ENETS 2027

24th Annual Conference

10–12 March 2027 | Milan, Italy

COMPANY GROUP REGISTRATION GUIDE

A practical guide to submitting a group registration and managing participants through the company area.

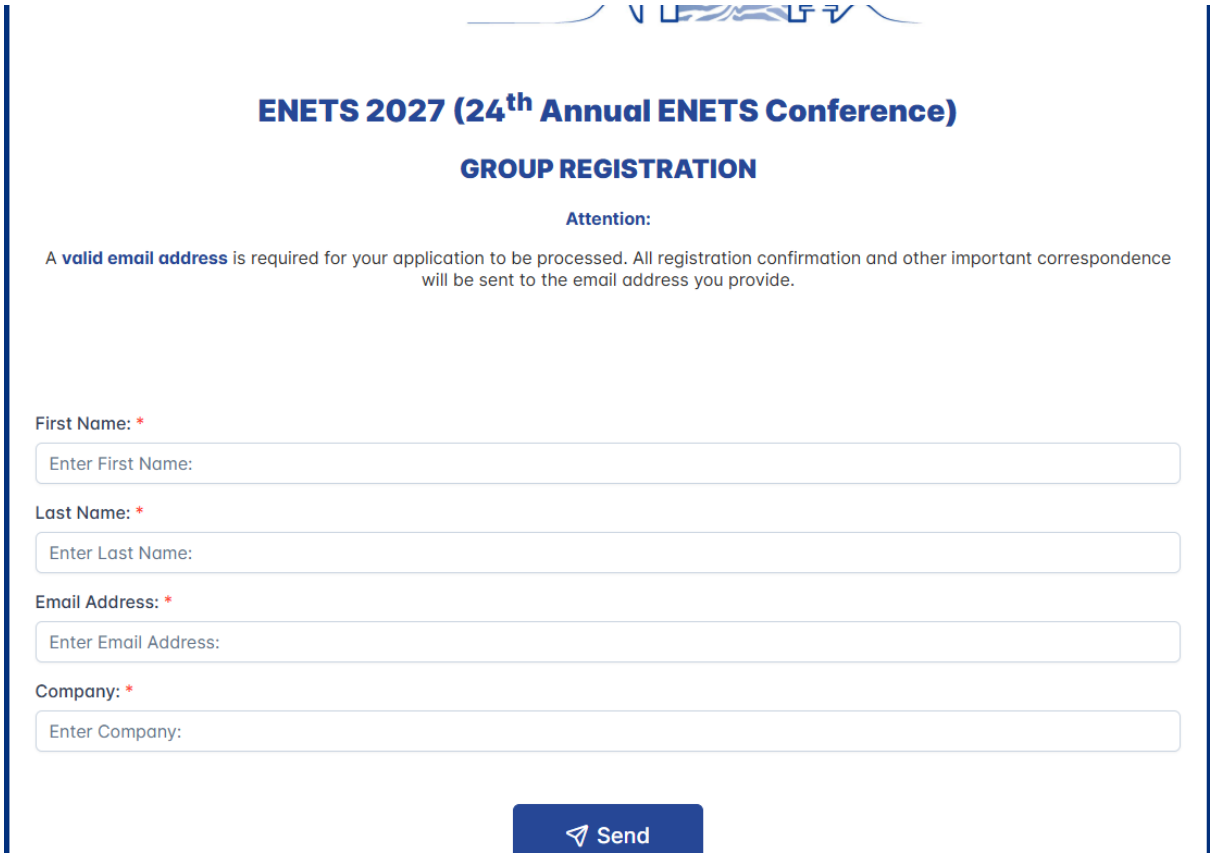
Purpose
This guide takes you through the initial Group Registration form, access to the Company Area, adding participants, assigning Company Ticket vouchers and checking registration progress.

Please provide a valid e-mail address. Registration confirmations and important correspondence will be sent to the address entered in the initial form.

ENETS 2027
24th Annual Conference
Milan, Italy

1. Submit the Group Registration form

Start by opening the online **Group Registration** form for ENETS 2027. The form requests the details of the person acting as the contact for the group, together with the company name.



Complete all mandatory fields marked with an asterisk (*):

First Name — the contact person's first name.
Last Name — the contact person's last name.
Email Address — a valid e-mail address that is regularly monitored.
Company — the full company name.

