

# 31<sup>st</sup> EADV INDUSTRY ONLINE PORTAL

Virtual opportunities

## PATIENTS ORGANISATIONS USER MANUAL





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## GENERAL INFORMATION

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 following in the platform:

- Patient Organizations Profile
- Additional services



## HOW TO LOG IN

If you already have an account:

Please access with the same credentials. If you need to retrieve your password, click on the “forgot your password?” button.

If you have never registered:

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

### 31st EADV Congress - Virtual Opportunities

07 September 2022 08:30 - 11 September 2022 17:30

### Sign In

I have previously registered and my password is:

Email

Password

Remember me

[Forgot your password?](#) | I have never registered [Sign Up](#)

[Sign In](#)



## WELCOME AND EADV TERMS AND CONDITIONS

After you have logged in into the portal, you will be redirected to the welcome and General Terms and Condition task.

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

### EADV General Terms and Conditions

EADV GTC's

Summary

#### Terms and Conditions

[View Terms and Conditions](#)

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 \*

Cancel

Save as Draft


Save & Complete

Validate the box to accept the EADV General Terms and Conditions, then you must sign digitally and insert your initials and full name.

Click on "Save & Complete." To finalize the procedure.



## COMPANY DETAILS FOR PUBLICATION

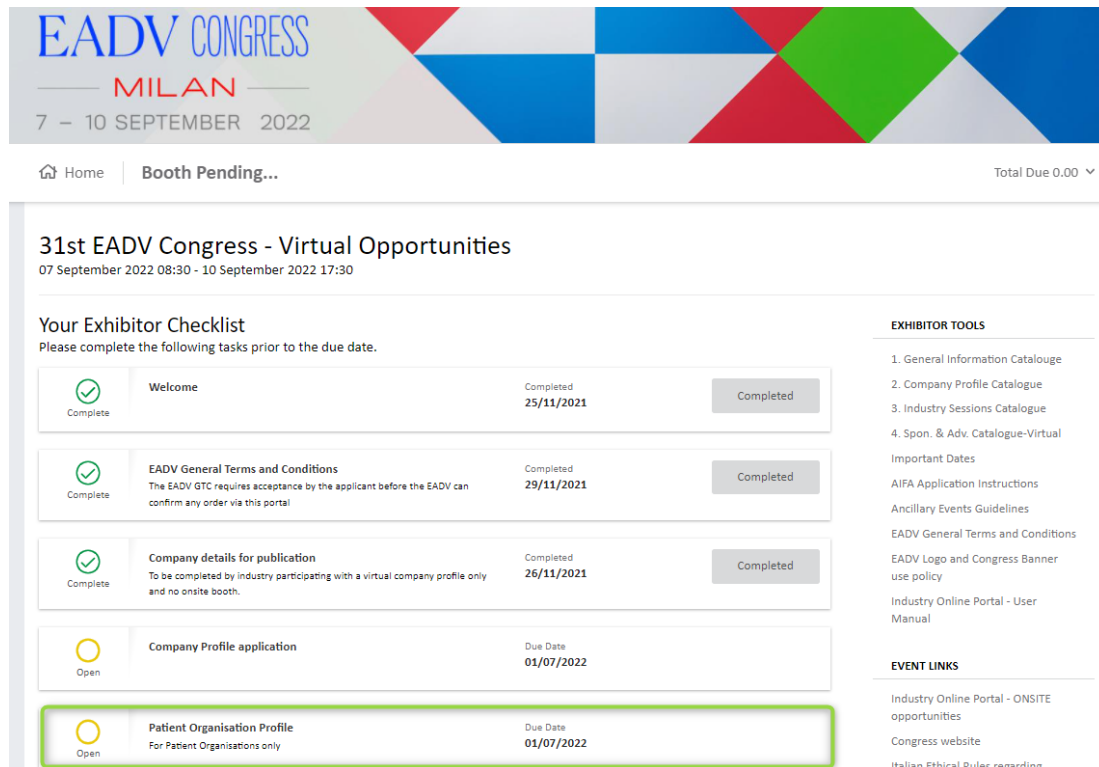
 Complete	<b>Company details for publication</b> To be completed by industry participating with a virtual company profile only and no onsite booth.	Completed <b>26/11/2021</b>	<input type="button" value="Completed"/>
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Please complete this task. The information you provide here may be used for publication if necessary.

You can also decide to click on “continue” then “save and complete” and complete your Patient Organisation details later on.

## CHECKLIST






You will be redirected to your checklist. Here you are able to manage at any time your account information and proceed with your PATIENT PROFILE applications via the dedicated task as highlighted in the below image.



**31st EADV Congress - Virtual Opportunities**  
07 September 2022 08:30 - 10 September 2022 17:30

Home | Booth Pending... | Total Due 0.00

**Your Exhibitor Checklist**  
Please complete the following tasks prior to the due date.

 Complete	<b>Welcome</b> <small>To be completed by industry participating with a virtual company profile only and no onsite booth.</small>	Completed <b>25/11/2021</b>	<input type="button" value="Completed"/>
 Complete	<b>EADV General Terms and Conditions</b> <small>The EADV GTC requires acceptance by the applicant before the EADV can confirm any order via this portal</small>	Completed <b>29/11/2021</b>	<input type="button" value="Completed"/>
 Complete	<b>Company details for publication</b> <small>To be completed by industry participating with a virtual company profile only and no onsite booth.</small>	Completed <b>26/11/2021</b>	<input type="button" value="Completed"/>
 Open	<b>Company Profile application</b> <small>To be completed by industry participating with a virtual company profile only and no onsite booth.</small>	Due Date <b>01/07/2022</b>	
 Open	<b>Patient Organisation Profile</b> <small>For Patient Organisations only</small>	Due Date <b>01/07/2022</b>	

**EXHIBITOR TOOLS**

- 1. General Information Catalogue
- 2. Company Profile Catalogue
- 3. Industry Sessions Catalogue
- 4. Spon. & Adv. Catalogue-Virtual
- Important Dates
- AIFA Application Instructions
- Ancillary Events Guidelines
- EADV General Terms and Conditions
- EADV Logo and Congress Banner use policy
- Industry Online Portal - User Manual

**EVENT LINKS**

- Industry Online Portal - ONSITE opportunities
- Congress website
- Italian Ethical Rules regarding

## IMPORTANT

When you submit your patient profile order and complete this task, an automatic reply with a summary of your application is sent to your e-mail address.



