

November 2026

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

E-voucher codes and distribution

Unique e-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 e-voucher code with the right group participant. Your group participants should activate their e-voucher code by logging into the Registration portal and clicking the 'ACTIVATE E-VOUCHER' 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 e-voucher code needs to be activated by **Tuesday 14 July 2027**.

Please inform your group participants that they are fully registered and can attend the congress **only after they have activated their e-voucher code** according to the deadlines stated in step 6.

(!) Important

- *E-voucher codes are unique and based on the relevant registration fee purchased. For instance, a non-member cannot use a member's e-voucher code.*
- *Participants with the Early Career Scientist (ECS) fee should upload a copy of their ID/passport when activating their e-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 e-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/e-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 e-voucher code is activated, as well as the e-voucher activation date.*
- *If a e-voucher code was accidentally used or if participant cannot join the congress, you can cancel a group participant until **1 September 2027** via 'Cancel participant / Re-use e-voucher' button Cancelled group participants will receive a cancellation e-mail. Note that this e-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 ***1 September 2027***.

(!) Important

- *Applicable only to in-person group participants.*
- *All your in-person participants with group pick-up have to activate their e-Vouchers **by 15 September 2027.***
- *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 24 September 2027*** and distribute them to the group participants. Badges that were not picked up on Friday can only be collected individually from Saturday 25 September 2027 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 24 September 2027 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 24 September 2027.

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 QR code*.

The *unique QR code* allows the participants to print their own badge at the onsite scan&go kiosks from Saturday 25 September 2027 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 18 September 2027 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 until 10 January 2028, 12.00 CET (registered participants only).

Step 6

Deadlines

	In-person participants	Virtual participants
Bank transfer payment option *afterwards only by credit card*	**10 September 2027**	**10 September 2027**
Purchase registrations	**28 September 2027**	**28 September 2027**
Activate e-voucher	**15 September 2027** *if group badge pick-up selected* **28 September 2027** *if individual badge pick-up selected* *Group e-vouchers purchased and paid before 28 September 2027 can still be activated until 10 January 2028 to attend online on-demand congress.*	**15 September 2027** *Group e-vouchers purchased and paid before 28 September 2027 can still be activated until 10 January 2028 to attend online on-demand congress.*
Activate e-voucher if poster presenter	**14 July 2027**	**14 July 2027**
Badge pick-up	**1 September 2027** *to select badge pick-up preference* **24 September 2027** *group badge pick-up* **25-28 September 2027** *individual badge pick-up*	*not applicable*
Re-print lost badge *EUR 75 (excl. VAT) per badge, no-refund policy applies*	**25-28 September 2027**	*not applicable*
Access to congress platform	**From 18 September 2027**	**From 18 September 2027**
Access to on-demand congress content	**25 September 2027 - 10 January 2028, 12.00 CET**	**25 September 2027 - 10 January 2028, 12.00 CET**
CME Accreditation *only for registered participants who attended the congress*	**25 September 2027 - 10 January 2028, 12.00 CET** *Request via congress platform Certificate will be sent by e-mail*	**25 September 2027 - 10 January 2028, 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*	**28 September 2027 - 10 January 2028, 12.00 CET** *Download via personal My ECNP account*	**28 September 2027 - 10January 2028, 12.00 CET CET** *Download via personal My ECNP account*

(!) Detailed information

- *Registration fees and what is included*
- *Congress venue*
- *Congress scientific programme*
- *Hotel reservation*