

## **Tutorial para registrarse como visitante en una feria.**

Bienvenido al tutorial de asistencia para el registro como visitante en una feria en Düsseldorf.

Antes de comenzar, por favor, lee detenidamente las instrucciones que te damos a continuación.

Es muy importante que recuerdes que:

- Es necesario, salvo en las ferias que permitan el acceso al público no profesional durante alguno de sus días de celebración, registrarse online para poder adquirir una entrada.
- El registro y la entrada profesional son **nominativos** y deben realizarse de **forma individualizada**.
- Se requerirá **una cuenta de correo electrónico diferente por cada visitante a registrar**.
- El pase profesional nominativo autoriza a su titular a utilizar libremente los medios de transporte público en los desplazamientos a la Feria y viceversa.
- Utiliza la página en inglés, pues las páginas en castellano solo disponen de contenidos mínimos.

Si necesitas cualquier aclaración adicional o te surgieran problemas durante el registro y/o la compra de entradas o catálogos, por favor, no dudes en ponerte en contacto con nosotros. Estaremos encantados de ayudarte.

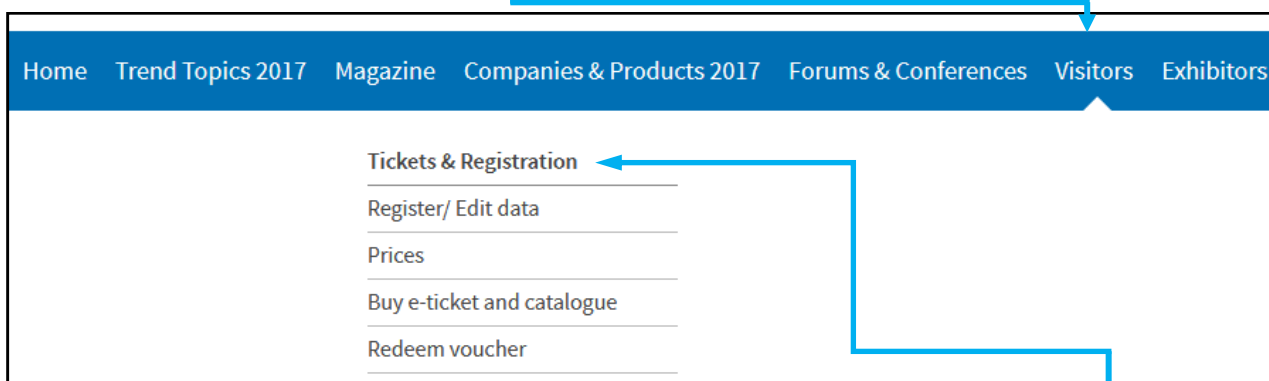
Esther Recuero Sánchez

EXPO-DÜSSELDORF ESPAÑA, S.L.  
Delegación en España de Messe Düsseldorf GmbH  
C/ Fernando Garrido, 6 - Local  
28015 Madrid  
Tel.: (0034) 915 944 586  
[ers@expodusseldorf.com](mailto:ers@expodusseldorf.com)

**Nota:** Este documento ha sido generado para ayudarte. Pueden aparecer variaciones con respecto a las páginas correspondientes a cada certamen.

## Tutorial para registrarse como visitante en una feria: Pasos a seguir.

1.- Seleccionar la pestaña de visitantes: **“Visitors”**.



2.- Acceder a Ticket Shop en la página de la Feria a visitar. Vendrá indicado como **“Tickets & Registration”**, **“Registration & Tickets”**, o algo similar.

