

Group Leader's Guide to making a Group Booking for ECE 2024

This guide is designed to walk you through all the necessary steps to successfully register a Group to attend ECE 2024. If you have any issues, please email us at ece2024@endocrinology.org.

Group Registration: <i>Policies and Procedures</i>	2
Group Leader's role during ECE 2024.	2
How do I register a Group of delegates for ECE 2024?	3
How do I pay for my Group's registration tickets?	4
What information do I need to register delegates as part of my Group Booking?	5
How do I distribute tickets to delegates in my Group?	11
How do I allocate tickets to delegates in my Group?.....	12
Other information to consider when managing a Group Booking for ECE 2024	12

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** who wish to purchase **in-person tickets**. If you wish to make a group booking for ECE@Home tickets, please contact the event team at ece2024@endocrinology.org.

For groups of less than 10, please use the individual registration for each delegate.

- All fields marked (*) are required for administration purposes and must be completed so that we can collect the appropriate information for registration in order process your Group effectively.
- Please provide individual email addresses for each Group member, as they will be used for the 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 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 in 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, at the very latest, by 21 working days before the event is due to start (Friday 13 April 2024).
- **Processing deadlines:** please refer to the website for all deadlines that are in place for this event. Please note: Each name change will incur an additional administration charge of €15 per change.
- **Member and Non-member rates:** Membership numbers must be provided during the registration process so we can verify 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.
- To view the ECE 2024 **registration terms and conditions**, please click [here](#).

Group Leader's role during ECE 2024

As the Group Leader, you will firstly need to either log in or create an account [via this link](#).

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. To ensure that they are aware of this process, please advise them of the following:

IMPORTANT:

If you have not used the M-anage platform before for a previous 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. 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 further instructions about 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**' > '**Top of Form 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 ECE 2024?

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 completed, 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, First name, Last Name, Street, Zip code, 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.

IMPORTANT

** Please provide individual email addresses for each delegate, as these will be used for individual access 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) Use the '**Please select**' drop down to select the ticket type that you require and add the number of tickets (Minimum 10 tickets) 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) **Select if individual or business/ organisation**
- 5) **Input** your organisation's VAT information and invoice address.
- 6) Type of payment> Select to pay by **Invoice or Credit Card**.

- 7) Press the blue **'Continue'** button.
- 8) The order summary will then appear. Select **'Finish Registration'**.
- 9) If you choose to pay by Credit Card, you will then need to fill in the Credit Card details and select **'Pay'**.
- 10) If you choose to pay by Invoice, the invoice will be sent via email to the Group Leader.
- 11) This should then pop up with **'Registration successful'**.

IMPORTANT

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 Super Early Bird deadline (25 March 2024) or the Early Bird deadline (22 April 2024). After Monday 22 April 2024 higher fees will apply. All bank transfers must be finalised by Friday 20 April 2024.

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 which can be found on the event website.**
- **Additional information (see below).**

Additional Information for an In-Person Ticket

- **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
 - Endocrine-related Cancer
 - Environmental Endocrinology
 - Pituitary and Neuroendocrinology
 - Reproductive and Developmental Endocrinology
 - Thyroid
- **Age Group**
- Under 21
 - 21-29
 - 30-39
 - 40- 49
 - 50- 59
 - 60- 69
 - 70 or older
- **Gender**
- Man
 - Woman
 - Intersex
 - Non-binary

- Prefer not to say
- Other

- **Dietary Requirements**
 - Dairy Free
 - Gluten Free
 - Vegetarian
 - Vegan
 - Allergies/Other
 - None

- **Is this your first time attending an ECE Congress?**
 - Yes
 - No

- **How did you find out about ECE 2024? (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
 - Online advertisement in a magazine/website
 - Other

- **Would you attend ECE if CME through European accreditation was not available?**
 - Yes
 - No

- **Please note if you have any special access requirements**

- **Please confirm that all information provided here is correct and true to the best of your knowledge**

- *Connect with, and talk to, other delegates, sponsors and 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 you're networking opportunities at 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 the emails you want to receive from ESE from the options below: You can opt out of receiving these communications at any time. Please note: If you opt out of all email communications, you will not receive updates on the event programme, but you will still receive information necessary for you to attend the Congress and access the event platform. This includes confirmation of the receipt of your registration booking and updates on your registration status*

- **Updates on the ECE 2024 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 and promotional messages from ECE 2024 sponsors:**
 - Yes, I want to receive these emails
 - No, I don't want to receive these emails

- **Please select the date(s) that you will be requiring lunch at ECE 2024:**
 - Sunday 12 May 2024 – Yes/No
 - Monday 13 May 2024 – Yes/No
 - Tuesday 14 May 2024 – Yes/No

- **Do you plan on attending the Welcome Reception on Saturday 11 May:**
 - Yes
 - No

- **Would you be interested in attending any of the following Pre-Congress courses?**
 - Nurses
 - Thyroid Ultrasound
 - Androgen Excess and PCOS Society (AE-PCOS) Update Meeting

- Growth Hormone Research Society
 - European Academy of Andrology (EAA)
- **Would you like a printed programme? Please note: If you select No, a printed programme will not be printed for you.**
- Yes
 - No

Please note you will be asked to certify that each individual or individual's institution is not on the sanctions list.

How do I distribute tickets to delegates in my Group?

To **distribute** your tickets to your delegates, go back into '**Group Registration**' and then select '**Distribution**' from the '**Group Registration - Overview**' section.

Once the tickets have been distributed to your Group delegates, it is important that their M-anage account is verified.

If they have not accessed our registration and 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"

How do I allocate tickets to delegates in my Group?

Group Leaders will be responsible for sending E-badges (Electronic Badges) to all members in their group.

To **send** tickets to your delegates, go back into '**Group Registration**' and then select '**Allocate Tickets**' from the '**Group Registration - Overview**' section. Here you will be able to

send invitations to each group member. The invitation will include a QR which the member will need for onsite badge printing. Each member of the Group will need to go to the registration area with their invitation and print their own badge at one of the self-print kiosks.

If you experience any issues sending e-badges to your delegates, please contact the Congress team at ece2024@endocrinology.org and we can arrange for you to collect the badges for all of your group members at a designated location, date and time.

Other information regarding Group Booking for ECE 2024

- Please note that ongoing information will be sent via email from account@ese-hormones.org.
- Please ensure that you read the ECE 2024 **registration terms and conditions** by clicking [here](#).

We look forward to welcoming your Group in May. If you have any queries, please contact us at ece2024@endocrinology.org.