

# GROUP REGISTRATIONS

Just as for individual registrations, there is an online dedicated section also for groups where the company can insert the participants' details they want to register.



Individual Registration



Company Area  
Group Registration



Login for the Scientific  
Secretariat  
(for Referees Only)



Clicking on **Company Area Group Registration**, the system will open a mask as shown below in the **Image1**.

The Companies must click on **Insert new Company** to register for the first time and they will be requested to fill in a form (**Company Details**) **Image2**. At the end of this process they will receive the access credentials to login whenever they want.

**Image1**

**Company Area  
Group Registration**

**Company already registered**

Company User ID :

Password:

**Insert new Company** 

**Image2**

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**Company Details:**

<input checked="" type="checkbox"/> Enable Travel Agency field	<input type="text" value="AIM GROUP"/>
Travel Agency:(*)	<input type="text" value="AIM GROUP"/>
Company / Institution:(*)	<input type="text" value="VIA FLAMINIA 1068"/>
Address:(*)	<input type="text" value="ROME"/>
City:(*)	<input type="text" value="00189"/>
Postal Code/Zip:(*)	<input type="text" value="ROMA"/>
Region/Province/State:(*)	<input type="text" value="ITALY"/>
Country:(*)	<input type="text" value="VALENTINA SICARI"/>
Contact Person/Group Leader:(*)	<input type="text"/>
Job Title:	<input type="text"/>
Business Unit:	<input type="text"/>
E-mail:(*)	<input type="text" value="V.SICARI@AIMGROUPEU"/>
E-mail check:(*) Re-write the email address	<input type="text" value="V.SICARI@AIMGROUPEU"/>
Telephone:(*)	<input type="text" value="233465677"/>
Country Code/City Code/Number	<input type="text"/>
Other Telephone/Mobile: Country Code/City Code/Number	<input type="text"/>
Fax: Country Code/City Code/Number	<input type="text"/>
VAT number:	<input type="text" value="4355667767787"/>
Fiscal Code (for italian participants only):	<input type="text"/>

**Notes:**

Clicking on **Group Registration and Payment** then on **Group entry** (to create their personal Code ) and then **Add new Participant**, the Companies will be able to insert all the new registrations, one by one. Please note that the online Group registration is offered only when a Company registers at least 10 participants. Once included all the participants, the group can be closed and therefore confirmed clicking on **Group Confirmation**.

Image1




Company Home Page	
Welcome	Company Details:
AIM GROUP ROME (ITALY) VAT number: 4355667767787	Company / Institution: AIM GROUP Address: VIA FLAMINIA 1068 00189 ROME ITALY
<a href="#">Edit Company details</a>	<p>The Group registration is offered when a single sponsor/travel agency registers at least 10 individuals. The early registration fee will be applied when the payment is received by December 6, 2015, even without the list of participants. The final list of participants must be inserted in internet by January 29, 2016.</p> <p>For all the names of participants not included in the final list within January 29, 2016, the difference between early and onsite registration fees must be paid in order to process the Group registrations. All registrations pre-paid at the early registration fee have to be used. No refund of the pre-paid fees is due by the Organizing Secretariat.</p> <p>Please note: group reservation without the individual email addresses of the participants will not be accepted. Individual email addresses must be included in order to register a group.</p>
<a href="#">Change your password</a>	
<a href="#">Edit Invoice details</a>	
<a href="#">Privacy Law</a>	
<a href="#">Group Registration and payment</a>	
<a href="#">Logout</a>	



Group Registration and payment	
Welcome	<p>The Group registration is offered when a single sponsor/travel agency registers at least 10 individuals. The early registration fee will be applied when the payment is received by <b>March 30, 2019</b>. For names registered from <b>March 31, 2019 to June 15 2019</b> the late registration fee will be applied.. The final list of participants must be inserted in internet and paid by <b>June 15, 2019</b>..</p> <p><b>ATTENTION!!!</b> <b>ALL BANK CHARGES FOR REMITTANCE MUST BE PAID BY THE REGISTRANTS.</b> If the payment does not correspond to the total amount of the fee, you will be asked to pay the balance by bank transfer before the congress. Please click on "Help" button on the left to see the Group registration instructions</p>
AIM GROUP prova gruppo roma (ITALY) VAT number: ssssss	
<a href="#">Group entry</a>	
<a href="#">Add Participant</a>	
<a href="#">Group Confirmation</a>	
<a href="#">HELP</a>	
<a href="#">Company Home Page</a>	<p>No group have been inserted. To create a new group, select "New Group" from the left menu, for further information, please select HELP from the left menu.</p>

To go on they will be requested to choose the method of payment (credit card or bank transfer) in order to finalize the registrations. At the end of this process they will receive a confirmation by email.

8		LIAM NEIL	GREECE	Investigators* / Fellows - (from 24/01/2016)	365	06/12/2015	365	30/03/2017 18:52:25
9		ZOCCHI DANIELE	ITALY	HP (Nurses and Physiotherapists) - (from 24/01/2016)	365	06/12/2015	365	30/03/2017 18:53:19
10		GUERRA STEN	ITALY	Physicians - (from 24/01/2016)	830	06/12/2015	830	30/03/2017 18:54:00

#### Invoice Details:

Company / Institution: AIM GROUP  
 Address: VIA FLAMINIA 1068  
 City: ROME  
 Region/Province/State: RM  
 Postal Code/Zip: 00189  
 Country: ITALY  
 VAT number: 1445566841

Total Amount Due:  €

#### Methods of payment:(\*)

Indicate here the preferred method of payment.

**Credit card with online payment**

Attention: at the end of this step you will be forwarded to the bank secure website to make the on-line transaction.



**Bank Transfer**

Your name and address, as well as the title of the event, must be clearly indicated on the Bank Transfer. You are kindly requested to send a copy of the Bank Transfer to the Organizing Secretariat. Please transfer full payment to:

[Home](#)

[>> Continue >>](#)

#### Group Registration Confirmation

Thank you, your group registration has been successfully submitted!

Tracking Code = [SCLM15-GRP-3274-34-1895-20170330190039]

Please, print this page and remember to mention the [Tracking Code] in any future correspondence with us.

Total Amount Due: 5975 €

#### Methods of payment:

##### Bank Transfer

Your name and address, as well as the title of the event, must be clearly indicated on the Bank Transfer. You are kindly requested to send a copy of the Bank Transfer to the Organizing Secretariat. Please transfer full payment to:

[Home](#)