3.- A continuación, seleccionar:

**“Register/Edit data”**, para registrarnos como nuevos visitantes.

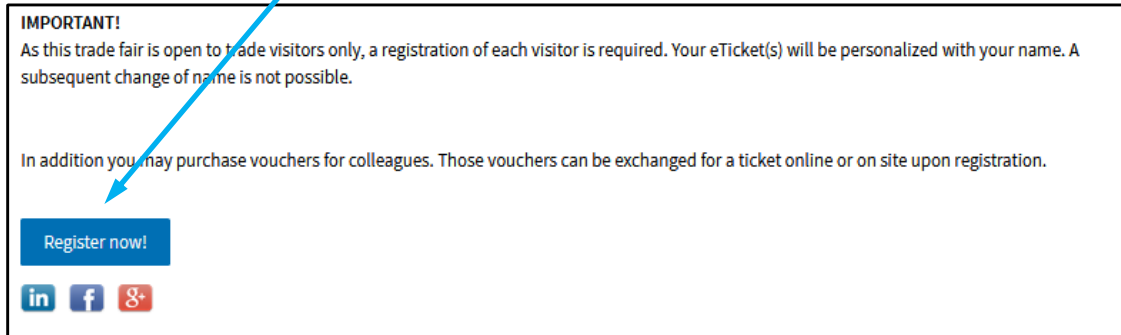
4.- Si hemos seleccionado **“Buy e-ticket and catalogue”**, es porque ya nos habíamos registrado con anterioridad. En este caso, tendremos 2 opciones:

1.- Entrar con nuestra dirección de e-mail y nuestro Password.

2.- Si hemos olvidado nuestro Password, indicarlo para que nos envíen un e-mail con un **enlace/link** para poder reactivarlo sin tener que volver a hacer el registro.

The image shows the 'Buy eTicket' page. At the top, there are navigation links: Buy eTickets and catalogues, Redeem voucher, Register, and Prices. The main heading is 'Buy eTicket'. Below the heading, there is a message: 'Please log in with your personal login data.' followed by an attention note: 'Attention: The username has been replaced by your e-mail address. Please log in with your e-mail address and password.' and a note: 'If you don't have a username and password, please register first.' There is an 'IMPORTANT!' section stating: 'As this trade fair is open to trade visitors only, a registration of each visitor is required. Your eTicket(s) will be personalized with your name. A subsequent change of name is not possible.' and another note: 'In addition you may purchase vouchers for colleagues. Those vouchers can be exchanged for a ticket online or on site upon registration.' There are two main sections: 'Login' and 'Forgotten your password?'. The 'Login' section has a 'register now:' button, social media icons (in, f, g+), and input fields for 'Email address:' and 'Password:'. The 'Forgotten your password?' section has an input field for 'Email address:' and a 'Request password' button. Blue arrows indicate the flow from the 'register now:' button to the 'Login' section and from the 'Request password' button to the 'Forgotten your password?' section.

5.- Si hemos seleccionado **“Register/Edit data”**, como vamos a visitar la feria por primera vez, tendremos que seleccionar después **“Register now!”**



**IMPORTANT!**  
As this trade fair is open to trade visitors only, a registration of each visitor is required. Your eTicket(s) will be personalized with your name. A subsequent change of name is not possible.

In addition you may purchase vouchers for colleagues. Those vouchers can be exchanged for a ticket online or on site upon registration.

