EWMA 2019 –step-by-step registration process

We recommend using Firefox or Google Chrome as the registration system works better in these browsers. Link to registration website: EWMA 2019 REGISTRATION

Registrations are made through the online system m-ange.com. You may already have an account if you have attended or registered for other conferences through this system. Your email address will automatically be recognised, however if you have forgotten the password you can click Forgot Password to receive a reset. Please do not create a new account.
• It is possible to register up to 10 participants within 1 order / invoice.

Important, do not use fake email accounts as important information and QR code for name badges will automatically be sent to the email address of each participant.

If you experience any problems or have any questions please contact Susan Svenningsen ss@ewma.org.

Depending on whether you already have an account, you will be asked to enter institute & address details for your account once you have logged in.

To start the registration process click the module ‘Individual Registration’ and click the button ‘next’.

STEP 1
• Click the button ‘Click here’ or if you are not attending but want to register a participant click the button ‘Click here (participant personal email required) ’ (requires contact details; email, institute name, address etc. of the person you wish to register)

STEP 2
• Choose the relevant participant type from the drop down menu and click the ‘next’ button. Make sure you choose the correct type as it can only be changed through the conference secretariat afterwards.

STEP 3
• Add the relevant registration fee to your "shopping basket", once this is done click the green ‘continue’ button
STEP 4

• If you want to register further participants: click ‘Register another participant’
• If you do not want to register further participants: click the green ‘Click here to finalize the registration’ button

STEP 5

• Enter VAT details, change invoice address (f.ex. if it needs to be different from your account) if needed and choose payment type.

Important – make sure you enter a correct VAT number (EWMA 2019 is registered for VAT in Sweden). If you are a private person, or your institute is not registered for VAT please enter N/A in the field. A charge of € 25 will apply for any re-issuing of invoices due to incorrect VAT or invoice address.
STEP 6

• Upon completion you will receive an automated email confirmation with invoice or receipt if paid by credit card. You also have the possibility to download and print a copy by clicking the blue 'Print' button.

Once finished you can click **LOGOUT** at the top right of the website.