

Group Leader’s Guide to making a Group Booking for e-ECE 2021

This guide aims to walk you through all the necessary steps to successfully register a Group to attend, and access the online Congress, e-ECE 2021. If you have any issues, please email us at ece2021@endocrinology.org.

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Group Registration: Policies and Procedures

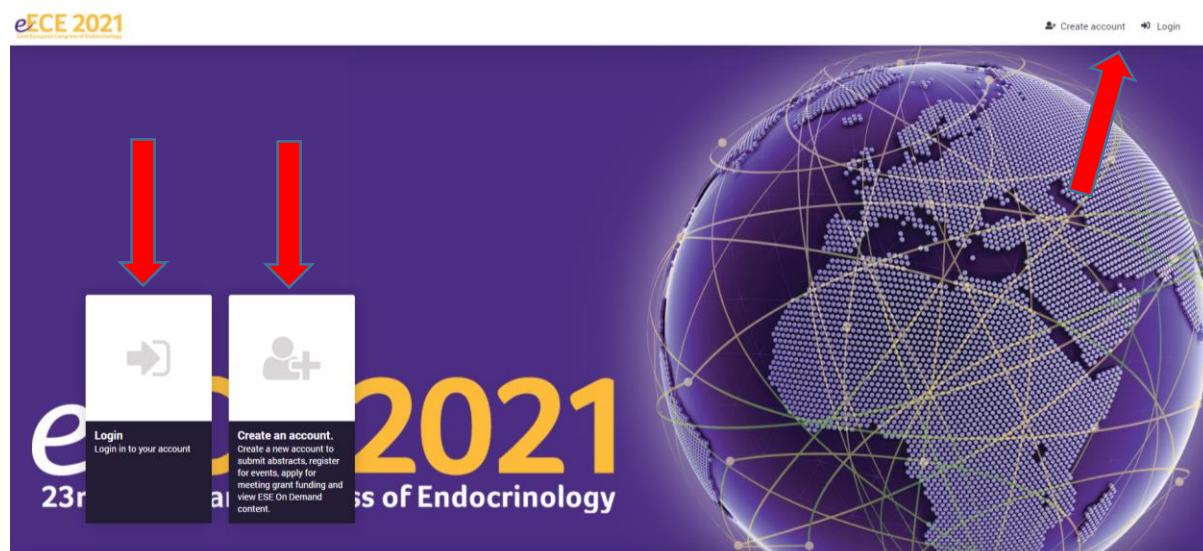
Please see below the various rules and regulations that apply to Group registration:

Group registration is only available to **groups of 10 or more delegates**. If a Group is smaller than this, then please use the individual registration for each delegate.

- All fields marked (*) are required for administration and must be completed so that we can process your Group effectively, and to collect the appropriate information for registration.
- Please provide individual email addresses, as they will be used for the individual to access the Congress as well as evaluation and CME certificate process after the event.
- Group Leaders/contacts will not be registered as delegates for the meeting. If you are attending the online Congress, you must include yourself as a Group member in the final submitted delegate list.
- **Payment must be received in full before your Group can be processed on to our system.** Please note; no confirmation documents will be available until all payment and names are provided by the Group Leader. Following submission of payment, please allow processing time for these documents to be made available. All bank transfers must be finalised by the very latest 21 days before the event is due to start (Friday 30 April 2021).
- **Processing deadlines:** please refer to the website for all deadlines that are in place for this event. Please note that Group Registration will close on Thursday 6 May 2021. After this time all changes to your Group will need to be emailed to ece2021@endocrinology.org for manual processing.
- **Member and Non-member rates:** Membership numbers must be provided during the registration process so we can verify their membership status before proceeding with the next step of processing your Group. Please note, it is the Group Leader's responsibility to find out the membership details so that we are then able to check before authorising the member rates. **Once a delegate has been registered at the Member/Non-member rate, this cannot be changed at a later date. It is the Group Leader's responsibility to find out each delegate's membership status, membership number and email address before returning the form.** No refund/reimbursement will be available to change the rates after the payment is processed at that rate.
- Please note once a booking is confirmed and payment has been made, registrations for e-ECE2021 cannot be cancelled. If someone is unable to attend the live event, the content will continue to be available to them on ESE On Demand for 60 days.

Group Leader's role during e-ECE 2021.

As the Group Leader, you will firstly need to either log in or create an account via this link: <https://ese-hormones.m-anage.com/Home/Index/Event/eece2021/en-GB>



If you are creating a new account, you will receive an email from '**no-reply@m-anage.com**' asking to verify the account creation. This will also be a necessary step for the Group members you are registering. This is to ensure their account has been created and associated with their email address which will allow them access to the online Congress platform. To ensure that they are aware of this process and to prevent any delays in accessing the platform, please advise them of the following:

IMPORTANT:

If you have not used the M-anage platform before for a previous online event and have been registered by a third party (part of a Group), please [click here](#) to log in. Follow the instructions to setup your credentials and trigger an account verification email. Please make sure you do this before the start of the event to ensure there are no delays with accessing the sessions on the day. If you have registered yourself, you do not need to do this.