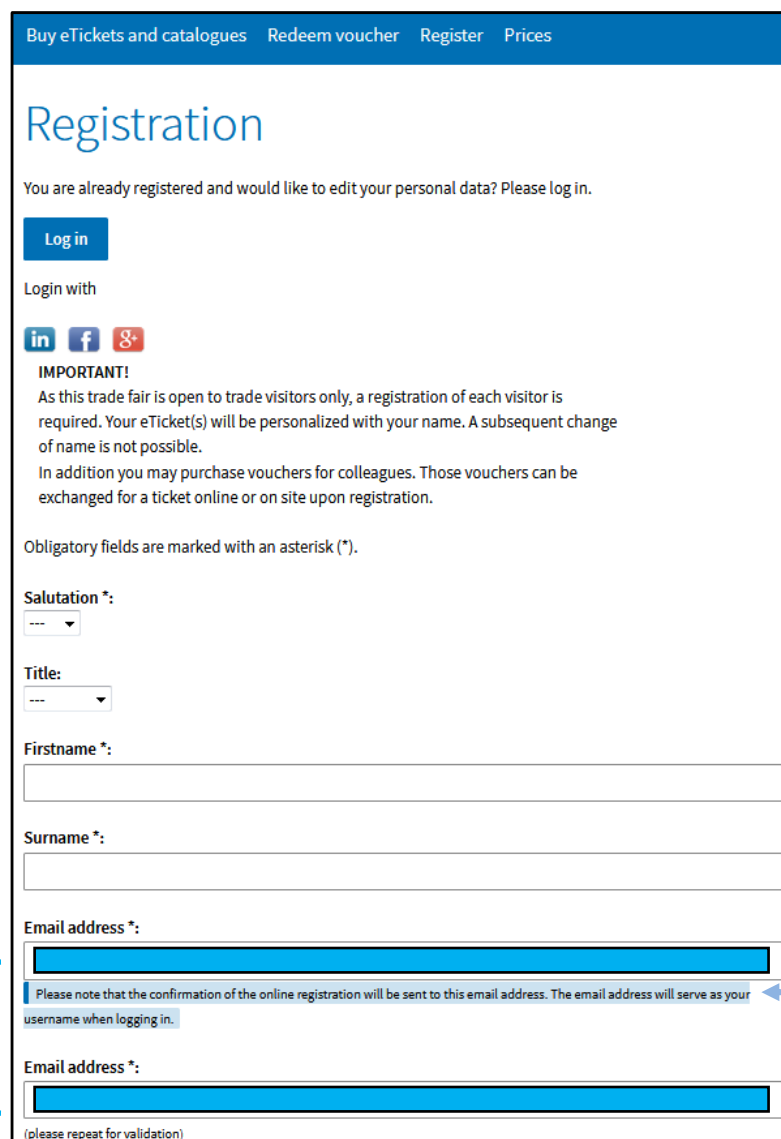
[Register now!](#)

[in](#) [f](#) [g+](#)

6.- Una vez seleccionado **“Register now”**, el sistema nos llevará al formulario para darse de alta en el registro de visitantes en el que habrá que completar los datos que nos solicitan, y en el que se deberá tener **especial atención** a la hora de cumplimentar el campo **“E-mail address”**.

**E-mail address:** Tiene que ser una dirección de e-mail que corresponda a cada persona. No debe ser una dirección general, como por ejemplo “info@...” / “comercial@...” , pues si se utiliza esa misma para el registro de otra persona, el sistema detecta que ya ha sido usada y no lo admitirá.

La confirmación del registro online, se enviará a esta dirección. La **“Email address”**, será tu **“Username”** cuando inicies la sesión.



Buy eTickets and catalogues Redeem voucher Register Prices

## Registration

You are already registered and would like to edit your personal data? Please log in.

[Log in](#)

Login with

[in](#) [f](#) [g+](#)

**IMPORTANT!**  
As this trade fair is open to trade visitors only, a registration of each visitor is required. Your eTicket(s) will be personalized with your name. A subsequent change of name is not possible.  
In addition you may purchase vouchers for colleagues. Those vouchers can be exchanged for a ticket online or on site upon registration.

Obligatory fields are marked with an asterisk (\*).

Salutation \*:  
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Title:  
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Firstname \*:

Surname \*:

Email address \*:

Please note that the confirmation of the online registration will be sent to this email address. The email address will serve as your username when logging in.

