

25-28 SEPTEMBER 2024

EUROPEAN ACADEMY OF DERMATOLOGY & VENEREOLOGY

PATIENT ORGANISATIONS ONLINE PORTAL USER MANUAL



Contents

GENERAL INFORMATION	3
HOW TO LOG IN	
WELCOME	
PATIENT ORGANISATION DETAILS FOR PUBLICATION	
EADV GENERAL TERMS AND CONDITIONS - PATIENT ORGANISATION AREA	7
PATIENT ORGANISATION CHECK LIST	8
ONSITE DESK & ONLINE PROFILE APPLICATION	9
ONLINE PROFILE APPLICATION ONLY	. 11



GENERAL INFORMATION

We have implemented this portal to facilitate all the Patient Organizations orders procedure and give you access to important resources for the EADV Congress 2024.

Starting from the official application date, our offer and ways to participate to the Congress are listed as follow in the Industry Online Portal:

- Onsite Desk & Online Profile Application
- Online Profile Application Only

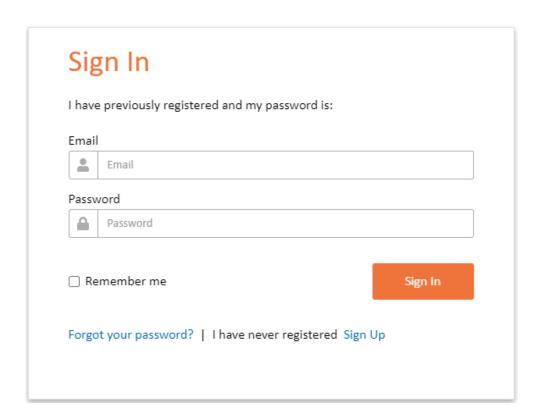
HOW TO LOG IN

If you already have an account:

Please access with the same credentials.

If you have never registered:

Please Sign Up and fill in all requested information to create your account.





WELCOME

As soon as you log into the portal, you will be requested to complete the Welcome task. By clicking on Continue, you will be able to access the next task.

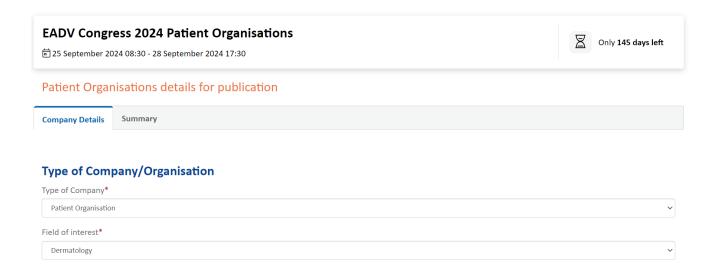
EADV Congress 2024 Patient Organisations © 25 September 2024 08:30 - 28 September 2024 17:30 Welcome Dear Patient Organisations Representative, Welcome to the Patient Organisations Online Portal of the EADV Congress 2024. We have implemented this portal to facilitate all the orders procedure and give you access to important resources. All our offer and ways to participate to the Congress are listed as follow on the portal, and you can access them by clicking on "Continue" at the bottom right of this page: ONSITE OPPORTUNITY VIRTUAL OPPORTUNITY



PATIENT ORGANISATION DETAILS FOR PUBLICATION

After completing the Welcome task, you will be redirected to the patient Organisation details task.

Please note that this task is mandatory but can be updated at any time.



Click on "Continue" for a last check and validation of the inserted information and then "submit" to finalize the procedure.



EADV GENERAL TERMS AND CONDITIONS - PATIENT ORGANISATION AREA

After completing the details for publication task, you will be redirected to the General Terms and Condition task.

Please review and carefully read our General Terms and Conditions. You will be asked to accept them before being able to proceed with any order.

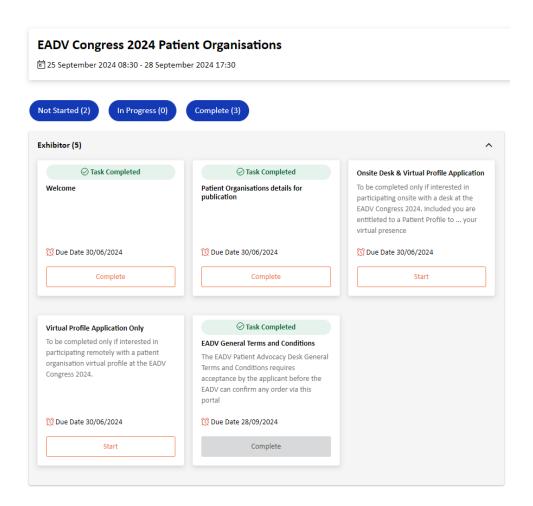
EADV Congress 2024 Patient Organisations © 25 September 2024 08:30 - 28 September 2024 17:30	Only 145 days left	
EADV General Terms and Conditions		
Summary		
Summary		
	Confirm Summary Details	
Terms and Conditions		
<u>View Terms and Conditions</u>		
☐ By clicking this box you confirm that you have read the terms and conditions, that you understand them and that you agree to be bound by them.		
Click here to sign		
Initials * Name *		

Validate the box to accept the EADV Patient Organisation Area General Terms and Conditions, then insert your signature, initials, and Name+Lastname. Click on "Submit." To finalize the procedure. You will then receive a confirmation email of acceptance of the EADV GTCs.



