

IMCAS COMPANY ACCOUNT USER MANUAL

HOW TO ENTER 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.

HOW TO PREPARE FOR THE CONGRESS – YOUR 'TO DO' TASKS

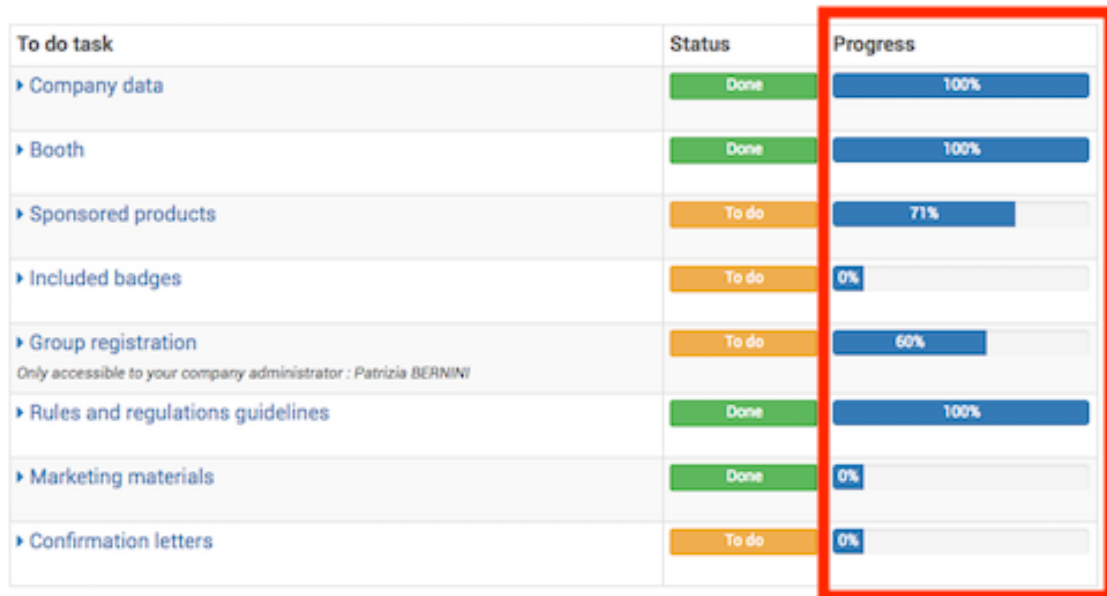
On your dashboard, each chapter has a 'To do' status and a Progress bar.

TO DO Status:

- ➔ 'To do' means that there is still some information missing or it is being verified by our team. Submit all the required information so that the 'Done' status appears

PROGRESS BAR:

- ➔ The progress bar advises how far along you are in filling in the information. Reach 100% 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%

CHAPTER "BOOTH" and "SPONSORED PRODUCTS"

Status can be found on the right of each product within the Booth and Sponsored Products chapter (see below sample)

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="text" value="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="text" value="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="text" value="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"/>	<input type="text" value="None"/>	<input type="text" value="Not needed"/>	Thursday 20 December 2018 23:59	<input type="text" value="101000"/>	<input type="button" value="Done"/>

Following these status and act accordingly:

- **TO DO:** submit required information by clicking “fill in missing information” or “Update information”
- **VERIFICATION IN PROCESS:** you have submitted the required information and it is now verifying by IMCAS team
- **RESUBMIT PLEASE:** submitted information is required to be resubmitted, click on “Update information” to view the modification that must be made

Ordered product	Details	Logistics planning	Required information	Deadline	Invoice	Status
1 - hour symposium - 120/220 pax (lectures & videos)	<input type="button" 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="I032316"/>	<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.

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

- **DONE:** completed; no further action is required.