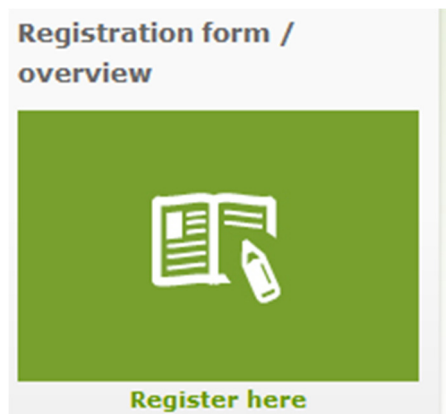


Tutorial Exhibit Visitor

As of this year we don't have the option "accompanying person" anymore. Please follow below steps if you want to register someone as accompanying person (= visitor exhibit).

Go to <http://www.eshre2015.eu/Registrations/Individual-Registration.aspx> and click on



Log in with your own details

Step 1:


Click on "I want to register someone else".



Step 2:

Click on “Next”

Registration form Lisbon 2015



Lisbon 2015

Registration

Participant

Payment

Confirmation

Contact

Invoice

Contact person

Title

☒ Ms. ☐ Mr. ☐ Mrs. ☐ Dr. ☐ Professor ☐ Professor Dr

Last name

Van Roy

First name

Titia

Email

titia@eshre.eu

Telephone

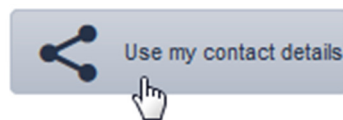
+32 2 263 65 68

Next

Start over

Step 3:

Fill in the invoice details for the registration. If you want your contact details as invoice address, click on



Invoice

- ☒ I want my home address on the invoice
☐ I want my professional address on the invoice (VAT registered)

Invoice details



Title ☐ Ms. ☐ Mr. ☐ Mrs. ☐ Dr. ☐ Professor ☐ Professor Dr Input required.

Last name Input required.

First name Input required.

Email Input required.

Address Details (Please mention Private Practice if applicable)

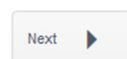
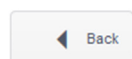
Affiliation

Street Input required.

Zip Code Input required.

City Input required.


Country



Step 4:

Fill in all details of the participant. If the e-mail address has been used before in our database, a pop-up window will appear. If the name of the participant is in the list, click on “select”. If the name is not in the list, just close the pop-up window.

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Van Roy



If you do not fill in the member ID, the participant will not be recognised as member and the non-member fee will apply

Participant

Clear fields

Use my contact details

Member verification

Enter the membership ID in case the participant is a member (e.g. E-XX-XXXXX).

VALIDATE membership ID

Title

☐ Ms. ☐ Mr. ☐ Mrs. ☐ Dr. ☐ Professor ☐ Professor Dr

Input required.


Last name

Input required.

First name

Input required.

Date of Birth

 dd/mm/yyyy

Email

Input required.

Confirm email

Input required.

Telephone

Country

Please select to continue...

▼

Input required.

☐ I do not want my delegate details to be used for promotional and/or commercial activities.

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Start over

Step 5:

Select “Visitor Exhibit Only”

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Van Roy



Select fee

☒ Main programme (E)

☐ Precongress Course only (E)

☐ Visitor Exhibit only

246.00 EUR

E= early rate for registrations before 15 April 2015, L= late rate, O= onsite rate after 7 June 2015

If you want to register for the Main Programme and a Precongress Course together, please select the fee 'Main Programme' above. You will be able to select the Precongress Course of your choice on the next page.

Unlike previous years you will not be able to register accompanying persons. If you want to register someone else who will not attend the scientific programme, please select the fee 'Visitor Exhibit only'.

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Start over

Step 6:

You can also register this participant for the community evening (which includes the charity run and the networking event) and give a donation for charity. If you don't want to do this, just click on "next".

Lisbon 2015RegistrationParticipantPaymentConfirmation

ParticipantFeesExtras

Choose Extras

Community event

☐ Charity run and networking event1x30.00 EUR

Donation

☐ Donation (5 EUR)1x5.00 EUR

☐ Donation (10 EUR)1x10.00 EUR

☐ Donation (20 EUR)1x20.00 EUR

☐ Donation (50 EUR)1x50.00 EUR

☐ Donation (100 EUR)1x100.00 EUR

Donations

ESHRE's charity run this year gives ESHRE members a chance to team up with [Fertility Europe](#), ESHRE's partner patient organisation, to do a little good for their own health and help raise funds for patient groups throughout Europe.

