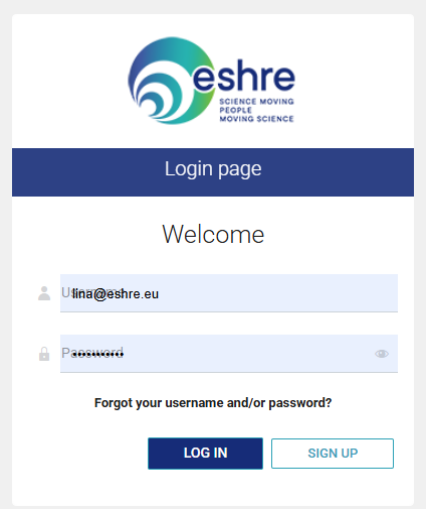
GROUP REGISTRATION STEP-BY-STEP GUIDE

Group registrations 2027

Step 1

Create / Log in to 'Your' ESHRE Account

- Go to the **ESHRE login page**.



- An ESHRE account is mandatory for all registration types (Exhibit, Group, Individual).
- Ensure your credentials and invoice details are correct — invoices cannot be changed later.
- If you do not have an account, first create one here.

Step two:

Start Group Registration

- Navigate to: Registration ESHRE Annual Meeting 2027, Official website
- From the left side menu, choose 'Register a group'
- Select your registration type:
  - Main Programme (MP)
  - Precongress Courses (PCC)

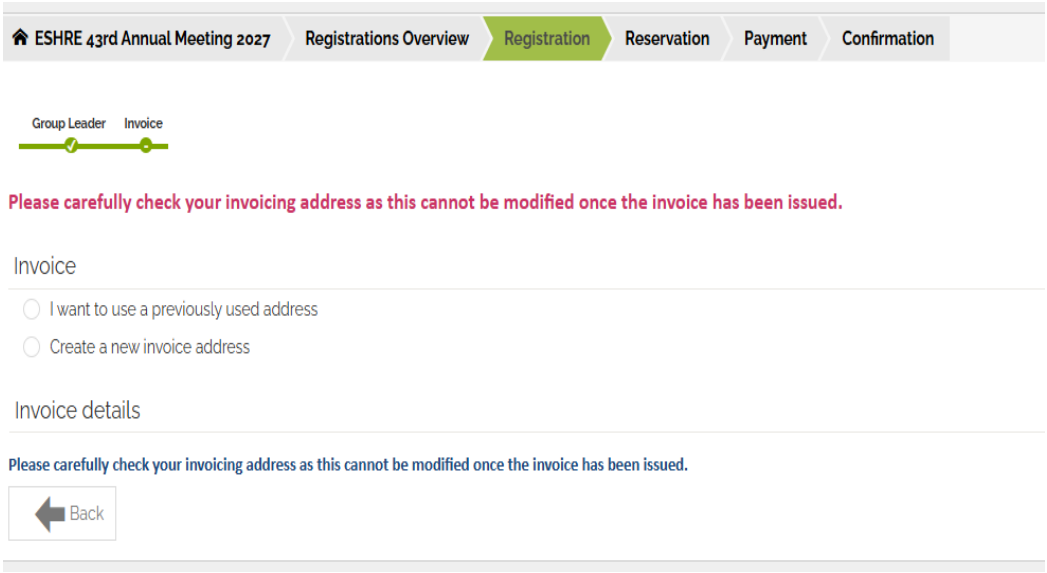
    ⚠️ *MP and PCC registrations must be done separately.*



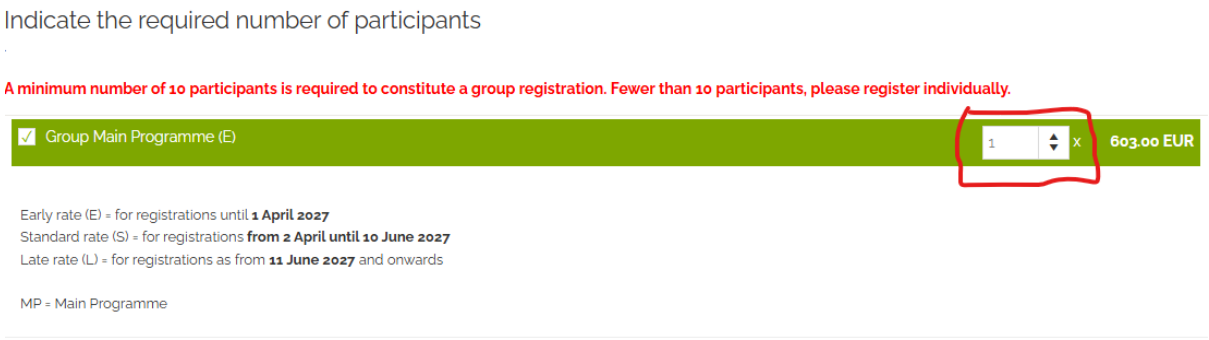
Step Three:

