

ENETS 2020 – Manual for Group Agents

Please register yourself as **group agent** on enetsconference.org/group_agent_registration if don't have a group agent account yet,

(In case you work for a company or hospital, we may grant you payment on account. Please upload a PDF of proof of the authority to represent your company and the legitimization to do banking business and we will send a confirmation once your account has been opened for group payment. If you want to pay each registration separately with credit card, you don't need to upload anything and can start your registrations right away.)

After that (or if you already have an ENETS account from former years), please log into your account on www.enets.org and click **ANNUAL CONFERENCES** in the menu on the left.

If you already have the participant's names, please choose **CREATE REGISTRATION** to register your participants. (If you have already registered participants in the last year(s) you can select them from a list and don't have to fill the details again.)

Please select the event:

17th Annual ENETS Conference	With this option, you can register for the 17th Annual ENETS Conference on 11 - 13 March 2020. (1st World NET Forum and/or Postgraduate Course can be added during the registration process.)
1st World NET Forum only	Please select this option if you would like to attend ONLY this event on 10 - 11 March 2020. (Access to the 17th Annual ENETS Conference is NOT permitted.)
10th Postgraduate Course only	Please select this option if you would like to attend ONLY this event on 11 March 2020. (Access to the 17th Annual ENETS Conference is NOT permitted.)
1st World NET Forum & 10th Postgraduate Course	Please select this option if you would like to attend ONLY these two events on 10 - 11 March 2020. (Access to the 17th Annual ENETS Conference is NOT permitted.)

For 17th Annual ENETS Conference only:

If you don't have the participant's names yet, please choose **CREATE RESERVATION** to secure the valid registration fee. You can add the names any time later.

(There is **no reservation possible** for the Postgraduate Course and/or the 1st World NET Forum. You can only book the two events with a participant's name or add one or both events to an existing registration any time later.)

When you are finished with your reservations/registrations please click **PAYMENTS** in the menu on the left and select **PAY NOW** to pay all outstanding debits. If you don't want to pay all debits at this time, please choose **SETTLE OUTSTANDING DEBITS** to select debits. Please follow the instructions on the following pages for credit card payment/invoice creation.

Please contact info@enets.org for any questions regarding your registrations.