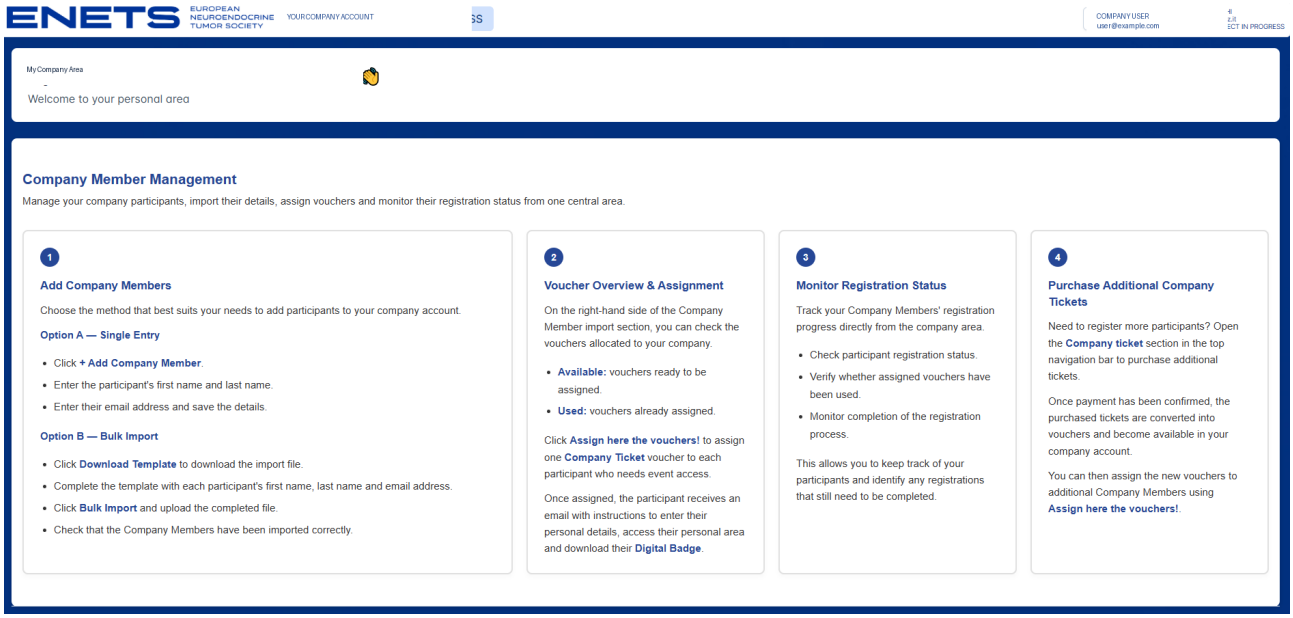
When all fields have been completed, click **Send** to submit the form.

Important — e-mail address
A valid e-mail address is required for the application to be processed. Registration confirmations and other important correspondence will be sent to the e-mail address provided.

The screenshot confirms the fields and the Send button. It does not show a confirmation page or the exact follow-up process after submission. Follow the instructions provided by the event organiser after the form has been sent.

2. Access the Company Area

After the group-registration application has been processed and the company access details have been provided, sign in to the ENETS 2027 registration platform using the access instructions received.



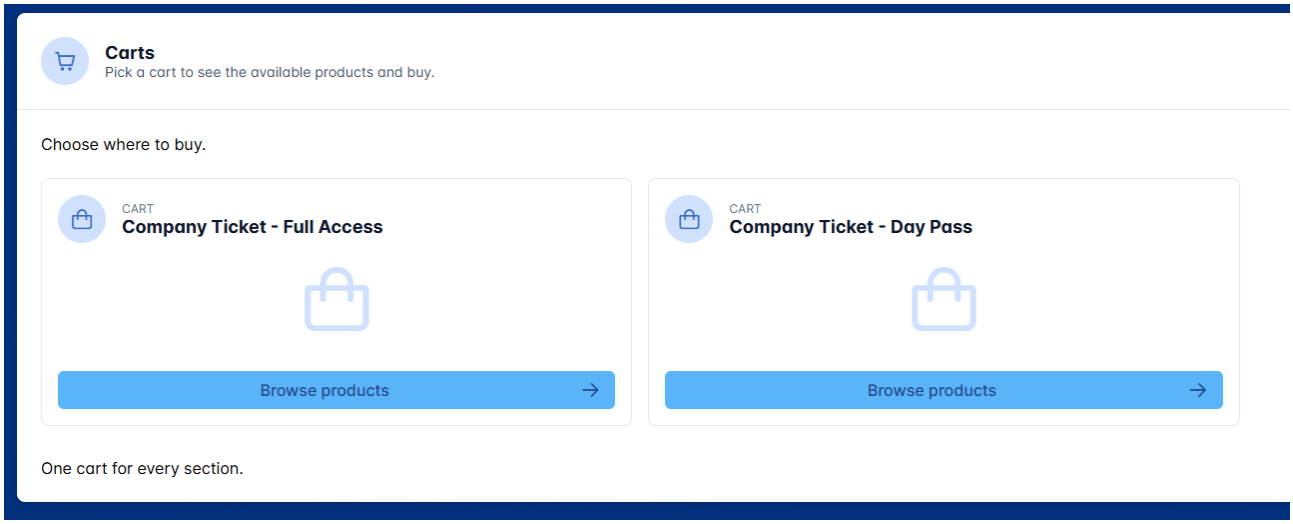
The Company Area is the central workspace for group registrations. The **Company Member Management** section allows you to:

