

## ESPE 2023 – Group Registration Instructions

1. Screen No 1 is to be completed by the group leader, please fill all the details as request on the below form. The group contact email will be used for all correspondence. Please click at the link ‘ESPE 2023 Group Names and Information to download the form. Once all details have been completed, please click “next” to proceed to the next screen.



### Group registration form

- Recommended minimum browser software versions are: Google Chrome v25+, Microsoft Edge v12+ (Windows 10), Mozilla v34+, Apple Safari v9+, Opera v25+
- Please complete all fields marked (\*) as these are required for administration
- 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 delegate list.
- To complete your group registration, you must click the FINISH button on the confirmation page. You should also request confirmation by email to receive your joining instructions.
- Follow the guide for detailed information on how to complete the Group Registration form for ESPE 2023 [ESPE 2023 Group Registration Guide](#)
- Please download the following [ESPE 2023 Group Names and Information](#) which will help you to collect all details needed from the participants of your group to complete their registration.

### THIS FORM IS FOR GROUP REGISTRATIONS ONLY (MORE THAN 10 DELEGATES).

Group Contact Family Name:

Group Contact First Name:

Group Name:

Group Contact Email:  (used for all correspondence)

Group Contact Mobile/Cell Phone Number:  (for emergency use only)

Organisation / Company / Institution:

Address:

Postcode/Zip Code:

Country:  (select from list)

2. Screen No 2. Section one of Screen 2 will provide you with information on registration fees. Please see below the Section 1. The registration fees will be available for you to select further along the registration process. This is covered later in the guide. Please read carefully the concession fee eligibility.



### Group registration form Registration Fees

Group registration is available for 1. ESPE 2023 IN-PERSON & 2. ESPE IN-PERSON + ON-DEMAND REGISTRATION CATEGORIES ONLY and for 10 or more participants. If you have less than 10 participants or are registering a group of any size for ESPE ON-DEMAND ACCESS ONLY, each delegate will need to be registered separately via the individual Registration booking form.

#### 1. ESPE 2023 REGISTRATION FEES: IN-PERSON, THE HAGUE, NETHERLANDS

	Early Bird Registration Before Monday 17 July 2023 23:59 BST	Early Bird Registration Tuesday 18 July to Monday 7 August 2023	Late & Onsite Registration Tuesday 8 August to Saturday 23 September 2023
ESPE Member	€520.00	€685.00	€785.00
Non-Member	€720.00	€895.00	€995.00
Concession **	€310.00	€370.00	€420.00

3. The next section on Screen No 2 is the question “my specific area of interest”, regarding the interest that the group participants have. Should you, for example, have a group of 10 participants, please select the interest that are relevant to them, as in the picture below. You may choose more than one of each group participant as per their preference. Please use only numerical values.

My specific areas of interest are (you may choose more than one):

Adrenals

Bone Growth Plate and Mineral Metabolism

Clinical Trials

Diabetes Mellitus

Disorders of Sex Development

Endocrine Genetics

Endocrine Oncology

4. Section 3 of Screen No 2 is the section to select registration type. Please select the registration fees relevant to your group as in the below example.

Registration Fees			
Group - In person Non Member Delegate Early Bird (The Hague)	<input type="text" value="10"/>	730.00	<input type="text" value="7300.00"/>
Group - In person Member Delegate Early Bird (The Hague)	<input type="text"/>	520.00	<input type="text" value="0.00"/>
Group - Concession In person Early Bird (The Hague)	<input type="text"/>	310.00	<input type="text" value="0.00"/>
Group - In person Non Member Delegate + On Demand Early Bird (The Hague)	<input type="text"/>	754.38	<input type="text" value="0.00"/>

5.

6. Section 4, 5 and 6 and 7 of Screen 2 are the GDPR authorisation questions. Please complete them in accordance with the instructions you have received from the group participants. Please also confirm whether the delegate wishes to attend the ESPE social evening at an additional cost. Please use only numerical values.

ESPE 2023 Meeting Printed Program Book

Please tick Yes to collect a printed program book from the registration desk at ESPE 2023 The Hague, Netherlands

Yes - I would like a Printed Programme Book for ESPE 2023

Social Event Tickets

**\*\*Concession Fee:** Participants applying for the Concession Fee for the ESPE 2023 meeting must be ESPE Members who are Nurses, Allied Health Care Professionals, Fellows in Training, Basic Scientists in Training, from middle or low income countries as defined by the World Bank or a Retired ESPE Member.

All prices quoted are in EURO

	Price excl VAT.	Price incl VAT	VAT amount	Total Amount
Social Programme fees	<input type="text"/>	70.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Social Programme Concession fees	<input type="text"/>	40.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Mailing Preferences

Please let us know the types of emails you would like to receive by ticking from the list below, this is to ensure you can receive updates on the ESPE 2023 programme, and news from the sector.

**Please note: if you opt out of all email communications, you will not receive updates to the event programme.**

Updates on the ESPE programme

News on future ESPE Meetings

Industry news and promotional messages from ESPE sponsors

Updates on ESPE activities

Other events managed by the meeting organiser, Bioscientifica

I DO NOT want to receive any email communications about ESPE

Delegate List

Let the ESPE 2023 meeting attendees, sponsors and exhibitor know you will be attending the Meeting by including your name, institution and country on the official delegate list.

**Please note: the delegate list does not include any contact details and will not be shared with third parties which are not participating in or supporting the ESPE 2023 Meeting.**

I confirm I DO want to be included on the delegate list

I confirm I DO NOT want to be included on the delegate list

7. Once you have completed this page, please click on "Next" to proceed to the next screen.

8. Screen No 3.



Group registration form

- Please enter individual members of your group in the form below.
- Once added, delegates will be given a reference number and included in the list below.
- Each delegate **MUST** have a registration fee allocated.
- If you do not have enough activities for the delegates you are adding, please use the 'BACK' button below to amend your booking.
- The group leader is **NOT** automatically included as a delegate.
- If you do not wish to add all group members now, you can log in at a later date to add further members.
- It is important that you press **SAVE** after registering each participant.

