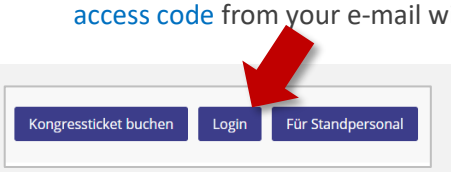
conventus
CONGRESSMANAGEMENT

In 3 steps to the digital congress

1 Create a Conventus account

on the digital congress platform. Precondition is the booking of your congress ticket. Please use the congress access code from your e-mail with the access data first at the point described (step 3).



Open the congress platform www.headache-congress-virtual.com and click on "Log-in".

If you have not registered (with costs) yet, please click on "New registration" and register for the congress.



Select the relevant option for your new Conventus account.

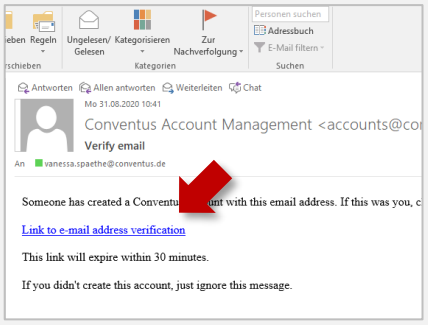
If you already have a Conventus account (from a previous congress or the upload center), you can directly click on "Login" (right column) and continue with step 3.



Enter your personal data (password of choice). Do **not** enter the congress access code here.

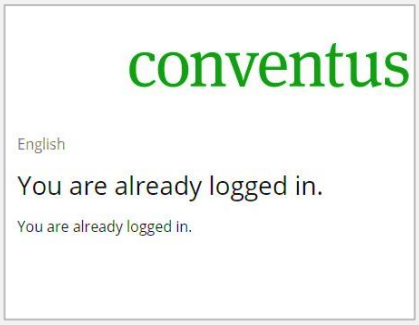
Make sure that you enter the e-mail address. This will later be used for identification (your login name for a new login).

2 Confirm your e-mail address

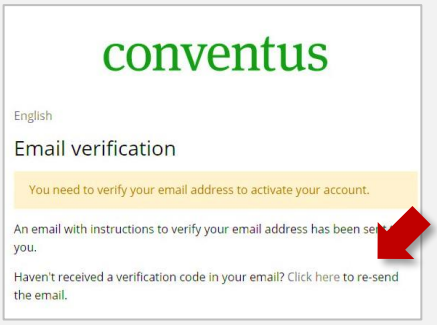


Right after your registration you will receive a link to the e-mail address you entered. Confirm this e-mail address by clicking the link.

Attention: this link will run out after 30 minutes. The e-mail address may differ from the address given at the booking. Make sure you enter the correct e-mail address when you log in later.



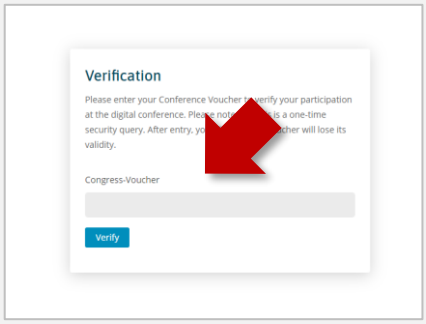
You have successfully verified your e-mail address. Open the congress website again and continue with point 3.



Error message: “You need to verify your Email address to activate your account.”

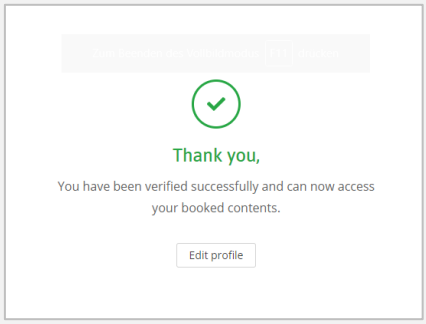
It is mandatory that you open the link you received after registration on the congress website. If this link has already run out, you can have it sent again here.

3 Connect your Conventus account with your bookings



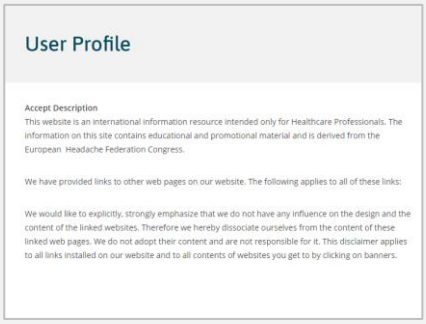
Use the congress access code from your e-mail now.

The congress access code links your bookings from the booking system to the congress platform. This request is only made during your first login.



Almost done!

Please edit your personal data in the last step. Please use **real data** - your colleagues, friends and certification authorities will be grateful.



Update your personal data.

Your User Profile is needed in several places. Please use **real data** - your colleagues, friends and certification authorities will be grateful.

Your Conventus team wishes you an exciting congress!

We recommend that you take a look at the "first steps", where you can update for example your profile for the visit within the industrial exhibition.