



# Tutorial

## How to Register Booth Staff for the European Microwave Week 2025

Before you start:

- Please note that you are registering your staff with personalized tickets and prepare information on each person
- System does not allow you to save your progress and continue later – therefore, please make sure to finish any registration you start. You are always able to register additional people
- It is advisable to import individual emails for each person, since this way they will be able to receive their personal registration confirmation as soon as the registration is completed
- In case you need to make name changes, we will gladly support you. Contact us under: [eumweek@mcon-mannheim.de](mailto:eumweek@mcon-mannheim.de)

## Step 1: Registration Website

Registration Website: <https://events.mcon-mannheim.de/frontend/index.php?sub=450>

Please click on **Register** to initiate the process





## Step 2: Exhibitor Registration

Please select **Exhibitor Registration** and start the registration process

Registration

Register Attendees or Exhibitors?

- Attendee Registration (delegates, visitors, volunteers, press)
- Exhibitor Registration (exhibitors must be registered with EXHIBITOR BADGES to access the exhibit hall floor. Once registered as an exhibitor, registrants can purchase additional conferences, workshops, and special events.)

[Start Registration Process](#)

## Step 3: Administrator Account

If you have an exhibitor administrator account from EuMW 2024 in Paris, you can log in to your existing account.

Otherwise, please create a new account using the **Create new exhibitor group administrator** field:

User authentication

Add new exhibitor administrator

Exhibitors must register all booth staff to the Exhibiting Company's badge order. (Exhibitor Group Administrators do not automatically receive a badge.)

[Create new exhibitor group administrator](#)



To save your login data, please make sure your browser accepts cookies.

Log in to your existing user account

If you have already created a user account for an exhibitor administrator, you may log in here. Please log in with your user information.

Username

Password (min. 10 characters, different character types)

[Forgot password or username?](#)

[Login](#)



If you create an account, please fill out the form and create a username and password for yourself.

It is best to enter the invoice address directly. As soon as you have finished the form, you can check the details again and click on **Continue**:

Registration

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Hello Ms. Herter

Please check the existing invoice address for your company's exhibitor registration. Click on "Continue" to add your staff.

Invoice address	Edit
Selina Herter Rosengartenplatz 2 68168 Mannheim Germany	

Fields marked with \* are required.

About - Privacy policy

Continue

## Step 4: Add Exhibitor Booth Staff

Use the „Add Exhibitor Booth Staff“ field to add a registration for each person individually.

The persons are then displayed one after the other:

Registration

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Exhibitor Overview

Exhibitors must be registered with EXHIBITOR BADGES to access the exhibit hall floor. Once registered as an exhibitor, registrants can purchase additional conferences, workshops, and special events.

Add Exhibitor Booth Staff

Fields marked with \* are required.



# EUROPEAN MICROWAVE WEEK 2025

SIX DAYS • THREE CONFERENCES • ONE EXHIBITION

JAARBEURS UTRECHT, THE NETHERLANDS  
**21 – 26 SEPTEMBER 2025**

Registration sponsored by: **AARONIA AG**  
WWW.AARONIA.DE  
Booth B026

If you want to register yourself you can use the option **Yes, use data of the administrator** or you can register someone else using the form:

Would you like to register for an Exhibitor Pass?

**Yes, use data of the administrator**      [No, I would like to add new data](#)

Form of address \*

Selection

Academic Title Prefix

*e.g. "Dr." or "Prof." but not degrees or similar*

First name \*

Last name \*

Email address \*

Please note that all fields that have a red star are mandatory.



## Step 5: Booking Exhibitor Passes

As soon as you have added a person, they will be displayed in the staff list.

Now you have to register each person as Booth Staff.

You do this by clicking the **Register Booth Staff** button:

Exhibitor Overview

Exhibitors must be registered with EXHIBITOR BADGES to access the exhibit hall floor. Once registered as an exhibitor, registrants can purchase additional conferences, workshops, and special events.

