



# **Group Leader’s Guide to making a Group Booking for ESPE 2022**

This guide aims to walk you through all the necessary steps to successfully register a Group to attend ESPE 2022. If you have any issues, please email us at [espe2022@bioscientifica.com](mailto:espe2022@bioscientifica.com)

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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** who wish to purchase **in-person tickets**.

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 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 Meeting, 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 (Wednesday 17 August 2022).
- **Processing deadlines:** please refer to the website for all deadlines that are in place for this event.
- **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.
- To view the ESPE 2022 registration terms and conditions, please click [here](#).



## [Group Leader's role during ESPE 2022](#)

As the Group Leader, you will firstly need to either log in or create an account via this link:  
<https://www.m-anage.com/Home/Index/Event/espe2022/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. 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**' > '**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 ESPE 2022?

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.

### **IMPORTANT**

*\* Please provide individual email addresses, as this 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) Please use the '**Please select**' drop down to select the ticket type that you require, and add the number of 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**

***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 Monday 18 July 2022 higher fees will apply. All bank transfers must be finalised by Wednesday 17 August 2022.***



## *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.

### User Profile

- Given Name
- Family Name

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

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

### **Please select all that apply to indicate the Focus Areas of interest:**

- Adrenals
- Bone Growth Plate and Mineral Metabolism
- Clinical Trials
- Diabetes and Insulin
- Disorders of Sex Development
- Endocrine Genetics
- Endocrine Oncology
- Fat Metabolism Obesity
- GH and IGF Physiology Treatment
- Pituitary and Neuroendocrinology
- Puberty Gonads and Gynaecology
- Thyroid



**How did you learn about the ESPE 2022 Meeting?**

- Colleagues
- ESPE material distributed at previous ESPE meeting
- ESPE material distributed at other congresses
- ESPE 2022 email alert or newsletter
- Internet search tools
- Professional journal
- Attendance at a previous ESPE meeting
- I was invited by the industry

**Primary professional role (please select the most relevant)**

- Administrator
- Basic / Research Scientist
- Clinical Practitioner
- Clinical Researcher
- Nurse
- Student
- Industry Professional
- Retired
- Allied Health Professional
- Other

**Is your primary interest Clinical, Basic or Both?**

- Clinical
- Basic
- Both
- Not applicable

**First time attending?**

**What other related events do you attend?**

**For you to attend, is it essential that you receive CME points through European accreditation of ESPE?**



**Gender**

- Man
- Woman
- Prefer not to say

**Is your registration funded by a sponsor/company/industry?**

**If 'Yes' please state sponsor/company/industry name. If no state N/A**

**- Dietary Requirements**

- Dairy Free
- Gluten Free
- Vegetarian
- Vegan
- Allergies/Other
- None

**Do you wish to be included on the delegate list?**

**Do you wish to be emailed updates on the ESPE Programme, ESPE Events, Industry News and Promotional Messages from ESPE sponsors?**

**Would you like to join the ESPE mailing list?**

**Do you plan on attending the ESPE Welcome Reception / Informal Networking Event?**





### [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 already 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](https://m-anage.com). If, however, you did not consent to this activity, please contact us immediately at [support@m-anage.com](mailto: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 Event team at [espe2022@bioscientifica.com](mailto:espe2022@bioscientifica.com) and we can arrange for you to collect the badges and Meeting bags for all of your group members at a designated location, date and time.*



### *Other information regarding Group Booking for ESPE 2022*

- Please note that ongoing information will be sent via email from [espe@eurospe.org](mailto:espe@eurospe.org)
- Please ensure that you read the ESPE 2022 **registration terms and conditions** by clicking [here](#).

**We look forward to welcoming your Group in September. If you have any queries, please contact us at [espe2022@bioscientifica.com](mailto:espe2022@bioscientifica.com).**