38th ECNP Congress
11-14 October 2025 | Amsterdam, The Netherlands

ecnp
Neuroscience applied

Group Registration Process for group coordinators

Step 1

Group registration(s) and payment
Submit group registration(s) via your [Registration portal](#) (from 1 – up to 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
- A group coordinator can make multiple group registrations.
- Should you have a group with more than 250 participants; please split it up into multiple group registrations.
- A confirmation e-mail with registration instructions and related invoice(s) are sent to the group coordinator after the group registration has been completed. Your invoice(s) will also be available on the Registration Portal after full payment has been received by ECNP.
- If an Early registration deadline has passed before we received your payment, a 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 the 'Voucher registration' button. Before entering the portal they will be asked to either login with their personal [My ECNP](#) account or create a new account first.

If a group participant will *present a poster at the congress* this voucher code needs to be activated by **Tuesday 23 July 2025**.

Please inform your group participants that they are fully registered and 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 their voucher code.
- 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, a 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 the full name of your group participant if a voucher code is activated, as well as the voucher activation date.*
- *If a voucher code was accidentally used or if participant cannot join the congress, you can cancel a group participant until **10 October 2025** via 'Cancel participant / Re-use voucher' button Cancelled group participants will receive a 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
The Group coordinator can indicate at the [Registration portal](#) whether they prefer individual or group badge pick-up for their in-person participants. Last day to change the preference is *02 October 2025*.

(!) Important
- *Applicable only to in-person group participants.*
- *All your in-person participants with group pick-up have to activate their voucher codes **before 8 October 2025.***
- *Once the badges have been printed the records are blocked and no further changes will be possible.*

Group badge pick-up

The group coordinator is responsible to pick-up badges onsite on *Friday 10 October 2025* and distribute them to the group participants. Badges that were not picked-up on Friday can only be collected individually from Saturday 11 October 2025 onwards.

Groups up to 100 participants
The group coordinator will receive an e-mail with a *unique access code* per group registration. The *unique access code* allows the group coordinator to print all the badges at once on Friday 10 October 2025 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
An individual appointment can be made and the group coordinator can pick-up all pre-printed badges at once at the registration desk on Friday 10 October 2025.

Individual badge pick-up

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

Close to the congress each of the group participants 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 11 October 2025 during registration opening hours.

In addition, a QR code is also available in the ECNP app for participants to print their badge.

Step 5

Congress platform
From Friday 10 October 2025 a direct link to the 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.
The livestreamed sessions will be recorded for on-demand viewing by registered participants until 17
December 2025, 12.00 CET (Central European Time).

Step 6

Deadlines

	In-person participants	Virtual participants
Bank transfer payment option *afterwards only by credit card*	**22 September 2025**	**22 September 2025**
Purchase registrations	**14 October 2025**	**14 October 2025**
Activate voucher codes	**8 October 2025** *if group badge pick-up selected* **14 October 2025** *if individual badge pick-up selected* *Group vouchers purchased and paid before 14 October 2025 can still be activated until 17 December 2025 to attend online on-demand congress.*	**8 October 2025** *Group vouchers purchased and paid before 14 October 2025 can still be activated until 17 December 2025 to attend online on-demand congress.*
Activate voucher code if poster presenter	**23 July 2025**	**23 July 2025**
Badge pick-up	**02 October 2025** *to select badge pick-up preference* **10 October 2025** *group badge pick-up* **11-14 October 2025** *individual badge pick-up*	*not applicable*
Re-print lost badge *EUR 97 (excl. VAT) per badge*	**11-14 October 2025**	*not applicable*
Access to congress platform	**11-14 October 2025**	**11-14 October 2025**
Access to on-demand congress content	**10 October 2025 - 17 December 2025, 12.00 CET**	**10 October 2025 - 17 December 2025, 12.00 CET**
CME Accreditation *only for registered participants who attended the congress*	**11 October 2025 – 17 December 2025, 12.00 CET** *Request via congress platform* *Certificate will be sent by e-mail*	**11 October 2025 – 17 December 2025, 12.00 CET** *Request via congress platform* *Certificate will be sent by e-mail*
Certificate of attendance *only for registered participants who attended the congress*	**14 October 2025 - 17 December 2025, 12.00 CET** *Download via personal My ECNP account*	**14 October 2025 - 17 December 2025, 12.00 CET** *Download via personal My ECNP account*

(!) Detailed information
- Registration fees and what is included
- Congress venue
- Congress scientific programme
- Hotel reservation