- add participants individually or through a bulk Excel import;
- check available and used vouchers;
- assign Company Ticket vouchers to participants;
- monitor registration progress;
- access the Company Ticket purchasing area.

Keep your access details secure
Use the company account to manage the organisation's group registrations. Participants receive their own instructions after a voucher is assigned.

3. Access the Company Ticket carts

From the **Carts** area, choose the appropriate Company Ticket cart according to the type of access required:



Company Ticket – Full Access — select this cart to browse the products available for full conference access.

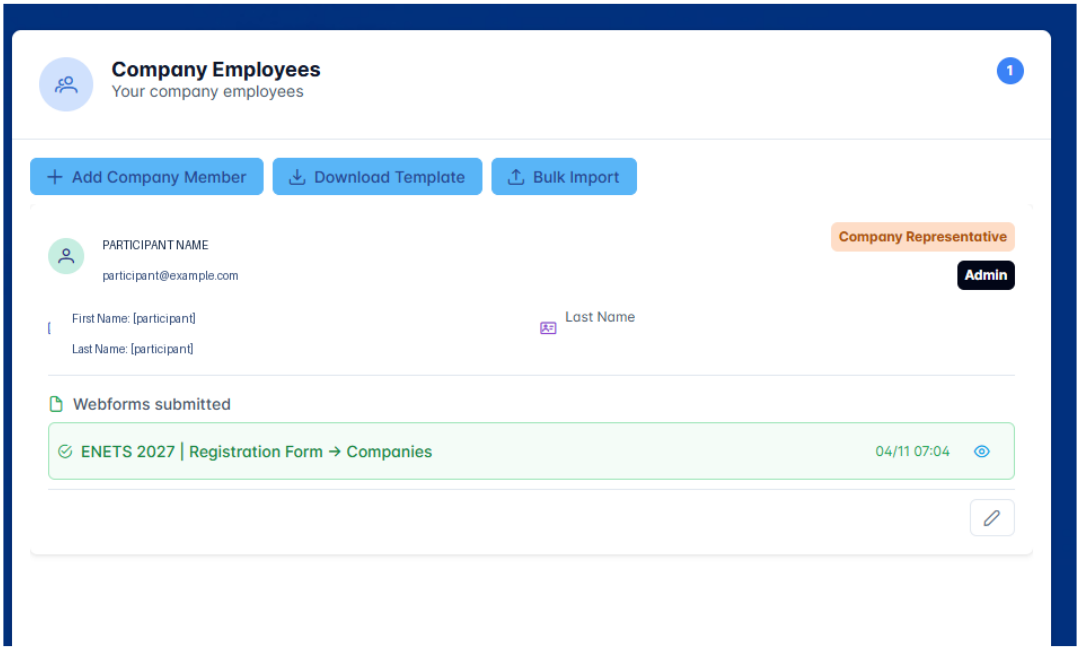
Company Ticket – Day Pass — select this cart to browse the products available for day-pass access.

Click **Browse products** in the relevant cart to view the available products.

Choose the correct ticket type
Check the access category required for each participant before purchasing. The screenshot identifies the two cart categories but does not show the individual products, prices, checkout or payment steps.