## COMPANY PROFILE APPLICATION

Within this task you can **select** the Patient Organization Profile.

 Open	<b>Patient Organisation Profile</b> To be completed by Patients Organisations only	Due Date <b>01/07/2022</b>
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Once you have read the information page and later selected the item via the “application” section, please go to **order** to review your selection details, then on **Summary** and **submit your order**.

Home | Booth Pending... Total Due 0.00

### 31st EADV Congress - Virtual Opportunities

07 September 2022 08:30 - 10 September 2022 17:30

#### Patient Organisation Profile

Information	<b>Application</b>	Order	Summary
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**Patient Organisation Profile**  
[View Details](#)

Price per  
**€0.00**


Select

[Cancel](#) [Back](#) [Continue](#)



## ADDITIONAL SERVICES APPLICATION

Here you will be able to order additional services for your Patient profile.

 Open	<b>Additional services application</b>	Due Date <b>01/07/2022</b>
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The additional services for your Patient Organization Profile are listed within the tab “Company Profile additional services”.

Once you have selected the additional services item, please go to **order** to review your selection details, then on **Summary** and **submit your order**.





## SUMMARY SECTION

After completing a task, you will be asked in the summary to confirm the invoicing details.

### Summary

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Summary

Bill-To

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European Academy of Dermatology and Venereology

Gabriele Pizzino: Senior Project Coordinator

[gabriele.pizzino@eadv.org](mailto:gabriele.pizzino@eadv.org)

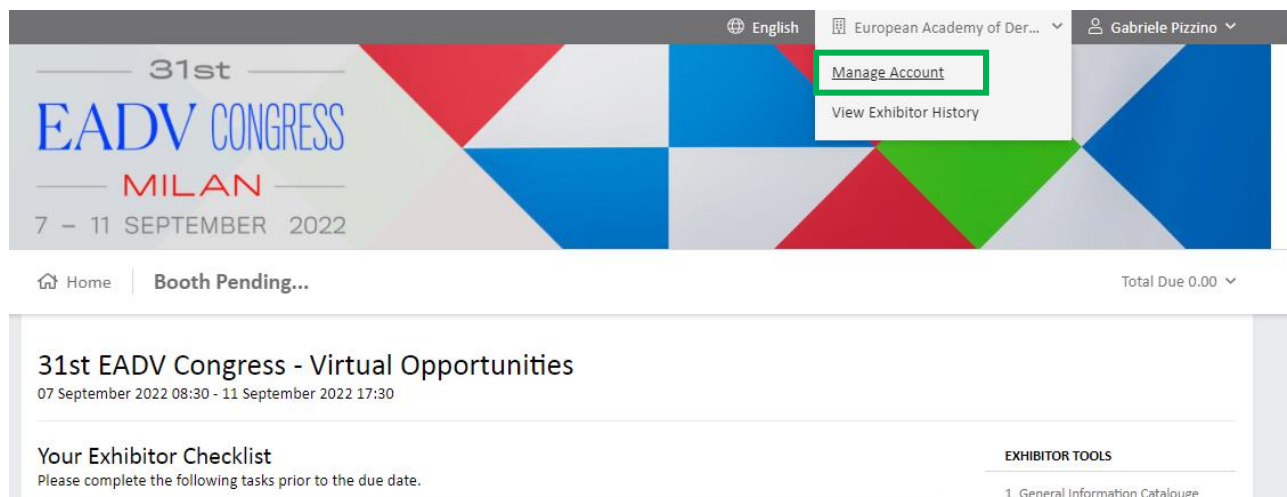
[Change Bill-To Contact](#)

Order Summary

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If you do not change the Bill-To Contact, the EADV will invoice to the attention of the person who is making the order and use the patient account address as invoicing address.

The patient account can be viewed and edited by clicking your user info on your checklist, then Manage Account (see below picture)





If you need to change the invoicing contact/address you should click on “Change Bill-to Contact” on the Summary.

## Summary

Summary

Bill-To

European Academy of Dermatology and Venereology

Gabriele Pizzino: Senior Project Coordinator

[gabriele.pizzino@eadv.org](mailto:gabriele.pizzino@eadv.org)

[Change Bill-To Contact](#)

Order Summary

The below window will open:

You can either select an existing contact if it has been created already or create a new one

### Change Bill-To Contact

Current Contact

European Academy of Dermatology and Venereology  
Gabriele Pizzino: Senior Project Coordinator  
[gabriele.pizzino@eadv.org](mailto:gabriele.pizzino@eadv.org)

New Contact

- Gabriele Pizzino: Senior Project Coordinator
- Select an existing contact on this account
- Create a new contact on this account

First Name \*

Last Name \*

Address \*

Postcode \*

City \*

Country:\*

Email \*

Phone



## European Academy of Dermatology and Venereology

### **EADV Industry Services Department**

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

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