

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)	Q Product details	Q Read this information	Update information	Friday 4 January 2019 23:59	101000	Q Resubmit please
1 - hour symposium (150/250 pax)	Q Product details	Q Read this information	Update information	Friday 4 January 2019 23:59	101000	Q Verification in process
15 min guest lecture	Q Product details	Q Read this information	Update information	Thursday 3 January 2019 23:59	101000	To do
AV live transmission between 2 locations (one day - 9 hours - 1 demo room)	Q Product details	None	Not needed	Thursday 20 December 2018 23:59	101000	Done

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

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