Review and Confirm Details

- Double-check:
  - Account details
  - Invoice details (remember these cannot be modified once issued)



- Fill in all mandatory fields as requested
- Enter the number of participants:
  - Minimum: 10
  - Maximum: 250

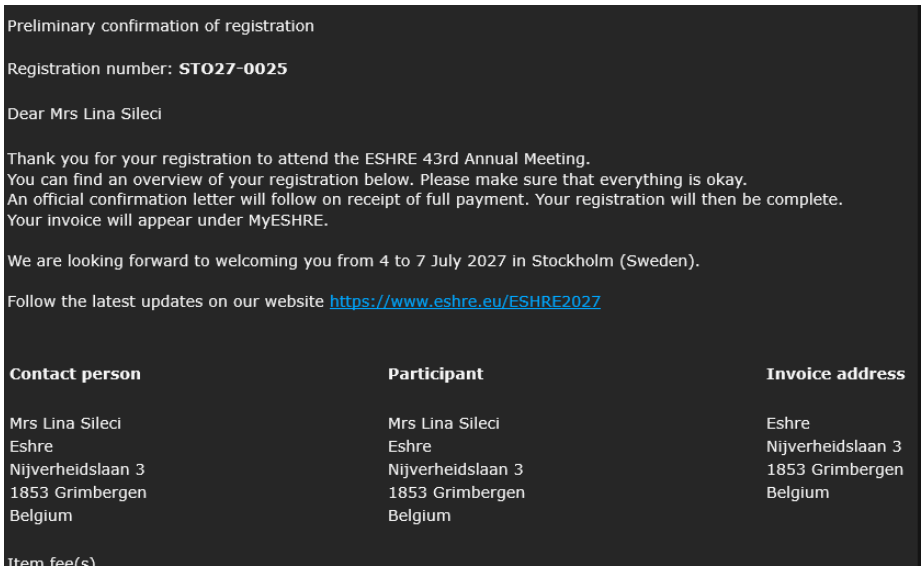


- Hit 'Submit' to complete your registration and accept the Terms & Conditions

Step Four:

Confirmation and Payment

- You'll receive a confirmation letter in your personal inbox



Preliminary confirmation of registration

Registration number: **STO27-0025**

Dear Mrs Lina Sileci

Thank you for your registration to attend the ESHRE 43rd Annual Meeting.
You can find an overview of your registration below. Please make sure that everything is okay.
An official confirmation letter will follow on receipt of full payment. Your registration will then be complete.
Your invoice will appear under MyESHRE.

We are looking forward to welcoming you from 4 to 7 July 2027 in Stockholm (Sweden).

Follow the latest updates on our website https://www.eshre.eu/ESHRE2027

Contact person	Participant	Invoice address
Mrs Lina Sileci Eshre Nijverheidslaan 3 1853 Grimbergen Belgium	Mrs Lina Sileci Eshre Nijverheidslaan 3 1853 Grimbergen Belgium	Eshre Nijverheidslaan 3 1853 Grimbergen Belgium

Item fee(s)

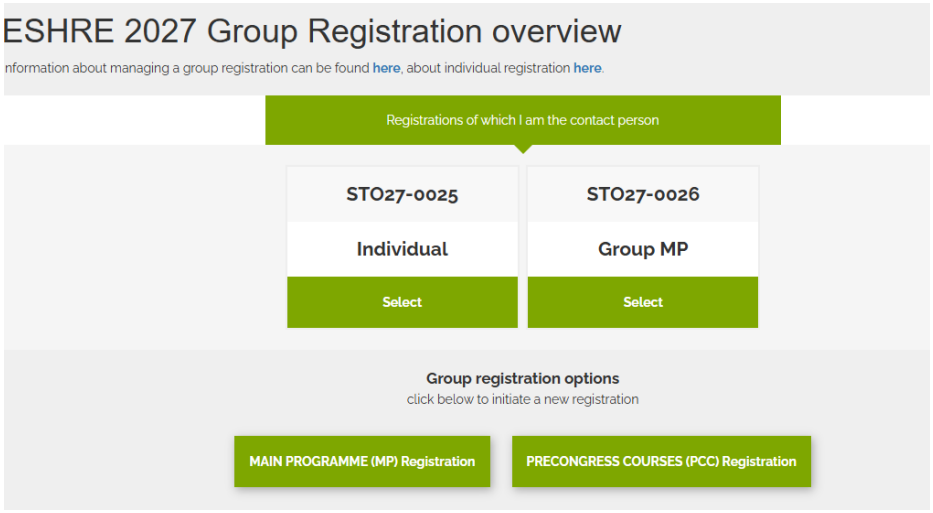
- Once payment is received in full, you'll gain access to:
    - The E-voucher codes in your group registration portal

Step Five:

Access 'Your' Group Portal

Here you can manage and stay up to date with all activities related to your group registration. You will also be able to view, finalize payment, add participants, make any necessary edits and download an excel overview.