4. Add Company Members

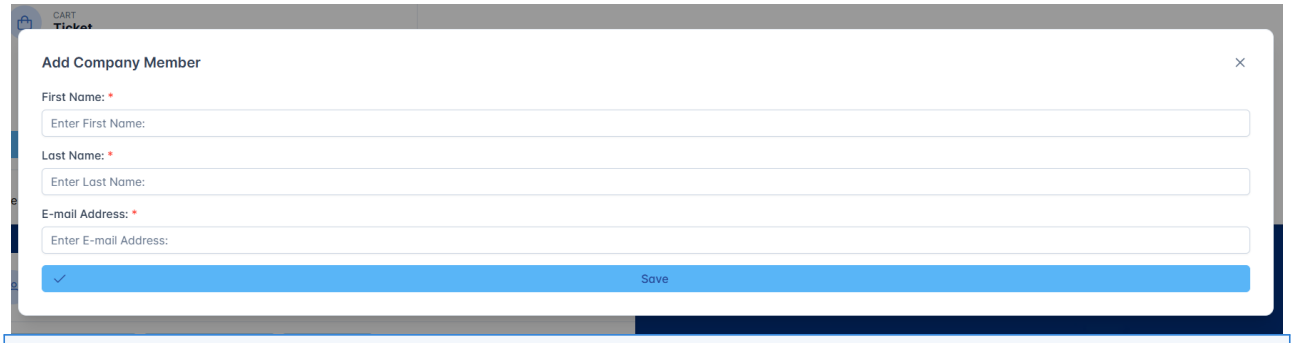
Open **Company Employees** to view the participants already associated with the company account. This section provides the controls for adding new members.



Option A — Single Entry

Use this option when adding one participant at a time:

1. Click **+ Add Company Member**.
2. Enter the participant's **First Name**.
3. Enter the participant's **Last Name**.
4. Enter the participant's **E-mail Address**.
5. If requested by the form, select the ENETS Member status and enter the Member Code, where applicable.
6. Click **Save**.



Check before saving
Check the spelling of the participant's name and e-mail address carefully. The e-mail address is used for subsequent communications.

5. Add several participants — Bulk Import

For multiple participants, use the bulk-import function and the Excel template provided by the platform.

1. Download the template. In Company Employees, click **Download Template**.

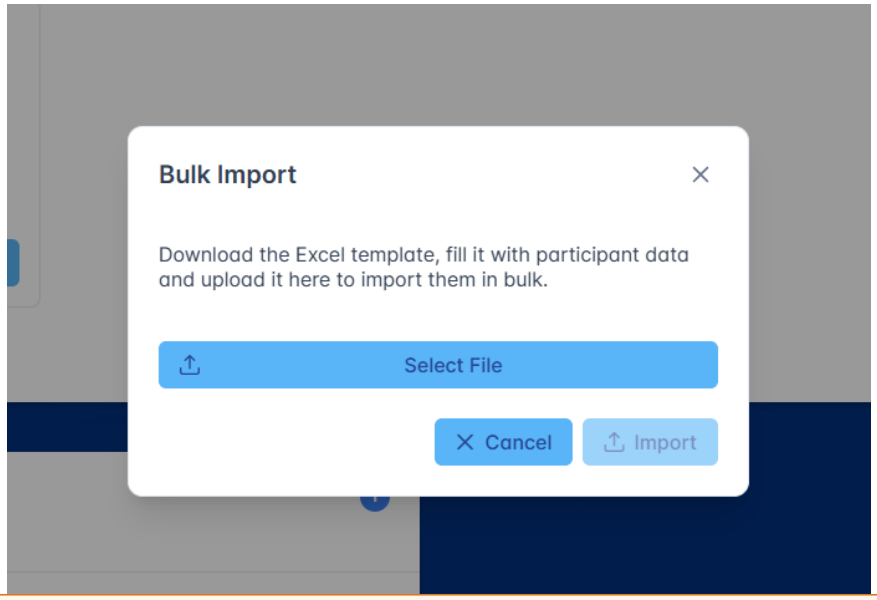
2. Complete the file. Enter each participant's first name, last name and e-mail address. If the downloaded template includes additional fields, complete them as indicated in the file.

3. Open Bulk Import. Click **Bulk Import** in the Company Employees section.

4. Select the file. Click **Select File** and choose the completed Excel file.

5. Import. Once the file has been selected, click **Import**.

6. Verify. Return to the Company Employees list and check that all intended participants have been imported correctly.



Before uploading
Use the template downloaded from the platform. Check that required fields are complete and e-mail addresses are correctly typed. Do not alter the template structure unless the platform instructions allow it.

