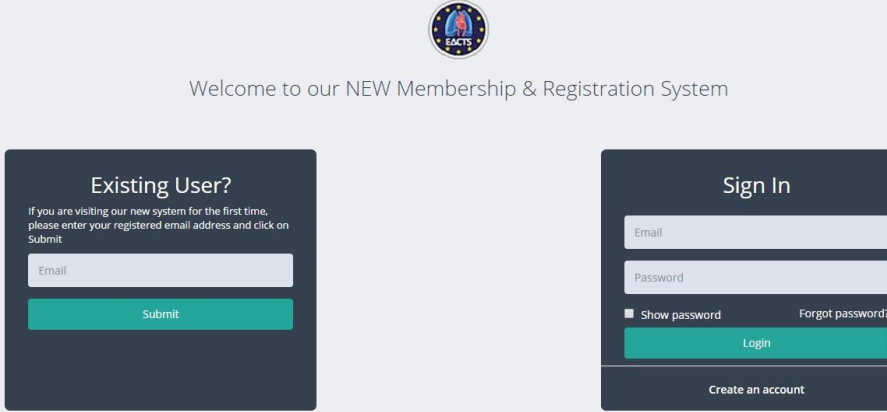
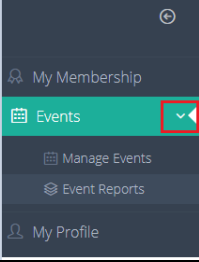

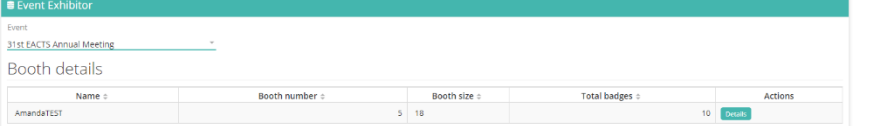

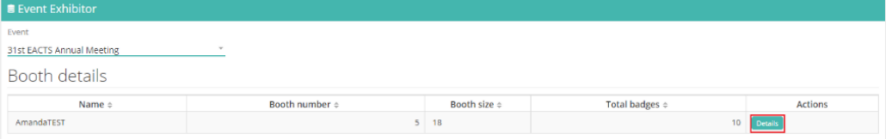
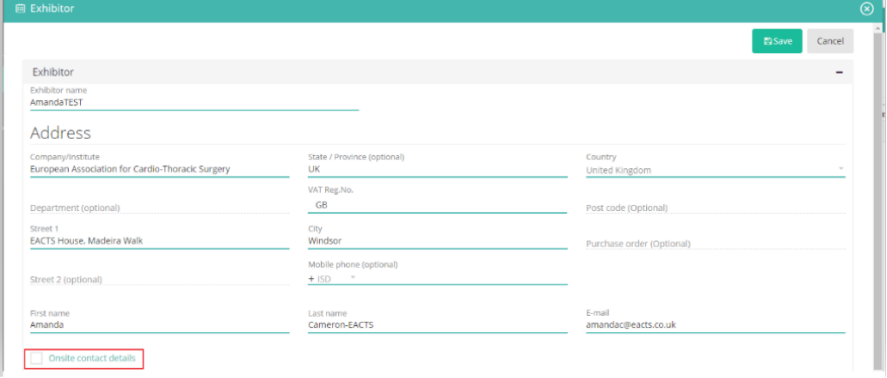
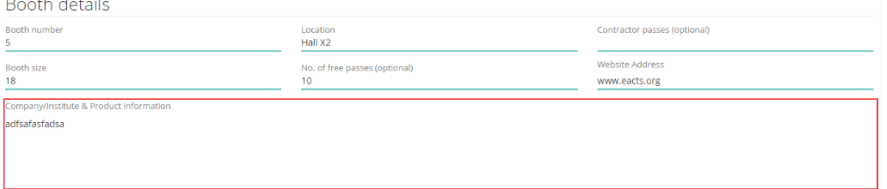


**How to manage your Exhibitor booth personnel registrations\***  
<https://membership.eacts.org>

<p>Login!</p>	
<p>Go to 'Events' and expand the menu</p>	
<p>Click on</p> 	
<p>Click on</p> 	
<p>Check your details – if you need any amendments please contact <a href="mailto:elvira.lewis@eacts.co.uk">elvira.lewis@eacts.co.uk</a></p> <p>You can add an alternative onsite contact if you require</p>	
<p>You can amend your Company/Institute &amp; Product information that will appear in the event app</p>	

To add your exhibitor booth personnel names, expand the Persons section – here you can also download an excel (xls) template to fill in and import your personnel names or you can add them individually

