Blank group registration (10 or more participants)

HOW TO SUBMIT YOUR BLANK LIST

BEFORE SUBMITTING YOUR BLANK LIST PLEASE CHECK:

- If you have received the e-confirmation with the credentials to enter your group Congress Restricted area. You should have received it after making the online booking of your group within March 27, 2019 (see sample below)*
- If you have completed the correct excel sheet**

You should have made the booking of your blank group within March 27, 2019.

*Sample of the e-confirmation received after the online registration procedure within March 27.

Blank group ID = g4

This is the e-confirmation for your blank group registration to the 56th ERA-EDTA Congress in Budapest, Hungary (June 13-16, 2019).

Please find below the link and your credentials to enter the group Congress restricted area

(please notice that none of ERA-EDTA staff is aware of your credentials due to the GDPR):

URL: http://www.registration.era-edta2019.org/ra/login
username: c@live.it
password: kwedysJ8

From the group Congress restricted area you can download:

- Confirmation letter with the barcode (available only after the submission of the names), necessary to print the badge onsite at the ?Badge print and Bag distribution? desk located in the Registration area of Hungexpo in Budapest.
- Receipt of payment (available immediately if you pay by credit card or after the registration office receives the payment, if you pay by bank transfer).
- Request of payment (if the payment is made by bank transfer).
- Certificate of attendance for your guests. IMPORTANT! ONLY the days in which your guests have actively scanned their badge will be printed in the certificate of attendance.
- UEMS certificate for your guests.
- "Guest submission" box for up-loading the details of your guests and, after this has been done, the full list of the details submitted.
**EXCEL SHEET TO BE FILLED IN**
(you can download it here [http://www.registration.era-edta2019.org/sites/0/IT/congressformInit1.php](http://www.registration.era-edta2019.org/sites/0/IT/congressformInit1.php))

The following fields marked in bold in the excel spreadsheet are absolutely necessary for each doctor: title, first name, last name, age, prescribing professional, present position, city, country, email of each participant, Congress membership status, CEPD courses (Yes/No).
Field with an asterisk are drop – down boxes with a list to choose from.
Please do not use diacritic characters and do not copy/paste from another list.
Note that agency or sponsor email addresses are not valid in the excel spreadsheet and the email addresses must be different for each guest.

**IMPORTANT: IN THE CEPD COLUMN PLEASE CHOOSE “YES” OR “NO” BASED ON THE BOOKING YOU MADE IN ADVANCE.**

**EXAMPLE-** YOU PAID FOR 5 GUESTS WITH CEPD AND FOR 5 GUESTS WITHOUT CEPD. YOU HAVE TO CHOOSE THE LIST UNDER THE COLUMN CEPD 5 “YES” AND 5 “NO”
NOW YOU CAN SUBMIT YOUR BLANK LIST FOLLOWING THE STEPS BELOW:

Step 1: enter your Congress Restricted Area

Click here http://www.registration.era-edta2019.org/ra/login.php

Step 2: please select your Blank group

Step 3: please click on the box “Guest submission”
Step 4: please import your filled in list

Click here to upload the excel list

Check if all the names and surnames are correct

You can modify the details of your guests if they are wrong
Step 5: close the previous page and go back to the home page. Click on “Your group” to see all the guests.
Step 6: CEPD course/s

If you have paid in advance for CEPD course/s please select the one/s your guest/s wish to attend by clicking the box below. Note that you can change them within June 7, 2019.

If you have not paid for CEPD/s in advance, you can add and pay for them by credit card within June 7.
Step 7: please download the confirmation letters necessary to print the badge onsite, starting from June 12 at 11.00

Please remember to bring the confirmation letters for each of your guests in order to then scan the barcode printed in these letters so that you can then print your guests’ badges at the “Badge print and Bag distribution” desk at Hungexpo in Budapest, starting from June 12 at 11.00.

All communications will be sent to the company contact person and not to the guests, third parties or company branches. This person will be held responsible of distributing the congress materials to each registered guest.

If the contact person prefers to not collect the badges on behalf of the group, she/he is responsible for giving each guest the confirmation letter with the barcode so that the individual guest can then print his/her badge directly onsite. The reprint of lost or forgotten badges costs EUR 20.