- Go to your ESHRE 2027 Group Registration overview page



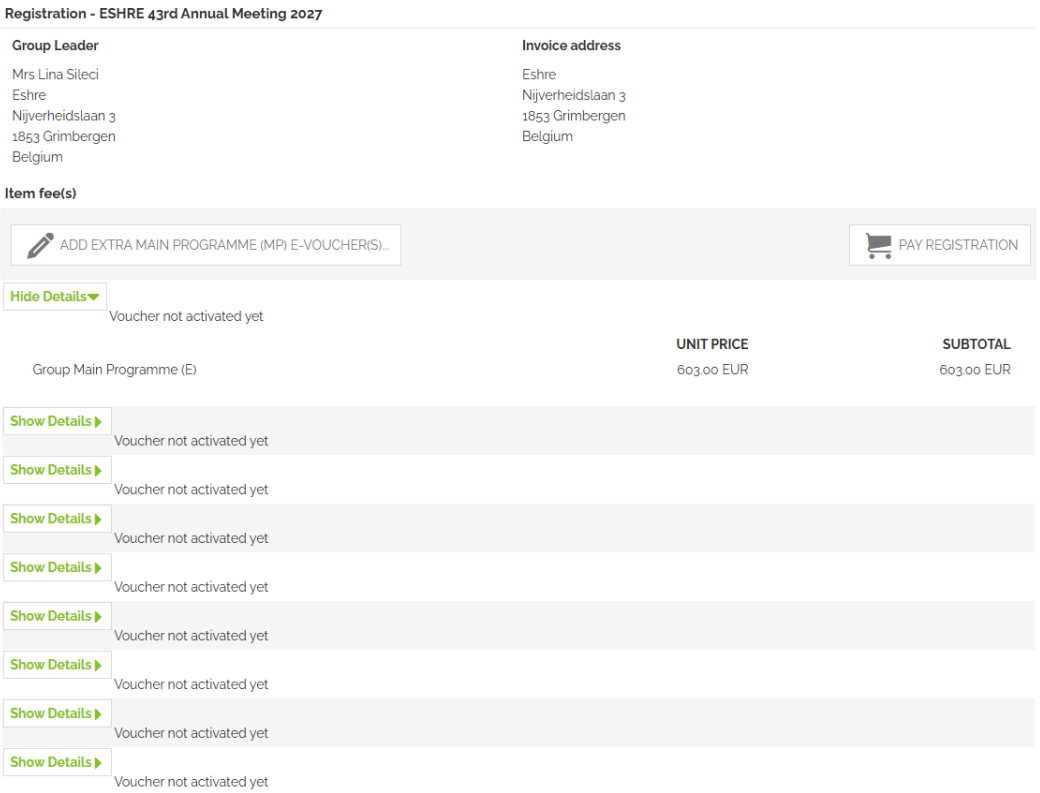
Manage Group

Include your group registration number (e.g. STO27-xxxx) in all communication, when communicating with your participants, internally and with the ESHRE team.

Click 'manage group'



- Overview with accompanied e-voucher numbers will be visible
- E-voucher numbers must be sent with the accompanied letter (please download letter) to each participant individually





Step Six:

Participant E-voucher Activation Process

Each participant must activate their own e-voucher individually, as soon as possible, to ensure their registration is complete, they must:

1. Log in to their own personal ESHRE account
2. Go to the e-voucher activation page
3. Enter the voucher number and complete the required steps
4. If they don't have an account, they can create one here
5. Once activated, a confirmation letter with a barcode will be sent
   Example:



Please bring your official confirmation letter to the annual meeting in Paris. This can be a printout or have it ready on your mobile device.

Scan the barcode at one of the kiosks to obtain **your personal entry badge**.
Different kiosks (based on colour and activity) are located in the registration area - *see page 2*.

E-voucher has now been activated, and the participants are in order.

Step Seven

Opening ceremony and Networking tickets

- If your group chooses to attend the opening ceremony or networking event, please contact Lina Sileci: registration@eshre.eu to add the extra activity to each voucher.
- This process cannot be done by the group leader.
- ESHRE 2027 Networking events

Step Eight

On-Site Badge Collection

- The barcode from the confirmation letter must be scanned at:
  - a kiosk onsite
- The scan generates and prints the entrance badge, which must be worn during the conference



Transportation Information

- Group leaders organizing bus transportation for participants to and from the venue must inform ESHRE in advance
- This is required to ensure smooth parking and entry to the venue
- Detailed parking and access plans will be shared two months before the start date of the conference

⚠ Key Important Notes

- E-vouchers are not visible until payment is fully received
- Check invoice details carefully before final submission – these cannot be changed
- To avoid duplicate accounts, confirm whether each participant already has an ESHRE account before creating a new one or contact the ESHRE registration team
- All vouchers must be activated two weeks before the start of the conference to ensure smooth and easy access
    - If you have registered as a group for both the Main Programme (MP) and Precongress courses (PCC), please note:
        - Both entrance codes will be merged into one barcode, and displayed in a single confirmation letter per participant

