



Sponsor and Exhibitor registrations: ISUOG World Congress 2024

The sponsor/exhibitor portal for the ISUOG World Congress is now open. You must use this to register your personnel and purchase leads licenses. Please read the following instructions *very carefully*.

The portal will allow the following 2 types of registrations:

- **Stand badges** – for access to the exhibition hall ONLY (and your hospitality suite/meeting room if applicable)
- **Industry scientific badges** – for access to the *entire* Congress as a delegate

Within these 2 categories, there are an allocated number of **complimentary** badges (amount dependant on your package entitlements) and the possibility to add **paid** badges, e.g. once the complimentary allowance has been used or for your company's reps from other regions.

- Deadline to complete all **complimentary** badge allocations: **2 September 2024**
(please note any un-used complimentary badges will not be refunded or compensated for)
- Deadline to purchase any additional **paid** badges online: **12 September 2024**
(but please note the early bird rate deadline is 14 July 2024)
- Deadline to inform ISUOG of lead capture licenses/devices orders: **28 July 2024**

Logging in:

- 1) Log in to your exhibitor portal using the link emailed to you
- 2) You can add additional admins who will all be able to purchase items on behalf of your company. *You should only do this for other coordinators who you would like to assign this responsibility to, not for all your staff.* To do this go to 'Team', 'Admins', 'Add Admin':

Exhibitor Registrations - 34th ISUOG World Congress in... Sep 14 - 18, 2024

ISUOG

Overview
Tasks
Profile
Content
Team
Licenses
Reports
Lead Collection

Team
Admins are team members from your organization who can assign licenses and view lead data.

Booth Staff Admins

Admins

Saskia Dean Pending
saskia@isvog.org

Iona Elliott-Johnson Pending
iona@isvog.org

Christos Charaloo
ccharaloo@isvog.org

Add admin

- 3) As the main admin, start by completing your company details in the 'Profile' tab. Please note, as invoices are issued on a per-registration basis, you will need to add your company details again each time you register a new member of your team. You will have the option to register or send a link to individuals to register themselves and have the invoice issued under other departments/branches/individuals.

Lead capture:

Lead capture licenses/devices will be available to purchase separately: ISUOG will contact all sponsor/exhibitor coordinators to order these. Please see pricing below:

Lead capture method	Cost of first purchase	Cost for subsequent purchases
License only (via an app downloaded on your own device)	€330 inc. VAT	€300 inc. VAT
License + device hire	€470 inc. VAT	€360 inc. VAT

Licenses/devices must be ordered by no later than 28 July.

Registering your team:

This process involves BOTH allocating your complimentary **Stand badges** and complimentary **Industry Scientific badges**, as well as purchasing and paying for additional badges if you need (of both types).

- 1) Go to the '**Team**' tab to view the number of badges you can assign as complimentary. You will also be allowed to *purchase* up to 99 additional badges (stand or scientific). If you scroll down, this is where you will eventually see a list of all registrations made in your company name.
- 2) You may have been allocated a number of complimentary Congress Party tickets or complimentary Pre-Congress course registrations. Please visit the '**Tasks**' section in order to obtain your number of single-use codes that will allow you to apply a 100% discount on Congress Party tickets or PCC courses at checkout.

Once you have **noted down ALL your comp codes for the party and/or pre-Congress course**, you can proceed with registering your staff.

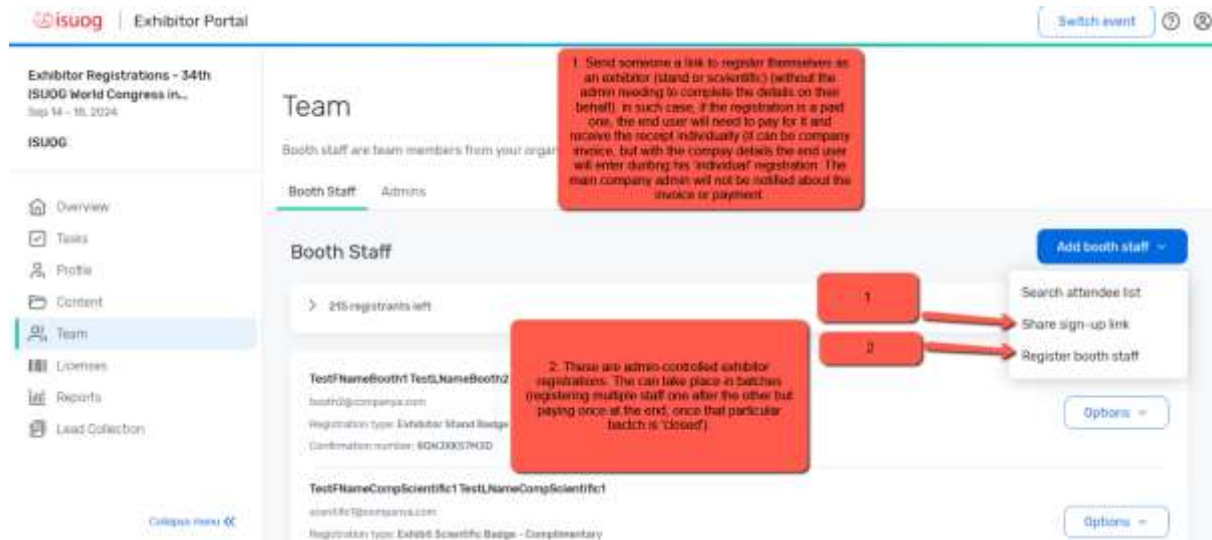
- 3) You can now proceed with registering your staff, starting with your allocated comp registrations. Go back to the '**Team**' tab and click '**add booth staff**' You have two options:

'Share sign-up link'

Click this option, copy the link and send it to the person you would like to register themselves; they are able to just register themselves or others too. ***This link will use the complimentary registrations up first, so we highly recommend that you, as the admin, register all your staff who you want to receive complimentary registration first, before sharing the link with your wider team who will be paid registrations as otherwise they may claim the complimentary.***

'Register booth staff'

As administrator of the exhibiting company, you can allocate your complimentary badges one by one or in batches of multiple individual registrations. You can also purchase *additional* ones once you have exhausted your complimentary ones. This is also where you will be able to use the discount codes to allocate other comp entitlements, such as Congress party tickets to specific registrations (*if applicable*).

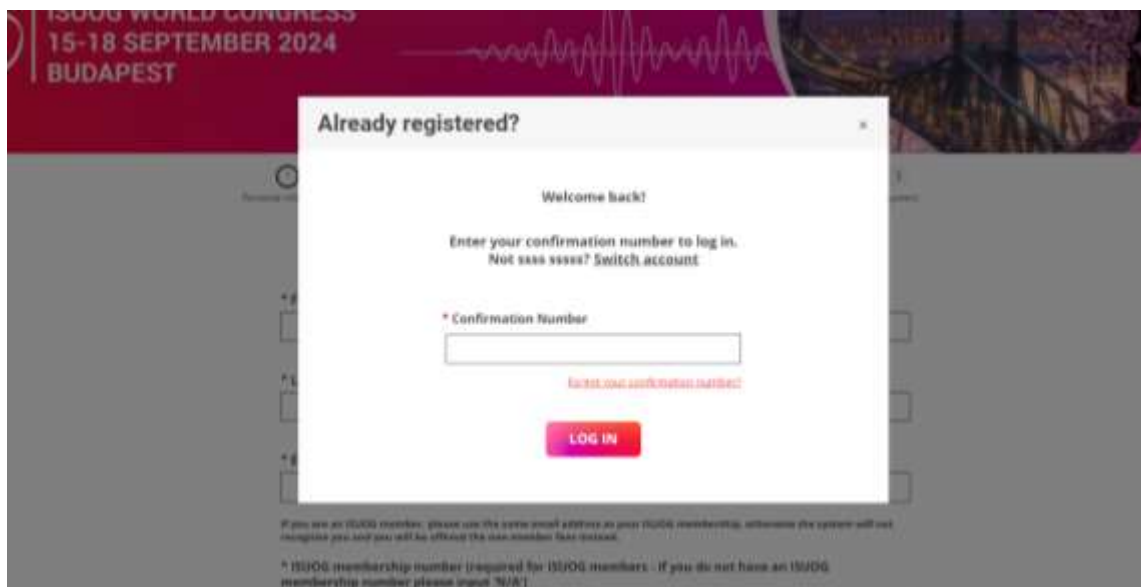


4) Select one of the 4 options:

- Exhibitor stand badge – paid
- Exhibitor scientific badge – paid
- Exhibitor stand badge – complimentary (please use these up first)
- Exhibitor scientific badge – complimentary (please use these up first)

Please note, if you are registering multiple people, your browser might remember your previous registrations and display the below message prompting you to login; if you are not revisiting an existing registration and simply want to register more staff, please either:

- a) Copy the URL and open the page in a different/incognito/private browser
- b) Clear your cookies/cache and refresh the page



- 5) A new registration form will appear, please complete with the individual's details with any add-ons. **IMPORTANT: If you are entitled to any complimentary add-ons, please wait until the end of the form to add complimentary codes, especially if you are registering multiple people at once.**

If you have shared a link with a team member to register themselves and you want to allocate them one of the complimentary codes for an add-on item, you must make note of *which* code you gave them, as the codes are for **single-use only**.

- 6) Enter your 'Administrator email address' on each registration *if you would like to receive the email confirmation (also containing the invoice) for that specific registration.*
- 7) Please select and add COMPANY ADDRESS details *if you would like the invoice to be in the name of your company.*
- 8) After registering one person, you will have the option to 'ADD MORE BOOTH STAFF', please use this to add more badges in the same 'batch' before finalising and paying for any outstanding amount (e.g. if not all badges are complimentary, or if you have added additional items which are *not* discounted by the use of single-use comp codes). **Please wait until the end of the form to add all your complimentary add-on codes if you are registering multiple people at once.**
- 9) On the final payment page, if you have added any paid-for items to the individual registration that you would like to turn into comp (if you have enough single-use codes left), please enter the 100% discount code in the 'DISCOUNT CODE' field before submitting your completed registration.
- 10) Once your 'batch' is complete, please pay the outstanding amount using your company card. A separate confirmation email will be emailed to the staff member(s) you have registered with you in copy (if you have entered your administration address) and the invoice will also be downloadable from within that email.
- 11) Repeat the process as many times as required (in as many batches as required) to register all your staff ahead of the Congress.

Please contact us at congress@isuog.org if you have any questions.