Paperless meeting

There will be no abstract or programme books in Lisbon. To allow participants to read the abstracts and view the programme of the 31st Annual Meeting in Lisbon, ESHRE will offer several options:

- An app for tablets and smartphones downloadable on Android and iOS mobile devices
- An online itinerary
- The pages dedicated to the programme on the congress website

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Step 7

Choose the type of payment you want.

Registration form Lisbon 2015



Lisbon 2015RegistrationParticipantPaymentConfirmation

Payment

Overview

Submit Payment

Catherine Plas

Payment

Ms. Catherine Plas
ESHRE Central Office
Meerstraat 60
1852 Grimbergen
Belgium

Total Fee: 369.00 EUR

☒ I would like to pay by online credit card authorisation
At the end of the registration process you will be redirected to a secure payment environment

☐ I would like to pay by bank transfer
Clearly mention name and/or registration no. with the bank transfer. Remittance should be free of charge to the recipient.
Account Holder:ESHRE
Beneficiary's Name:De Europese Vereniging Voor Humane Reproductie En Embryologie I V Z W
IBAN:BE61 5522 5209 0217
BIC:GKCCBEBB
BELFIUS Bank, Pachecolaan 44, 1000 Brussels, Belgium

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Start over

Step 8

Check all the details and accept the terms and conditions by ticking the box “By submitting the online registration, ...”

Registration form Lisbon 2015



Lisbon 2015RegistrationParticipantPaymentConfirmation

Registration

Participant


Payment

Confirmation

Registration

Overview

Submit Payment

Catherine Plas

Registration Lisbon 2015

Contact person	Participant	Invoice address
Ms. Titia Van Roy ESHRE Central Office Meerstraat 60 1852 Grimbergen Belgium	Ms. Catherine Plas ESHRE Central Office Meerstraat 60 1852 Grimbergen Belgium	Ms. Titia Van Roy ESHRE Central Office Meerstraat 60 1852 Grimbergen Belgium

Registration Overview

	UNIT PRICE	SUBTOTAL
Main programme (E) Member	369.00 EUR	369.00 EUR
Total fee payable:		369.00 EUR
Amount paid:		0.00 EUR
Amount to pay:		369.00 EUR

☐ By submitting the online registration, the registrant accepts the terms and conditions as outlined [here](#).


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Start over


Step 9


If you chose to pay by credit card, you will see below screen. Fill in the fields with your credit card details.

Registration form Lisbon 2015

Lisbon 2015RegistrationParticipant**Payment**




PaymentOverviewSubmit Payment

Catherine Plas

 The payment section provided below is guaranteed to be secure.

Payment confirmation

Order reference : cr000502
Total charge : 369.00 EUR
Beneficiary : ESHRE Central Office

Pay with :   

Cardholder's name* :

Card number* :

Expiry date (mm/yyyy)* : /

Card verification code* : [What is this?](#)


* Mandatory fields
Card verification code mandatory for the following types of card: MasterCard, VISA

Payment processed by

ingenico

previously **ogone**

[About Ogone](#) | [Privacy policy](#) | [Security](#) | [Legal info](#)





Step 10


After clicking on “Yes, I confirm my payment” you will be redirected to the registration overview.

Contact info


Ms. Titia Van Roy , ESHRE Central Office , Meerstraat 60 , 1852 Grimbergen
Belgium

Registrations overview

Reg. number	Type	Total Incl.	Total Excl.	VAT	Currency	
LIS-0157	Individual	369.00	300.00	69.00	EUR	
LIS-0158	Individual	369.00	300.00	69.00	EUR	

 Add new registration

 Start over

To see the details of your registration click on  .

The screen below will appear.

You can click on “Edit or complete your registration” to change some details in the registration.
When the payment has been received, a button “Request VISA letter” will appear.

Registration OverviewRegistration number: LIS-0158

Dear Ms. Titia Van Roy


Displayed below are the full details of your current registration.

Registration Lisbon 2015

Contact person	Invoice address
Ms. Titia Van Roy ESHRE Central Office Meerstraat 60 1852 Grimbergen Belgium	Ms. Titia Van Roy ESHRE Central Office Meerstraat 60 1852 Grimbergen Belgium

Item fee(s)

Participant	UNIT PRICE	SUBTOTAL
Ms. Catherine Plas , ESHRE Central Office , Meerstraat 60 , 1852 Grimbergen Belgium		
Main programme (E) Member	369.00 EUR	369.00 EUR
Total participant fee:		369.00 EUR

 Edit or complete your registration

Total fee payable:	369.00 EUR
Amount paid:	0.00 EUR

Payment

Online credit card authorisation

◀ Back

≡+ Add new registration

↺ Start over

In case you have any more questions, don't hesitate to contact us at eshre2015@eshre.eu