## **HOW TO DO A GROUP REGISTRATION:**

## **STEP 1: Select "REGISTER A GROUP OR SOMEONE ELSE"**

Ŧ	COM&YOU	Welcome	Events	Membership	Disconnect	Switch to French				
RE	EGISTRATION SEUD									
I want to register myself to this event. Start →										

## **STEP 2: Enter the email address of your participant**

#	COM&YOU	Welcome	Events	Membership	Disc	connect	Switch to French	
GR	OUP REGISTRATION	SEUD						
	Лу group							New member
	Please find below the list of your registered members. You may add items and/or information anytime.  Add a member to your group very eas  - Use the search field below to find a member of the searc							Add a member to your group very easily 1 - Use the search field below to find a member. 2 - Enter his email adrress or ID number if you ha
			Plea	ase use the adjace	nt form to register a new r	member i	in your group.	<ul> <li>3 - Press enter to start the research.</li> <li>4 - You may select the member to register among</li> <li>5 - If no member has been found, please create a</li> </ul>
								Email (or ID)
								#749973 • Go →
								Register a new member in my group →





## STEP 3: Chose the type of participant and enter the promotional code that you have (if you have one if not you can continue)

### **Registration profile**



#### Promotional code

You get a promotional code, enter it in the field below, validate and prices will be updated

Enter your promotional code here:

Confirm my promotional code

Your promotional code is valid, the rates displayed in the form below take into account your code

# STEP 4: Select the type of registration

Seniors	: Surgeons / Physicians	Family	physicians / Allied health professionals
۲	This registration will give you access to the entire congress (March 16th-18th 2022)	0	This registration will give you access to the entire congress (March 16th-18th 2022)
	price VAT excl.           500.000           price VAT incl.           500.00		price VAT excl. 350.000 price VAT incl. 350.00
Special	fee for the low-income countries	SEUD N	Nembers - Seniors: Surgeons / Physicians
0	This fee is only for the participants who come from a country listed as low income countries (Afghanistan, Bangladesh, Benin, Burkina Faso, Ghana, Mali, Rwanda, Pakistan, Yemen, etc) This registration will give you access to the entire congress (March 16th-18th 2022)	0	This registration will give you access to the entire congress (March 16th-18th 2022) You must be a SEUD Member to benefit from this special fee. <b>NB: Your SEUD membership must be paid before the start of the congress.</b>
	price VAT excl.           250.000           price VAT incl.           250.000		<b>price VAT excl.</b> 400.000 <b>price VAT incl.</b> 400.00
Industry	- My company is not a SEUD Partner Code	←	
0	This registration will give you access to the entire congress (March 16th-18th 2022)		
	price VAT excl. 850.000 price VAT incl. 850.00		

price VAT excl.         250.000         price VAT incl.         250.00         SEUD Members - Young members : Students / Fellows / Interns         SEUD Members - Young members : Students / Fellows / Interns         A justifying document is necessary to validate your registration as Young Members, please send to secretariat@seud.org one of this document : Graduate or Postgraduate-resident student / PhD student or Post-Doc         NB: Your SEUD membership must be paid before the start of the congress.	price VAT excl.         250.000         price VAT incl.         250.00         SEUD Members - Young members : Students / Fellows / Interns         SEUD Members - Young members : Students / Fellows / Interns         O       This registration will give you access to the entire congress (March 16th-18th 2022) You must be a SEUD Member to benefit from this special fee.         A justifying document is necessary to validate your registration as Young Members, please set to secretariat@seud.org one of this document : Graduate or Postgraduate-resident student PhD student or Post-Doc         NB: Your SEUD membership must be paid before the start of the congress.         price VAT excl.         150.000         price VAT incl.	0	This registration will give you access to the entire congress (March 16th-18th 2022) A justifying document is necessary to validate your registration as Young Members, please send to <b>secretariat@seud.org</b> one of this document : Graduate or Postgraduate-resident student / PhD student or Post-Doc
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A justifying document is necessary to validate your registration as Young Members, please send to <b>secretariat@seud.org</b> one of this document : Graduate or Postgraduate-resident student / PhD student or Post-Doc NB: Your SEUD membership must be paid before the start of the congress.	A justifying document is necessary to validate your registration as Young Members, please se to secretariat@seud.org one of this document : Graduate or Postgraduate-resident student PhD student or Post-Doc NB: Your SEUD membership must be paid before the start of the congress. price VAT excl. 150.000 price VAT incl.		
	price VAT excl. 150.000 price VAT incl.		Members - Young members : Students / Fellows / Interns This registration will give you access to the entire congress (March 16th-18th 2022)
	price VAT incl.		Members - Young members : Students / Fellows / Interns This registration will give you access to the entire congress (March 16th-18th 2022) You must be a SEUD Member to benefit from this special fee. A justifying document is necessary to validate your registration as Young Members, please send to secretariat@seud.org one of this document : Graduate or Postgraduate-resident student / PhD student or Post-Doc NB: Your SEUD membership must be paid before the start of the congress. price VAT excl.
150.000			Members - Young members : Students / Fellows / Interns This registration will give you access to the entire congress (March 16th-18th 2022) You must be a SEUD Member to benefit from this special fee. A justifying document is necessary to validate your registration as Young Members, please send to secretariat@seud.org one of this document : Graduate or Postgraduate-resident student / PhD student or Post-Doc NB: Your SEUD membership must be paid before the start of the congress. price VAT excl. 150.000

# STEP 5: Click on "Confirm the registration in my group"

SEUD Social Evening - Friday, March 17th (8.30 PM)	SEUD Social Evening - Friday, March 17th (8.30 PM) - ACCOMPANYING PERS		
price VAT excl. 65.000 price VAT incl.	price VAT excl. 65.000 price VAT incl. 65.00		

Validate registration of Maëliss Bizon and go to step 2  $\rightarrow$ 



### You register Maëliss Bizon | Total of shopping cart : 500.00 €



## STEP 7: You repeat the same process for all of your participant. Once it's done select "proceed with group payment"

=	COM&YOU	Welcome	Events	Membership		Disconnect	Switch to French	
GRC	UP REGISTRATION	SEUD						
	ly group							New member
	Please find below the list of	your registere	ed membe	rs. You may add ite	ems and/or informat	ion anytime.		Add a member to your group very en 1 - Use the search field below to find a 2 - Enter his email adrress or ID number 3 - Press enter to start the research.
1	Add	items   See th	ne recap	Pro	oceed with group payn	nent 🛱		4 - You may select the member to regi 5 - If no member has been found, plea
								Email (or ID)
								Register a new member in my group $\rightarrow$

#### Admin



## STEP 8: Select the Generate the pro forma and click on Pay and finalize registration



	$\leftarrow$
	Bank transfer
okings	O You want to pay by bank transfer. Select this way of payment. You will access to a complete recap of your bookings after payment validation.

Total : 184.00 €

Admir

## STEP 9: Is what you should have at the end. You can check your invoice and your recap.

#	COM&YOU	Welcome	Events	Membership	Disconnect	Switch to French
RE	GISTRATION RECAP	SEUD				
						Invoice generated
s	ee invoice See the recap	Encaisser dans	l'admin			
Se	nd the registration recap by emai	il (from admin)				
					1	
				≦]		
			L	9		
		Downlo	ad inv	vitation letter		
			1940,000,000			
	You can download you	ur invitation lett	er from yo	ur account, under My registration	at any time.	

See registration into admin : 75397

Admin