

## IMCAS COMPANY ACCOUNT USER MANUAL

### A) HOW TO ACCESS YOUR COMPANY ACCOUNT

1. To access to your IMCAS company account, log in to your account here: <https://www.imcas.com/en/login> with your credentials.
2. Go to the following link and click on 'Company account': <https://www.imcas.com/en/account>
  - a. If you are participating in multiple congresses make sure to select the one for which you would like to see the information.

### B) HOW TO PREPARE FOR THE CONGRESS – YOUR 'TO DO' TASKS

On your dashboard, each chapter has a *STATUS* and a corresponding *PROGRESS BAR*.

#### 1. STATUS:

- 'To do' means that there is still some information missing or it is being verified by our team
- 'Done' will appear once all elements have been submitted, verified and approved

#### 2. PROGRESS BAR:

- The progress bar shows how much has been done already. Reach 100% on each line before the congress.

To do task	Status	Progress
▶ Company data	Done	100%
▶ Booth	Done	100%
▶ Sponsored products	To do	71%
▶ Included badges	To do	0%
▶ Group registration <small>Only accessible to your company administrator : Patrizia BERNINI</small>	To do	60%
▶ Rules and regulations guidelines	Done	100%
▶ Marketing materials	Done	0%
▶ Confirmation letters	To do	0%

### C) BOOTH and SPONSORED PRODUCTS

Once you click through, you will see these columns:

Ordered product	Details	Logistics planning	Required information	Deadline	Invoice	Status
1 - hour symposium (150/250 pax)	<input type="button" value="Q Product details"/>	<input type="button" value="Q Read this information"/>	<input type="button" value="Update information"/>	Friday 4 January 2019 23:59	<input type="checkbox"/> 101000	<input type="button" value="Q Resubmit please"/>
1 - hour symposium (150/250 pax)	<input type="button" value="Q Product details"/>	<input type="button" value="Q Read this information"/>	<input type="button" value="Update information"/>	Friday 4 January 2019 23:59	<input type="checkbox"/> 101000	<input type="button" value="Q Verification in process"/>
15 min guest lecture	<input type="button" value="Q Product details"/>	<input type="button" value="Q Read this information"/>	<input type="button" value="Update information"/>	Thursday 3 January 2019 23:59	<input type="checkbox"/> 101000	<input type="button" value="To do"/>
AV live transmission between 2 locations (one day - 9 hours - 1 demo room)	<input type="button" value="Q Product details"/>	None	Not needed	Thursday 20 December 2018 23:59	<input type="checkbox"/> 101000	<input type="button" value="Done"/>

1. Ordered product: your purchased products are listed one by one
2. Details: a detailed pdf of the product with the description and a list of what IMCAS provides
3. Logistics planning: Check for useful information here regarding the organisation of your

sponsored activities

4. Required information: the information we require from you to successfully deliver the product. (eg artwork, speaker information, topic of lecture, etc)
5. Deadline: the platform will close at this date, please submit all required information before this date
6. Invoice: view the invoice related to this particular product
7. Status: the status for your ordered product. See below for details.

Watch out for the **status** for each product and act accordingly:

1. **TO DO**: submit required information by clicking “fill in missing information” or “update information” BEFORE the deadline!
2. **VERIFICATION IN PROCESS**: you have submitted the required information and it is now verifying by the IMCAS team. It is possible to update your submission while still under verification
3. **RESUBMIT PLEASE**: submitted information is required to be resubmitted, click on “Update information” to view the modification that must be made (in red text – see below)

Ordered product	Details	Logistics planning	Required information	Deadline	Invoice	Status
1 - hour symposium - 120/220 pax (lectures & videos)	<input type="text" value="Q Product details"/>	<input type="text" value="None"/>	<input type="button" value="Update information"/>	Thursday 12 December 2019 23:59	<input type="text" value="1032316"/>	<input type="button" value="Resubmit please"/>

> **Resubmit please** Speaker: the speaker of the corresponding lecture (eg speaker 1 to lecture 1) #3  
Please resubmit speakers with their own email addresses.

Plastic Surgeon

South Korea

+ Add Speaker (6 max)

> **Done** Will you use an external av supplier? (for use of external supplier purchase product "hiring external av supplier - admin fee")  
 Yes  No

4. **DONE**: completed; no further action is required
5. **NOT NEEDED**: no submission is required for this product