**PLEASE NOTE THAT EXHIBITOR BADGES WILL SHOW FIRST NAME, LAST NAME AND COMPANY/INSTITUTE**

Exhibitor

Persons

Available badges : 5

Download Template Import Persons Add Person

First name	Last name	E-mail	Company/institute	Is badge printed	Badge printed count	Actions
natalie	hall-swain	nhs@email.com	cfm	No	0	Confirmation Visa Invitation
elaine	clifford	cf@email.com	cfm	No	0	Confirmation Visa Invitation
mark	quinnell	mq@email.com	rcfr	No	0	Confirmation Visa Invitation
andy	pike	ap@email.com	rcfr	No	0	Confirmation Visa Invitation
becky	pykett	bp@email.com	cfm & rcfr	No	0	Confirmation Visa Invitation

Buy more badges

Summary

Invoices / Payment demands

To edit a person's name, click on



First name	Last name	E-mail	Company/institute	Is badge printed	Badge printed count	Actions
natalie	hall-swain	nhs@email.com	cfm	No	0	Confirmation Visa Invitation

To purchase additional booth personnel badges expand Buy more badges

Buy more badges

Amend the quantity required, choose your payment method, Check the Terms and conditions and then click on

Pay

Buy more badges

1 BADGES 2 ORDER SUMMARY 3 PAYMENT SUMMARY

Billing address  
European Association for Cardio-Thoracic Surgery  
EACTS House, Madeira Walk  
Windsor  
UK  
UNITED KINGDOM

Order additional badges

Fee description	Quantity	Net (€)	AT VAT %	(€)	Total (€)
Exhibitor - Additional	- +	80.00	10.00	8.00	88.00

Payment mode  
Credit Card Bank Transfer

I agree to the terms and conditions.

Pay

The available badges will update with your purchase

Persons

Available badges : 10

Download Template Import Persons Add Person

First name	Last name	E-mail	Company/institute	Is badge printed	Badge printed count	Actions
------------	-----------	--------	-------------------	------------------	---------------------	---------

The Summary will show your free allocation and your purchased tickets

Summary

Fee	Price (€)	Total	Unpaid	Paid	Unassigned	Assigned
Exhibitor	0.00	10	0	10	5	5
Exhibitor - Additional	80.00	5	5	0	5	0

Invoices / Payments demands will show a list of your invoices etc. Click on the invoice/payment demand number to download a copy

Invoices / Payment demands

Payment demand	Amount (€)	Payment date	Invoice	Action
17X31AMAT-P-0137	0.00	26/07/2017	17X31AMAT-I-0118	
17X31AMAT-P-0138	440.00			

If you have selected Bank Transfer as payment type but then wish to pay by credit card – expand the invoice line and choose ‘Change payment mode’

Invoices / Payment demands

Payment demand #	Amount (€)	Payment date	Invoice #	Action
17X31AMAT-P-0137	0.00	26/07/2017	17X31AMAT-I-0118	
17X31AMAT-P-0138	440.00			
<b>PAYMENT DEMANDS</b>				
Payment Demand #	17X31AMAT-P-0138	Amount	€ 440.00	<a href="#">Change Payment Mode</a>

## REGISTRATION CONFIRMATIONS / INVITATIONS

For registration confirmations

- Click on

[Confirmation](#)

First name	Last name	E-mail	Company/institute	Is badge printed	Badge printed count	Actions
elaine	clifford	cf@email.com	cfm	No	0	<a href="#">Confirmation</a> <a href="#">Visa-Invitation</a>
mark	quinnell	mq@email.com	rctf	No	0	<a href="#">Confirmation</a> <a href="#">Visa-Invitation</a>

For invitation letters - Click on

[Visa-Invitation](#)

First name	Last name	E-mail	Company/institute	Is badge printed	Badge printed count	Actions
elaine	clifford	cf@email.com	cfm	No	0	<a href="#">Confirmation</a> <a href="#">Visa-Invitation</a>
mark	quinnell	mq@email.com	rctf	No	0	<a href="#">Confirmation</a> <a href="#">Visa-Invitation</a>

The main contact for the exhibition will be provided with a registration confirmation for ALL exhibitor badges in their account.

This confirmation will contain a QR code which should be printed out and brought to Milan. The main contact is responsible for printing and distributing the QR codes for the booked exhibitor badges.

Individual participants need to collect their badge, at the registration self-service desks in the main registration area, by scanning the QR code printed on the confirmation. **We will not bulk print.** Self-service desks will be open from Wednesday, 17, 14:00-18:00. This will also be possible at the Exhibitor Desk. So instead of handing out badges, please provide your booth staff with the confirmation letter.