6. Voucher Overview & Assignment

The voucher overview is displayed on the right-hand side of the member-import section. It shows the vouchers allocated to the company account:

Available — vouchers ready to be assigned.
Used — vouchers already assigned.

To allocate event access to a participant, click **Assign here the vouchers!**. Assign one Company Ticket voucher to each participant who needs event access.

After voucher assignment
According to the current company guidelines, the participant receives an e-mail with instructions to enter their personal details, access their personal area and download their Digital Badge.

7. Monitor Registration Status

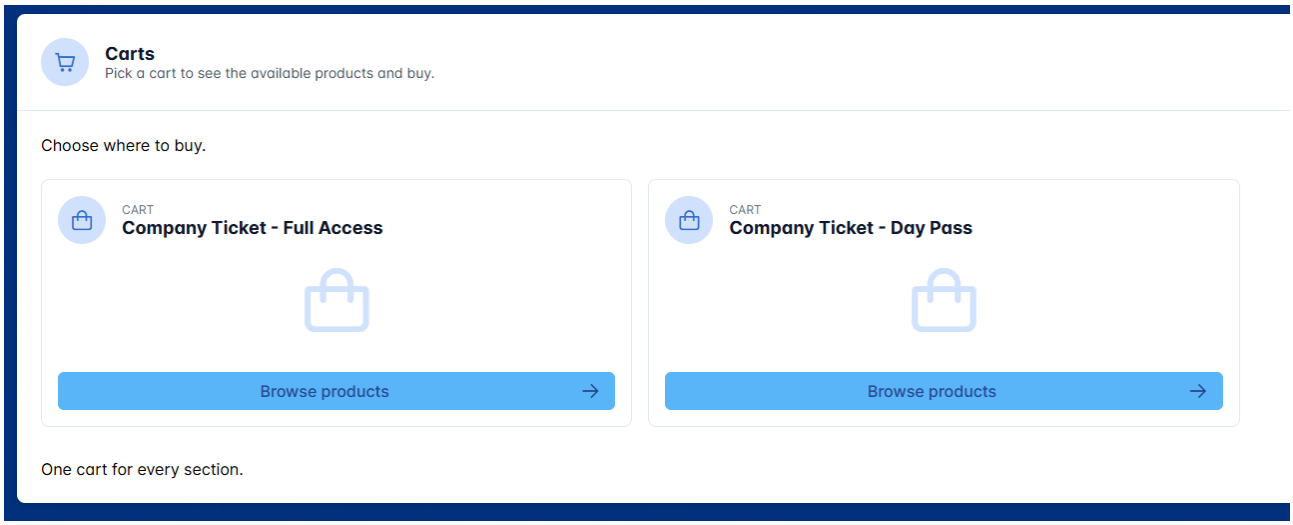
Use the Company Member area to follow each participant's progress. Check the participant's registration status, verify whether the assigned voucher has been used and monitor completion of the registration process.

Final verification
Adding a person to Company Employees does not, by itself, confirm that their registration is complete. Check each participant's status and voucher use, and follow up on any registration that remains incomplete.

The screenshots supplied do not show the detailed status labels or the voucher-assignment confirmation screen. This guide therefore does not assign meanings to status labels that have not been verified.

8. Purchase Additional Company Tickets

If the company needs more tickets than the number of vouchers currently available, open the **Company Ticket** section in the top navigation bar. You can also reach the relevant cart through the **Carts** area shown in Section 3.



After payment has been confirmed, the purchased tickets are automatically converted into vouchers and become available in the company account. You can then assign the new vouchers to additional Company Members using **Assign here the vouchers!**.

9. Group Registration — Final Checklist

For each participant, verify the following:

- ■ Participant added to Company Employees.
- ■ First name, last name and e-mail address checked.
- ■ ENETS membership information completed, where applicable.
- ■ Correct Company Ticket type selected and purchased, where needed.
- ■ Company Ticket voucher assigned.
- ■ Participant e-mail instructions received.
- ■ Participant's personal registration steps completed.
- ■ Voucher use and registration status checked.
- ■ Participant can access their personal area and download the Digital Badge.

10. Need assistance?

If you encounter a problem, first review the information entered, the number of available vouchers and any validation message displayed by the platform. When contacting the registration support team, provide the company name, the participant concerned and a brief description of the issue. Do not send passwords or payment-card details.