Add Exhibitor Booth Staff

Selina Herter Administrator

[Edit](#) [Remove](#)

Register Booth Staff

Fields marked with \* are required.

Then you will be asked to enter your Exhibitor code in the voucher field.

Exhibitor/Registration Code:

Register

**Exhibitor – Add the Exhibitor Code above** (your company's main contact can find the Exhibitor Registration Code on your booth space invoice and it starts with the letter "E".) and click the **"Register"** button.

After you click on **Register** you will see the following:

Select items for Selina Herter

Exhibition

> Exhibitor Badge

✓ Selected



## Step 6: Overview of Exhibitor Booth Staff

Exhibitor Registration is free of charge for EuMW 2025 Booth Staff. If you have selected everything correctly, you will be returned to the staff list.

There you will see the number of items you booked and the price per person – in the case of exhibitor badges it is free of charge.

Please repeat these steps for each person individually until each one of them in your list looks as follows:

### Exhibitor Overview

Exhibitors must be registered with EXHIBITOR BADGES to access the exhibit hall floor. Once registered as an exhibitor, registrants can purchase additional conferences, workshops, and special events.

Add Exhibitor Booth Staff

Exhibitor	
Selina Herter <small>Administrator</small> <a href="#">Edit</a> <a href="#">Remove</a>	1 Item selected 0.00 EUR <a href="#">Change selection</a>
Cosmo Bokkarius <a href="#">Edit</a> <a href="#">Remove</a>	1 Item selected 0.00 EUR <a href="#">Change selection</a>

Fields marked with \* are required.

free of charge [Complete Registration](#)

At this point you can click on **Complete Registration**



## Step 6: Registration Summary

You can see all the details again on the following page. You have to agree to the **Terms and Conditions** and the **Data protection regulations** by ticking the boxes. Click the **Finish Registration** button to complete the process.

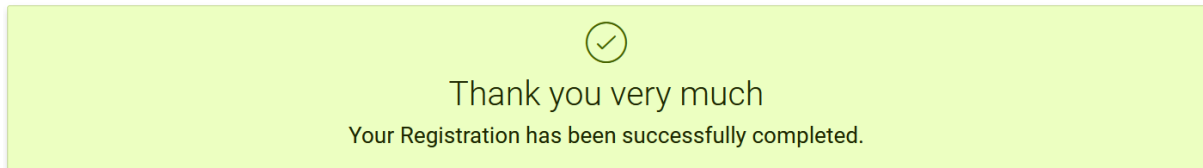
Registration summary

<b>Invoice address</b> <span>Edit</span>	
Selina Herter Rosengartenplatz 2 68168 Mannheim Germany	
<b>Exhibitor</b>	
Selina Herter <span>Administrator</span>	1 Item selected 0.00 EUR <span>Change selection</span>
Cosmo Bokkarius	1 Item selected 0.00 EUR <span>Change selection</span>
<b>Terms and Conditions</b>	
To complete your registration, you must read and agree to the <a href="#">terms and conditions</a> .	
<input checked="" type="checkbox"/> I have read and accepted the <a href="#">terms and conditions</a> *	
<b>Data protection regulations</b>	
Accept the <a href="#">privacy policy</a> .	
<input checked="" type="checkbox"/> I have read and accepted the <a href="#">privacy policy</a> *	
<a href="#">Back</a>	free of charge <span>Finish registration</span>



## Step 7: Registration Completed

When you see this screen you have successfully completed your registration. You can download your documents here at the end:



Please note the following:

- You will receive an email with your Registration confirmation. You can download your Registration documents here.



Once you are registered as an exhibitor, you have the option to upgrade your registration to attend the conferences, workshops, and forums. Each registered exhibitor will receive a confirmation email sent to the address provided during registration. This email includes all the information needed to access the event and instructions on how to upgrade your registration if desired.

