# EUCAP
# EXHIBITORS & SPONSORS
# SERVICES

# THE "REGISTER THE STAFF" SERVICE

This guide describes the "REGISTER THE STAFF" SERVICE offered to Exhibitors & Sponsors, and how to use it

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# 1. ACCESS TO SERVICES

Exhibitors and Sponsors can access this service by setting up a **mail  and a Password.**

The contact person indicated in the Booking form of each Exhibitor and Sponsor will have received an email confirming the registration of the company in the EUCAP system.

The login email is indicated in the email. For GDPR reasons, the password must be set with the forgot password tool and will only be known by the company.

Steps to access Exhibitors and Sponsors company services page:

- open your Internet browser and go to [www.eucap.org](http://www.eucap.org)

- press the button ***Login*** on the top right of the home page (Login box)

- enter mail and Password in the appropriate spaces

- the Services Page shows the Services provided to Exhibitors and Sponsors

# 2.   THE "REGISTER THE STAFF" SERVICE

The **Register Staff** service allows the Exhibitors or the Sponsors to register people to their booth, using the discount codes received via mail and present in the "Your discount codes" section in the Company Services page.

## 2.1. HOW THE ACCESS TO REGISTER STAFF WORKS

- Login to Company Services page ( see above)

- Click on the " Your discount codes " in the menu on the left of the page



You will see the list of your codes.

The list consists of:

- "Send" button
- Code
- The description of the code, if any
- The registration fee associated with the code

## 2.2. **TYPES OF CODES**

Each Company can receive a maximum of 4 codes

1) The code made up of an initial number, the acronym of the company name and 23 is the access code to the "Exhibitor Delegate" fee. The Exhibitor delegate fee is a free fee valid for 5 days with access to all areas of the conference which allows for the registration of any Paper ( for a maximum of 2) and access to the sessions.

- The initial number indicates how many times the code is valid, therefore how many times it can be used. It is not possible to make cumulative registrations, each person must register individually using the code.
- The company name abbreviation identifies the code as unique to that company
- 24 is the year of edition of EuCAP

If one or more tickets for the Wednesday Conference Dinner are included in the purchased package, these free tickets are included in this code and those who use it can register for the Conference Dinner for free.

2) The code "STANDP2024" associated with the "Exhibitor Stand Personnel" fee. The "Exhibitor Stand Personnel" fee allows access to the exhibition area only. This code allows you to register personnel for the Booth in unlimited numbers at a cost of 100 euros per day for a maximum of 4 days. It is not possible to make cumulative registrations, each person must register individually using the code.

3) The code made up of an initial number, the acronym " StandPfree" and the initials of the company name. This is the access code to the "Exhibitor Stand Personnel" fee, but with this code it is possible to register one or more people to your booth free of charge for a maximum of 4 days.

- The initial number indicates how many times the code is valid, therefore how many times it can be used. It is not possible to make cumulative registrations, each person must register individually using the code.
- The acronym "StandPfree" indicates that it is associated with the free Stand Personnel fee
- The initials of the company name identify the code as unique to that company

For the **Silver sponsor package**, one of the two tickets for the Conference Dinner on Wednesday included in the package is in this code and those who use it can register for the Conference Dinner free of charge.

### 2.3. HOW TO SEND THE CODES FOR THEIR USE

1) Click on the "Send" button. A pop-up opens
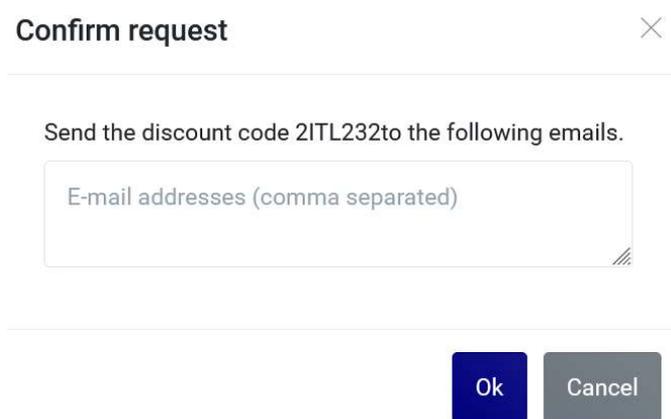


2) Enter the email addresses of the people you want to send the code to. The email addresses must be separated by a comma and the number depends on how many times the code can be used.

The people to whom you have sent the code will receive an email with a " Register to EUCAP " button which contains a link that allows direct access to the EUCAP2024 registration.

The code sent will be entered by default by the system in the appropriate box and the user will be able to register by taking advantage of the discount contained in the code.

The email also contains this useful information:

*HOW TO MAKE YOUR REGISTRATION*

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*Click on the link*

*• you will be redirected to the first page of the EuCAP2024 registration*

*• fill in your profile data*

*• the code for your registration will already be entered in the "Discount code" box*

*• continue with registration by selecting the entry fee and any other items you wish to purchase*

*• complete the registration*

*You will receive a registration confirmation email.*

*You will be able to collect your badge on site*