If you have already confirmed your account, but do not remember your password, you can reset this by clicking FORGOT PASSWORD. Please check your spam folder for any communications.

If participants do not verify their account, they will not be sent instructions on how to access the event. They will need to check their SPAM/Junk folder for any communications as these may land there depending on SPAM filter settings and firewalls.

Once you have logged in, you will need to go to 'Group Registration'. Please note:

*Group registrations are only for groups of 10+ or more people. If you are registering less than 10 people, please select '**Individual registration**' > '**Register, or book a ticket for, someone else**' and register each person individually using their email address and membership number.*

[How do I register a Group of delegates for e-ECE 2021?](#)

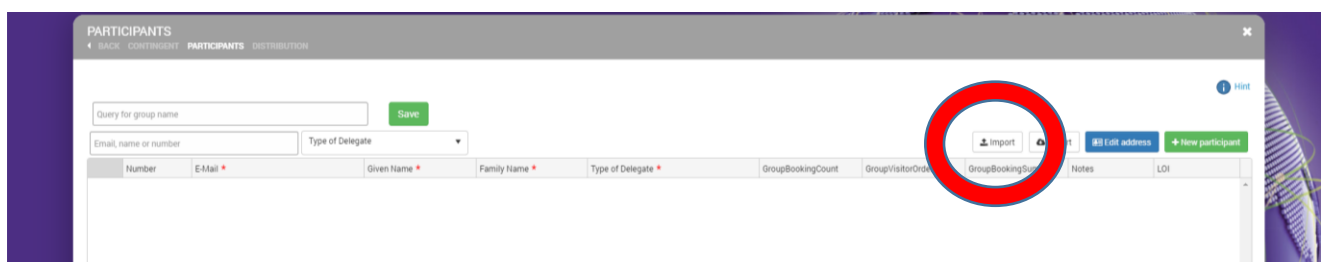
Go to Group Registration> Attendees> Add Participants

To add each delegate manually:

- 1) Select '**New Participant**'.
- 2) Type in the email address* of your delegate and press '**Validate**'.
- 3) Complete the user profile, including all details relating to your delegate. Once done, hit '**Save**'.
- 4) Select the membership type and input the membership number of your delegate, then press '**Next**'.
- 5) Complete the '**Additional Information**' section and '**Summary**'.
- 6) Close.

To upload your delegate list:

- 1) Click the '**Import**' button in the top right hand corner.
- 2) On the following screen select '**Get template**' which is highlighted in blue in the top left hand corner.
- 3) An editable excel spreadsheet that needs to be complete, will download for you to complete.
- 4) '**Complete**' the required fields (* are mandatory).
- 5) '**Save**' to your computer.
- 6) Select '**Upload**'.
- 7) Find the spreadsheet on your computer to upload and click '**Open**'. Please ensure that the spreadsheet follows the exact order of fields shown on this page. (Participant Type, E-mail, Title, Firstname, Last Name, Street, Zipcode, City, Country, and Institute).
- 8) Once done, click the '**X**' button on the top right of the page to close the box and go back to the home page.



GROUP IMPORT
BACK

On this page you can import a coma separated file with the new participants, the file needs to contain the values displayed in the preview list.(Firstname and Surname are mandatory fields)

Upload
Get template

E-Mail *	Title	Firstname *	Last name *	Street *	Zipcode *	City *	Country *	Institute 1 *	Institute 2	Institute 3
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10 items per page No result

IMPORTANT

** Please provide individual email addresses, as this will be used for individual access to the virtual Congress, as well as for evaluation and certificate allocation after the event.*

How do I pay for my Group's registration tickets?

Go to Group Registration> Tickets> Buy Tickets.

- 1) Select 'e-ECE 2021 Ticket' in the 'Please select' drop down, and add the number tickets (Minimum 10 tickets total) that associate to your delegate's participant types.
- 2) Select the green 'Buy' button. This will summarise your order.
- 3) Select the green 'Go to payment'.
- 4) Input your organisation's VAT information and invoice address.
- 5) Type of payment> Select to pay by Invoice or Credit Card.
- 6) Press the green 'Continue' button.
- 7) The order summary will then appear. Select 'Finish Registration'.
- 8) If you choose to pay by Credit Card, you will then need to fill in the Credit Card details and select 'Pay'.
- 9) If you choose to pay by Invoice, the invoice will be sent via email to the Group Leader.
- 10) This should then pop up with 'Registration successful'.

IMPORTANT

Please note once a booking is confirmed and payment has been made, registrations for e-ECE2021 cannot be cancelled or refunded.

