AOP COMPANY ACCOUNT USER MANUAL

COMPANY ACCOUNT

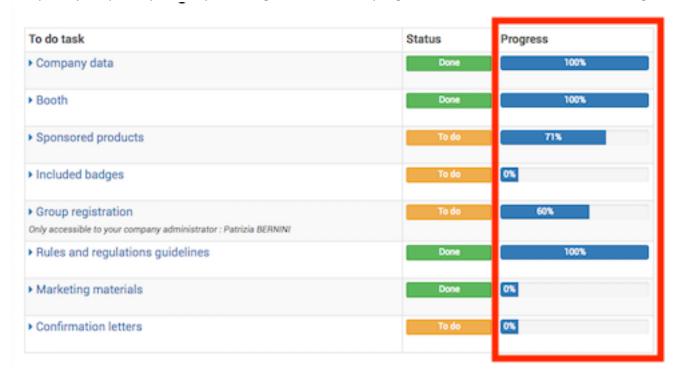
- 1. To access to your AOP company account, log in to your account here: https://www.aopcongress.com/en/login with your credentials.
- 2. And click here: https://www.aopcongress.com/en/account/company-account/aop-paris-2020

TO DO TASK

Once you have log in, you will be able to see below interface.

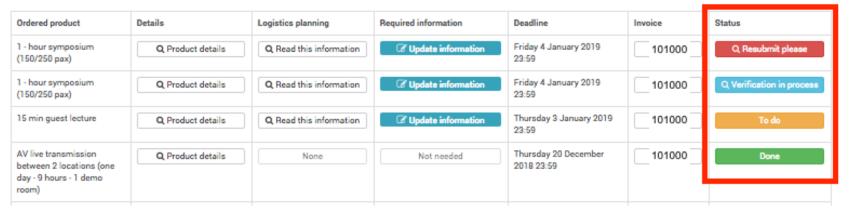
Click on each chapter listed in the to do task and submit all the required information.

Complete your participation by reaching 100% in below progress bar for each task before the congress.



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)



Following these status and act accordingly:

- TO DO: submit required information by clicking "fill in missing information" or "Update information"
- VERIFICATION 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 it to view the modification that must be made



• DONE: completed; no further action is required.