All exhibitors, even those attending the conference, are required to wear an exhibitor badge to enter the exhibit hall floor at any time. This applies to everyone working at your booth, regardless of their attendee status.

## Step 8 (OPTIONAL): Registering Additional Exhibitor Staff

To register additional staff, you can log into your account here: <https://events.mcon-mannheim.de/frontend/index.php?sub=450>

### My Account

User: TEST.Brnovic

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[My Account](#)

[Document archive](#)

[Personal data](#)

[Log out](#)

Welcome to "My Account"

**Conference registration**

If you are an exhibitor, you can register additional booth staff here:

[Add Additional Booth Staff](#)

**Existing registrations**

*Mila Brnovic*  
If you want to add further items to your personal registration, please click **Add another item**.

[Add another item](#)

**Verifications**

[View and upload verifications](#)

**Documents**

Click on **Add Additional Booth Staff** and follow the previous steps.

### Registration

Register Attendees or Exhibitors?

Attendee Registration (delegates, visitors, volunteers, press)

Exhibitor Registration (exhibitors must be registered with EXHIBITOR BADGES to access the exhibit hall floor. Once registered as an exhibitor, registrants can purchase additional conferences, workshops, and special events.)

[Start Registration Process](#)

## Step 9 (OPTIONAL): Upgrade your own Ticket

To update your personal registration and book additional tickets for the conference, you can do so by logging in on the registration website and choosing **Add Another Item**

### My Account

User: TEST.Brnovic

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[My Account](#)

[Document archive](#)

[Personal data](#)

[Log out](#)

Welcome to "My Account"

**Conference registration**

If you are an exhibitor, you can register additional booth staff here:

[Add Additional Booth Staff](#)


Existing registrations

*Mila Brnovic*

If you want to add further items to your personal registration, please click **Add another item**.

[Add another item](#)

Verifications

 [View and upload verifications](#)

Documents



### Step 10 (OPTIONAL): Registration Upgrade for your Staff

Please note that you Exhibitor Staff can only upgrade their registration to a delegate themselves. Each registered person receives an email with their registration confirmation automatically. This email contains their username, that is automatically generated. With this username, they can retrieve their password and log in here: <https://events.mcon-mannheim.de/frontend/index.php?sub=450>

Once they have logged in, they should choose the option **Add another item**:

User: TEST.Brnovic

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[My Account](#)

[Document archive](#)

[Personal data](#)

[Log out](#)

### My Account

Welcome to "My Account"

**Conference registration**

If you are an exhibitor, you can register additional booth staff here:

[Add Additional Booth Staff](#)

Existing registrations

*Mila Brnovic*

If you want to add further items to your personal registration, please click **Add another item**.

[Add another item](#)

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 Booth B026

It takes them to this option, which allows them to make additional registration as delegate:

## Participant type ?

Exhibitor/Registration Code:

Register

**Exhibitor – Add the Exhibitor Code above** (your company's main contact can find the Exhibitor Registration Code on your booth space invoice and it starts with the letter "E".) and click the **"Register"** button.

- Delegate without membership/student/senior discount
- Delegate with EuMA / GAAS / IEEE membership  
*EuMA membership can be purchased during this registration*
- Senior delegate without membership discount  
*your 65th birthday is before the end of this year*
- Senior delegate with EuMA/GAAS/IEEE membership discount  
*Your 65th birthday is before the end of this year. EuMA membership can be purchased during this registration.*
- Student delegate without membership discount  
*Your 31st birthday is after the end of this year. In addition, you will be requested later to upload proof for full-time student enrollment (certificate or letter of PhD supervisor).*
- Student delegate with EuMA/GAAS/IEEE membership discount  
*Your 31st birthday is after the end of this year. In addition, you will be requested later to upload proof for full-time student enrollment (certificate or letter of PhD supervisor). EuMA membership can be purchased during this registration.*
- Visitor: access to the Exhibition ONLY (free of charge)
- Press

Start Registration Process