*The deadlines that are in place are due to the policies that we follow. **If your payment is not received ahead of a particular deadline, the higher rate will then apply to the registrations.** To benefit from the Early Bird rates, your payment would need to be received by the Early Bird deadline, after the Thursday 6 May 2021 higher fees will apply.*

*The Group Registration Deadline is Thursday 6 May 2021.
All bank transfers must be finalised by Friday 30 April 2021.*

What information do I need to register delegates as part of my Group Booking?

We require certain information from all delegates, even if they are part of a Group, dependant on their participant type.

ESE Members ticket (Includes Nurse and In Training/ Reduced Rate tickets)

- **ESE Membership Number.**
- **Additional Information (see below).**
- **For ESE Member tickets, the delegate's email address needs to be the same email address that is associated with their ESE membership.**

Non-member ticket

- **Additional information (see below).**

Non-member ticket (Nurse and In Training/ Reduced Rate tickets)

- **Self- declare they meet the criteria for this ticket via a [form](#).**
- **Additional information (see below).**

Additional Information

- **Age Group**
 - Under 21
 - 21-29
 - 30-39
 - 40- 49
 - 50- 59
 - 60- 69
 - 70 or older

- **Primary professional role (please select the most relevant):**
 - Clinical – Consultant
 - Clinical – Practitioner
 - Clinical – Researcher
 - Clinician – Specialist Trainee
 - Clinician – Undifferentiated Trainee
 - Clinical / Medical Laboratory Scientist

- Nurse
 - Basic / Research Scientist – Professor
 - Basic / Research Scientist – Lecturer
 - Basic / Research Scientist – Post doc
 - Student – Under and post-graduate medical
 - Student – Under and post-graduate science
 - Retired
 - Other
- **Is your primary interest Clinical, Basic or Both?**
- Clinical
 - Basic
 - Both
 - Not applicable
- **Please select all that apply to indicate the Focus Areas of interest:**
- Adrenal and Cardiovascular Endocrinology
 - Calcium and Bone
 - Diabetes, Obesity, Metabolism and Nutrition
 - Environmental Endocrinology
 - Pituitary and Neuroendocrinology
 - Thyroid
 - Reproductive and Developmental Endocrinology
 - Endocrine-related Cancer
 - General Endocrinology
- **How did you find out about e-ECE 2021? (Please select one from the following options):**
- Email from ESE
 - ESE membership mailing / ESE News
 - ESE Website
 - Facebook
 - Twitter
 - LinkedIn
 - Online advertisement in a journal
 - Print advertising in a journal or magazine
 - Recommendation through an Affiliated Society
 - Recommendation from a colleague
 - Search engine
 - Other
- **Would you attend e-ECE if CME through European accreditation was not available?**
- Yes

- No

e-ECE 2021 will offer delegates the ability to connect with each other within the Congress Platform. Connect with, and talk to, other delegates, sponsors, exhibitors by making it easy for them to find you by including your name, institution and country on the official delegate list. The delegate list will enable fellow attendees, sponsors and exhibitors to know you are attending which will maximise your networking opportunities at e-ECE. Please note: the delegate list does not include any contact details.

- **Please select if you wish to be included on the delegate list:**

- Yes – I wish to be included on the delegate list
- No – I DO NOT wish to be included on the delegate list

- **Please select if you wish to participate in the networking feature**

- Yes – I wish to participate
- No – I DO NOT wish to participate

- **Updates on the e-ECE 2021 programme:**

- Yes, I want to receive these emails
- No, I don't want to receive these emails

- **Updates on ESE activities:**

- Yes, I want to receive these emails
- No, I don't want to receive these emails

- **News on Future ESE events:**

- Yes, I want to receive these emails
- No, I don't want to receive these emails

- **Industry news from e-ECE 2021 sponsors:**

- Yes, I want to receive these emails
- No, I don't want to receive these emails

[How do I allocate tickets to delegates in my Group?](#)

To **allocate** your tickets to your delegates put into the system (See: How do I register a Group of delegates for e-ECE 2021?)

Go back into '**Group Registration**' and then select '**Distribution**' from the '**Group Registration - Overview**' section.

Once the tickets have been allocated to your Group delegates. It is important that their M-ange account is verified.

Before they can access the platform, if they have not already accessed our platform supplier (M-anage) before, then please prompt them to look out for an email (similar to the below) and verify their account by following the link in the email.

“An account has been created for you at m-anage.com.

If, however, you did not consent to this activity, please contact us immediately at support@m-anage.com.

Lastly, by following this [link](#) you can also view the personal data we hold for this booking, and/or make any additional bookings.

Kind regards,

Your m-anage.com team”

[Other information to consider when managing a Group Booking for e-ECE 2021](#)

- Please encourage your delegates to read through the [FAQs](#) page for important updates e.g. how to ensure they receive their CME points.
- Registered delegates will have access to all content during the live event and for 60 days after the event.
- Delegates who are not ESE members will lose access to the Congress content via ESE On Demand after 60 days.
- Please note that ongoing information will be sent via email from account@ese-hormones.org.

We look forward to welcoming your Group in May. If you have any queries, please contact us at ece2021@endocrinology.org.