



35th ECNP Congress

15-18 October 2022

Vienna, Austria

Welcome to the future
of CNS treatments



March 2022

Group Registration Process for group coordinators

Step 1

Group registration(s) and payment

Submit group registration(s) via your [Registration portal](#) (minimum 2 - maximum 250 participants per group registration). Process payment either directly by credit card or via bank transfer within 15 days after completing the group registration(s). For group registrations payment by bank transfer is preferred. Please read carefully the registration [terms and conditions](#).

(!) Important

- Group coordinator can make multiple group registrations.
- Please make separate group registrations if you have large groups of mixed in-person and online participants.
- Should you have a group with more than 250 participants; please split it up into multiple group registrations.
- Confirmation e-mail with registration instructions and related invoice(s) are sent to group coordinator after group registration is complete. Your invoice(s) will also be available in your selected registration on Registration Portal after full payment is received by ECNP.
- If an Early registration deadline has passed before we received your payment, higher registration fee shall automatically apply and an additional invoice will be issued.

Step 2

Voucher codes and distribution

Unique voucher codes per registration fee will be sent to you by e-mail and will also be available at your [Registration portal](#) after full payment has been received.

Share the right voucher code with the right group participant together with the [Voucher registration instructions](#). Your group participants should activate their voucher code by logging into the Registration portal and clicking on 'Voucher registration' button. Before entering the portal they will be asked to either login with their personal [My ECNP](#) account or create new account first.

If a group participant has submitted an *abstract* for the congress this voucher code needs to be activated by **Tuesday 20 September 2022**.

Please note and also inform your groups, that participants will appear on the final registration list and they can attend the congress only after they have activated their voucher code according to the deadlines stated (see deadlines in step 6).

(!) Important

- Voucher codes are unique and based on the relevant registration fee purchased.
For instance, a non-member cannot use a member's voucher code.
- Participants with the [Early Career Scientist](#) (ECS) fee should upload a copy of their ID/passport when activating voucher codes.
- Participants with the CDE fee can only register with this fee if they are resident in one of the [CDE Countries](#).
- Once a group participant activates the voucher code, registration confirmation is sent directly to this person.
- It is the responsibility of the group coordinator to inform each of the group participants that they will be part of a group registration to avoid any double registrations. ECNP cannot be held responsible for double registrations.

Step 3

Track/edit your group

Track registration status of your group participants/voucher codes via your [Registration portal](#).

(!) What you can see and edit on your Registration Portal

- You can see full name of your group participant if a voucher code is activated, as well as voucher activation date.
- You can cancel a group participant until 14 October 2022 via 'Cancel participant / Re-use voucher' button if a voucher code was accidentally used or if participant cannot join the congress. Cancelled group participant will receive cancellation e-mail. Note that this voucher code can be re-used by another person fitting into the same registration fee.
- If needed, your group participants can download an invitation letter for visa application by logging into their Registration portal. At the same time, you, as group coordinator can also download visa letters of your group participants by filling out their personal details on your Registration portal.
- You can track the congress attendance status of all your participants during and after the congress.
- You can download an Excel version of your group registration overview.

Step 4

Badge pick up of in-person participants

About 4 weeks prior to the congress the group coordinator will be asked to indicate at the [Registration portal](#) whether they prefer individual or group badge pick-up for their in-person participants.

(!) Important

- Applicable only to in-person group participants.
- All your in-person participants with group pick-up have to activate their voucher codes **before 14 October 2022**
- Once the badges have been printed the records are blocked and no further changes will be possible.

Group badge pick-up

Group coordinator is responsible to pick-up badges onsite on **Friday 14 October 2022** and distribute them to the group participants. Badges that were not picked-up on Friday can only be collected individually from Saturday 15 October 2022 onwards.

Groups up to 100 participants

Group coordinator will receive an e-mail with *unique access code* per group registration about a week before the congress. The *unique access code* allows the group coordinator to print all the badges at once on 14 October 2022 at the onsite registration kiosks. Before printing the badges it is possible to adapt information directly at the kiosks or online via the Registration portal.

Groups over 100 participants

Individual appointment will be made and group coordinator can pick-up all pre-printed badges at once at the registration desk on Friday 14 October 2022. Before printing the badges it is possible to adapt information online via the Registration portal.

Individual badge pick-up

Each group participant is responsible to print their own badge onsite individually.

About a week prior to the congress each of the group participants (of the given group for which the group coordinator selected individual badge pick-up) will receive an information email from ECNP with the *unique barcode*.

The *unique barcode* allows the participants to print their own badge at the onsite registration kiosks as of Saturday 15 October 2022 during opening hours.

Step 5

Online congress platform

From Friday 14 October a direct link to the online congress platform will be available on the [ECNP congress website](#). All participants can join the congress programme by logging in with their [My ECNP](#) account. The congress will take place according to Central European Summer Time (CEST).

The congress programme can be viewed [here](#).

Sessions are highlighted in different colours to indicate if those are available either for in-person participants only or for online and in-person participants. For an overview of all session types please click [here](#). The livestreamed sessions will be recorded for on-demand viewing by registered participants until 19 January 2023 12.00 CET (Central European Time).

Step 6

Deadlines

	In-person participants	Online participants
Bank transfer payment option <i>afterwards only by credit card</i>	29 September 2022	29 September 2022
Purchase registrations	18 October 2022	18 October 2022
Activate voucher codes	Before 14 October 2022 <i>if group badge pick-up selected</i> 18 October 2022 <i>if individual badge pick-up selected</i> <i>Group vouchers purchased and paid before 18 October 2022 can still be activated until 19 January 2023 to attend online on-demand congress.</i>	18 October 2022 <i>Group vouchers purchased and paid before 18 October 2022 can still be activated until 19 January 2023 to attend online on-demand congress.</i>
Activate voucher codes if Abstract submitter	20 September 2022	20 September 2022
Badge pick-up	14 October 2022 <i>group badge pick-up</i> 15-18 October 2022 <i>individual badge pick-up</i>	<i>not applicable</i>
Re-print lost badge <i>EUR 20 (excl. VAT) per badge</i>	15-18 October 2022	<i>not applicable</i>
Access to online platform	14-18 October 2022	14-18 October 2022
Access to congress content 3 months on-demand	19 October 2022 - 19 January 2023, 12.00 CET	19 October 2022 - 19 January 2023, 12.00 CET
CME Accreditation <i>only for registered participants who attended congress</i>	14 October 2022 - 19 January 2023, 12.00 CET <i>Request via online platform</i> <i>Certificate will be sent by e-mail</i>	14 October 2022 - 19 January 2023, 12.00 CET <i>Request via online platform</i> <i>Certificate will be sent by e-mail</i>
Certificate of attendance <i>only for registered participants who attended congress</i>	19 October 2022 - 19 January 2023, 12.00 CET <i>Download via personal My ECNP account</i>	19 October 2022 - 19 January 2023, 12.00 CET <i>Download via personal My ECNP account</i>

(!) Detailed information

- [Registration fees and what is included](#)
- [Congress venue](#)
- [Congress scientific programme](#)
- [Hotel reservation](#)