

**GROUP REGISTRATION for the
4th European Public Health Conference 2011
in Copenhagen, Denmark**

You have just requested a group registration for the upcoming **4th European Public Health Conference** in Copenhagen, Denmark from 9-12 November 2011.

You are eligible for group registration:

1. If more than one person from your institute is registering for the conference.
2. If several partners from your project/collaboration are registering for the conference.

The advantage of a group registration is that you receive one invoice to be paid by bank transfer.

The procedure to follow:

1. You request a group registration at registration@eupha.org. Our conference team will open this possibility in the database for you and inform you.

2. You enter the database using your normal login and password. If you have forgotten this, please click on 'forgot your password' (just below the login) and the login and password will be sent to your email address.

3. Once you are logged in, click on "group registration" for the 2011 conference.

4. Enter the name of the person or your institute's name in the search box. Once you have found the person you are looking for, please click the 'select' box. You can keep searching until you have found the full group.

5. If you have entered a name that is not yet in our database, a message stating: 'No results were found in the database' will appear. At the bottom of the page, you have the possibility to add a new person. Please fill out all the information, as this is necessary for the list of participants as well as for sending information to the participants. If you have entered all data, click on 'add'.

If the message "unavailable" appears, the person has already been registered (individual registration) and you do not need to register him/her again.

6. Once your list is complete, you need to complete the registration of each individual on your list. This is necessary as we need to know who registers for what (e.g. preconference participation, conference dinner). If you do not have this information from each individual, you can add that information at a later time. The group registration will remain as it is (no need to re-register all).

For each individual, please click on the little pencil in front of the name. This will start the detailed registration. Once the detailed registration is finished, the message 'complete' will appear on the group registration and a reference number will appear. Each individual registration can be shown by clicking on the 'paper' logo.

7. If all group members have been registered and are shown as "complete", you can confirm the group registration. Please print the confirmation message for future reference. Please note that the system will not accept any changes after confirmation. If you have any change request, please contact registration@eupha.org.

8. Please arrange for payment by bank transfer.

By re-entering the system, you can check your registration at all times. All individuals on your

group registration can also check their registration if they log on to the database.
In case of any problems, please contact registration@eupha.org.