PATIENT ORGANISATION CHECK LIST

Starting from the official sales opening date communicated by the EADV, from here you are able to manage at any time your account information and proceed with your applications. All our opportunities and ways to participate to the Congress are listed in different tasks, as shown in the below image.



Every time you log in with your credentials, you are redirected to your checklist. On the right side of this page you will have access to important resources for the Congress (Exhibitor Tools), as well as useful links related to the event (Event Links).

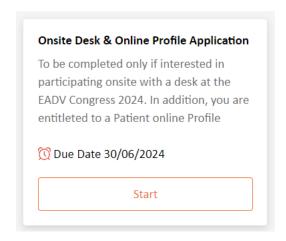
IMPORTANT

Every time you submit an order/complete a task, an automatic reply with a summary of your application is sent to your e-mail address with EADV in copy.

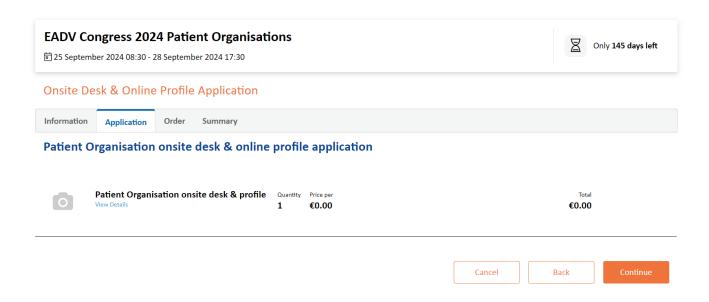


ONSITE DESK & ONLINE PROFILE APPLICATION

To be completed only if interested in participating onsite with a desk and virtually with a patient Organisation online profile at the EADV Congress 2024

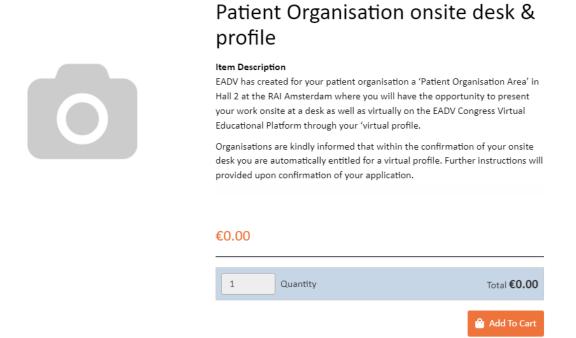


Select the above task, read the important information, click on "Start", then move to the section "Application".





Select the "Patient Organisation onsite desk & online profile application" item and add it to your cart.

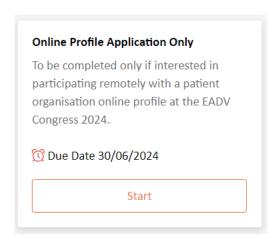


Click on continue and you will be redirected to your order overview. Click again on continue and you will be redirected to the summary section containing a summary of your order. At this point click on "submit" to finalize your application procedure.

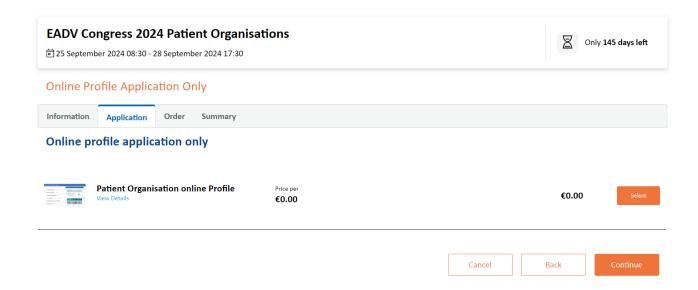


ONLINE PROFILE APPLICATION ONLY

To be completed if interested in participating virtually only with a patient Organisation online profile at the EADV Congress

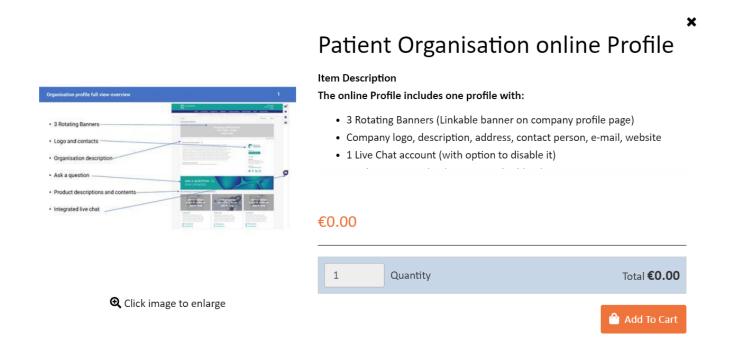


Select the above task, read the important information, click "Start", then move to the section "Application".





Select the "Patient Organisation Online Profile" item and add the item to your cart.



Click on continue and you will be redirected to your order overview. Click again on continue and you will be redirected to the summary section containing a summary of your order. At this point click on "submit" to finalize your application procedure.



EADV Industry Services Department



If you have any questions or for more information, please contact us via email:

exhibition@eadvcongress.org

EADV (Headquarters) via S. Balestra 22 B CH-6900 Lugano Switzerland

Tel.: +41 91 973 45 27 Web: <u>www.eadv.org</u>