



May 2020

## Group Registration Process

### Group registration is possible from a minimum of 2 participants

As group coordinator, make a group registration via the [online registration form](#) by filling in the number of registration fee categories you wish to purchase at the current rate together with the invoice details. Make sure you have the correct invoice details as this cannot be modified once the invoice has been issued.

Please carefully read the registration terms and conditions [here](#).

There is a minimum of 2 and a maximum of 250 participants per group registration possible. Should you have a group with more than 250 participants; please split up your group into multiple group registrations.

Upon completion of the online registration form, a confirmation e-mail will be sent to the group coordinator including the related invoice. In case a deadline for registration at an early fee has passed before the payment has been received by ECNP, the higher registration fee shall automatically apply and an additional invoice will be issued.

The group registration process works on an **e-voucher** base. For each of your participants you will receive a voucher code based on the relevant category fee and a special registration link after full payment has been received.

It is important to share this special registration link and the right voucher code to the right person within your group, as for instance a non-member will not be able to use a member code.

Your participants need to redeem their voucher code while registering individually via the special registration link. Participants with Non-MD or Early Career Scientist fees will need to confirm their status by uploading proof documents during their registration process.

More information about these fees can be found [here](#).

Correspondence regarding registration voucher codes will be sent to the group coordinator. Once a group participant has used the voucher code and registered individually for the congress, all correspondence about registration details are sent directly to this participant.

After a voucher code has been redeemed but the person cannot join the virtual congress a name change is not possible and the general [cancellation policy applies](#).

Certificates of attendance will be available via the personal registration portal for participants who joined the virtual congress about a week after the congress took place.