Add
Delete

Select All

Edit	Person Id	First Name	Act	Hotel
No data available in table				

< Back
Next step >

- 8.1 Adding participants to your group booking, please enter individual group members to your booking by clicking on 'add'.
- 8.2 Once added, delegates will be given a reference number and included in the list below.
- 8.3 Each delegate **MUST** have a registration fee allocated. If you do not have enough activities for the delegates you are adding, please use the 'Back' button to amend your booking.
- 8.4 The Group Leader is **NOT** automatically included as a delegate
- 8.5 If you do not wish to add all group members now, you can log in at a later date to add further members. The same applies if you don't have any names for your group, you can click 'next' and be directed to the payment screen to pay for your booking.
- 8.6 It is important that you press "Save" after registering each participant.
- 8.7 By Clicking on "Add" you will be directed to the following page, which is divided in 2 sections.

9. Section 1 Group Participant, please complete all the relevant information about the participant you are registering. All the information that is required to complete the form in in the spreadsheet that you downloaded at the start of the group registration process. Do not forget to add a valid ESPE membership number when registering an ESPE member.



Group registration form

- Please enter individual members of your group in the form below.
- Once added, delegates will be given a reference number and included in the list below.
- Each delegate **MUST** have a registration fee allocated.
- If you do not have enough activities for the delegates you are adding, please use the 'BACK' button below to amend your booking.
- The group leader is **NOT** automatically included as a delegate.
- If you do not wish to add all group members now, you can log in at a later date to add further members.
- It is important that you press **SAVE** after registering each participant.

Group Participant

Copy Group Coordinator Address

Copy Group Coordinator Demographics

I have the consent to use this person's data Please select

ESPE Membership Id

Title

First Name

Surname/Family Name

Gender Please select

Country Please select

Position/Primary Professional Role (please select) Please select

If 'other' please specify

What stage are you in your career? Please select

10. Section 2 Participant Activities.

10.1 Select the relevant activities for the participant you are registering. For example, the below screen is detailing the activities available, if the delegate is interested in Adrenals, please fill the Adrenals box with number "1" to represent the interest to the participant.

10.2 Please do the same for the mailing preferences, networking opportunities and delegate list. Please use only numerical values.

Participant Activities

My specific areas of interest are (you may choose more than one): \*

Adrenals  Available: 3

Bone Growth Plate and Mineral Metabolism  Available: 3

Disorders of Sex Development  Available: 4

Registration Fees \*

Group - In person Non Member Delegate Early Bird (The Hague)  Available: 10

ESPE 2023 Meeting Printed Program Book

Please tick Yes to collect a printed program book from the registration desk at ESPE 2023 The Hague, Netherlands

Yes - I would like a Printed Programme Book for ESPE 2023  Available: 10

Mailing Preferences \*

Please let us know the types of emails you would like to receive by ticking from the list below, this is to ensure you can receive updates on the ESPE 2023 programme, and news from the sector.

**Please note: if you opt out of all email communications, you will not receive updates to the event programme.**

Updates on the ESPE programme  Available: 10

Delegate List

Let the ESPE 2023 meeting attendees, sponsors and exhibitor know you will be attending the Meeting by including your name, institution and country on the official delegate list.

**Please note: the delegate list does not include any contact details and will not be shared with third parties which are not participating in or supporting the ESPE 2023 Meeting**

I confirm I DO want to be included on the delegate list  Available: 10

< Back Save

10.3 Please click on 'Save' to continue adding the participants to your list.

10.4 There are 2 options available after this to either add the participants one by one yourself, or include them all in the template you have downloaded at the start of group registration and email this form to us on [espe2023@bioscientifica.com](mailto:espe2023@bioscientifica.com) and we will add them on your behalf. Please note that we will email you to confirm once the process has finished so that you can check that all the details are correct.

10.5 Once finished adding participants, click on "Next" to be directed to the payment page.



Group registration form

- Please enter individual members of your group in the form below.
- Once added, delegates will be given a reference number and included in the list below.
- Each delegate **MUST** have a registration fee allocated.
- If you do not have enough addresses for the delegates you are adding, please use the 'BACK' button below to amend your booking.
- The group leader is **NOT** automatically included as a delegate.
- If you do not wish to add all group members now, you can log in at a later date to add further members.
- It is important that you press **SAVE** after registering each participant.

Add Delete

Select All

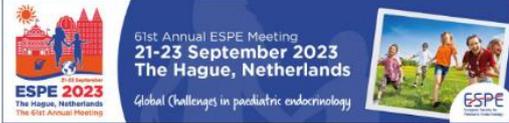
Edit	Person Id	First Name	Act	Hotel
<input type="checkbox"/>	8000180	Test	5	5

< Back Next step >

11. Final Section. Payment Page.

11.1 The payment options are either Worldpay, where you can pay on a credit / debit card, or bank transfer where the bank details are listed to make a wire transfer.

11.2 Please confirm the date of your payment and click on "Pay" to complete your booking.



61st Annual ESPE Meeting  
21-23 September 2023  
The Hague, Netherlands  
Global Challenges in paediatric endocrinology

Number of Group Members:

Total Booked Amount:

Paid:

Discount:

Balance:

Discount Code:

Please select payment method:

----- Payments registered -----

If you have any issues or questions please email [espe2023@bioscientifica.com](mailto:espe2023@bioscientifica.com) and we will be more than happy to assist you.