icons:
 - ⏸ / Waiting = your request is being processed
 - ✓ / Approved = your request has been approved
 - ✗ / Rejected = your request has been denied



#1 - Overview of confirmed/booked tickets and/or hotels [EDIT](#)

Below you can view the selected hotels / events.

| Ticket | Price per ticket | Number | Status |
|--|------------------|--------|--------|
| 23-25 June Congress Ticket Non-Member (early) | EUR 655.00 | 1 | ⌘ |

- As soon as your request has been approved by the ESPGHAN Groups & Hotel Team you will receive a confirmation e-mail. Afterwards you can **start managing** your delegates.

Step 3 – MANAGE PARTICIPANTS

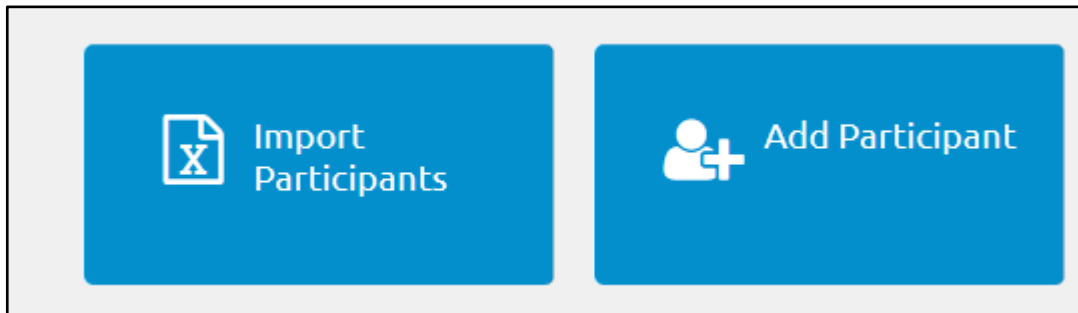
Once you've been informed that your booking has been approved you can start managing your participants. After entering your login details the following site appears:



- Booking Requests:** With this option all your booking requests will be listed and you can make additional requests (please see Step 2).



- **Manage Participants:** Please register your group delegates choosing one of the following possibilities:



Import Participants: Here you can upload your filled out excel template – please, use only the excel document provided by the system. As the excel sheet will be implemented automatically, don't rename or add columns in the template. Otherwise an automatic import is not possible. Please note that all columns marked red and blue are mandatory fields.

Add Participant: Here you can enter the personal data of your delegates manually. Please note that group coordinators are obliged to indicate to every registration the respective e-mail address.

Step 4 – OPTIONS FOR EDITING

Select delegates from the list by clicking on the **check box** next to their status → a check mark will appear. In case you wish to mark all delegates please clicking on the check box next to "Status".

| | | | | | |
|-------------------------------------|-------------------|------------|-----------------|-----------------------------|--|
| Number in use: 1 | | Options | | Search <input type="text"/> | |
| <input type="checkbox"/> | Status | Name | Email | Ticket | |
| <input checked="" type="checkbox"/> | Not yet submitted | Test, Anna | a.test@test.com | | |
| CONTINUE | | | | | |


- Click on **"Options"** to choose your next action:



To add tickets/bookings to a delegate:

- click on “Assign tickets” and a new window will open:

The screenshot shows a window titled "Assign Bookings". At the top, there is a "Participants" dropdown menu with "Doe, John" selected. Below this is a "Selection" dropdown menu which is currently empty. At the bottom of the window, there are two teal buttons: "+ TICKET" and "+ HOTEL". In the bottom right corner, there are "Cancel" and "Submit" buttons.

- Click on  to add events to the selected delegates.
- If you need to add any information regarding the single delegate or ticket (e.g. the ESPGHAN membership number) please use the remarks field.

The screenshot shows a form titled "Selection Ticket". It features a dropdown menu with the selected option "23-25 June Congress Ticket Non-Member (early)". Below the dropdown is a horizontal line, followed by a "Remark" label and an empty text input field. At the bottom, there are two teal buttons: "BACK" and "ADD".



- Click on **+ HOTEL** to book a hotel room for the selected delegates (if applicable). You can add any comments in the remarks field. If the delegate will share a double room with an accompanying person, please indicate the name of the second person in the field "Share with".

Assign Bookings

Selection Hotel

Scandic Ködb | Double for S | 22-06-2022 / 26-06-2022

Number

Arrival

Departure

Remark

Share with

- Kindly note that you give also here the correct period!
- Choose the ticket and/or the hotel you would like to book for the delegate and click on "Add". You will be redirected to the first window and confirm the action with "Submit". With the button "Cancel" the booking will be revoked:

Assign Bookings

Participants -

Doe, John

Selection

| | |
|--|--|
| 1x 23-25 June Congress Ticket Non-Member (early) | <input type="text"/> <input type="text"/> <input type="text"/> |
| 1x Scandic Ködb Double for S 22-06-2022 26-06-2022 | <input type="text"/> <input type="text"/> <input type="text"/> |



To Register Participant:

To finalize the registration of your participant(s) do not to forget to click “**Register Participant**” in the “**Options**” as soon as you have added all bookings.

| | |
|-------------------------|--------|
| Number in use: 1 | |
| Options | Search |
| Assign tickets/bookings | |
| Delete tickets/bookings | |
| Register Participant | |
| Delete Participant | |

| Name | Email | Hotel/Room | Ticket |
|-----------|-----------------|--|--|
| Doe, John | a.test@test.com | 1x Scandic Ködb Double for 5 22-06-2022 26-06-2022 | 1x 23-25 June Congress Ticket Non-Member (early) |

CONTINUE

To change tickets or hotel details:

- Double click into the field you wish to change, a new window will open and the required changes can be made. By clicking on “submit” they will be saved.

| Number in use: 1 | | | | |
|--------------------------|-----------|-----------------|--|--|
| Options | Search | | | |
| Status | Name | Email | Hotel/Room | Ticket |
| <input type="checkbox"/> | Doe, John | a.test@test.com | 1x Scandic Ködb Double for 5 22-06-2022 / 26-06-2022 | 1x 23-25 June Congress Ticket Non-Member (early) |

CONTINUE

To delete tickets:

- Click on Options and choose “**Delete Tickets**”. With this transaction you have the possibility to delete all kinds of bookings: Tickets, hotel reservations, etc. By clicking on “Submit” the booking is deleted.

Delete Bookings

What would you like to delete?

Hotel/Room
 Ticket
 Reg. Type
 Hotel/Room & Ticket & Reg. Type



Example for a successfully completed registration:

| Number in use: 1 | | | | |
|---|-----------------------------|-----------------|--|--|
| <input type="checkbox"/> Options | Search <input type="text"/> | | | |
| <input type="checkbox"/> Status | Name | Email | Hotel/Room | Ticket |
| <input type="checkbox"/> Registered | Doe, John | a.test@test.com | 1x Scandic Ködb Double for S 22-06-2022 / 26-06-2022 | 1x 23-25 June Congress Ticket Non-Member (early) |
| <input type="button" value="CONTINUE"/> | | | | |

- **To delete participants:** click on Options and “Delete Participant”.

Step 5 (optional) – OVERVIEW

- Download Overview

To download an overview of the delegates you already registered, please click on the button “Download Overview” in the “Manage Participants” area. The list of participants will be downloaded as an excel file.