Email address \*:

(please repeat for validation)

**Company \*:**

**Country \*:**

**ZIP \*:**

**City \*:**

**Street, Number \*:**

**Newsletter:**

**Yes, I want to subscribe to the weekly MEDICA Newsletter.**

**Branch/Occupational Sector \***

- Hospital
- Medical Care Center
- Surgery
- Surgery for physiotherapy, ergotherapy, speech therapy
- Specialized Medical Trade
- Hospital Operator
- Cost Bearer/Health and Care Insurances/Private Health Insurances
- Industry
- Buying Group
- Research/Science
- University/High School/Technical College
- Services
- Public Authorities
- Associations/Organisations

**Position \***

- Practising Physician/Surgeon in the Sector
- Chief Physician
- Senior Physician
- Assistant Physician
- Managing Director/Business Manager/Manager
- Divisional Leader, Department Leader/Group Manager
- Head of Nursing
- Freelancer
- Employee/Officer
- Lecturer/Teacher
- Skilled Labourer
- Pupil/Student/Trainee

**Task Area \***

- Practising Physician/Surgeon in the Sector
- Speech Therapist/Alternative Practitioner/Ergotherapy/Physiotherapy
- Medical Assistance (Assistant Medical Technician, Pharmaceutical Technical Assistant, Physician Assistant)
- Care
- Laboratory
- Management Board/General Management/Plant Management
- Administration/Organisation
- Manufacturing/Production
- Research/Development/Science
- Purchasing/Sourcing
- Technical Service/Maintenance
- Information Technology/Communication Technology
- Marketing/Sales/Advertising/Public Relations
- Logistics/Distribution/Storage/Supply
- Finance/Controlling/Accounting

**What is your area of medical expertise?**

- General Medicine
- Alternative Medicine
- Anaesthesiology
- Angiology
- Ophthalmology
- Surgery
- Dermatology
- Endocrinology
- Nutrition Medicine
- Gastroenterology
- Geriatric Medicine
- Gynaekology
- Otolaryngology
- Infectiology
- Innere Medizin
- Intensive Medicine
- Cardiology
- Laboratory Medicine
- Nephrology
- Neurosurgery
- Neurology
- Nuclear Medicine
- Onkology
- Orthopaedy
- Paediatry
- Palliative Medicine
- Pathology
- Physical Medicine
- Pneumology
- Psychiatry
- Radiology
- Emergency Medicine
- Sports Medicine
- Accident Surgery
- Urology
- Others

**Are you interested in visiting the following events during MEDICA?**

\* A separate eTicket is required for this conference.

\*\* A separate registration is required for this event: <http://www.beta-publishing.com/veranstaltungen/dimimed-duesseldorf>

- MEDICA CONNECTED HEALTHCARE FORUM
- MEDICA HEALTH IT FORUM
- MEDICA LABMED FORUM
- MEDICA ECON FORUM by TK
- MEDICA TECH FORUM
- MEDICA WOUND CARE FORUM
- T5 CAREER FORUM
  
- MEDICA ACADEMY \*
- MEDICA MEDICINE + SPORTS CONFERENCE \*
- MEDICA PHYSIO CONFERENCE \*
- German Hospital Conference \*
- EUROPEAN HOSPITAL CONFERENCE \*
- International Conference on Disaster and Military Medicine \*\*
  
- COMPAMED HIGH-TECH FORUM by IVAM
- COMPAMED SUPPLIERS FORUM by DeviceMed

I have read the [privacy provisions note](#).

Register

**No olvides marcar**

(\*) Recuerda deshabilitar el bloqueo o el inhibidor de páginas emergentes en tu navegador

7.- Una vez completada esta página de registro, recibirás, en tu "Email address", un e-mail similar este:


### Please acknowledge your registration

Dear Mr.

thank you for your registration to

**[Acknowledge your registration!](#)**

Add an entry for to your personal calendar:



We are looking forward to seeing you!

Your Team

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Legal disclaimer



Messe Düsseldorf GmbH  
Messeplatz, Stockumer Kirchstr. 61  
40474 Düsseldorf, Germany



Phone: +49 (0)211 / 4560-01  
Fax: +49 (0)211 / 4560-668  
[www.messe-duesseldorf.de](http://www.messe-duesseldorf.de)  
[info@messe-duesseldorf.de](mailto:info@messe-duesseldorf.de)

County Court Düsseldorf HRB 63

Board of Managing Directors: Werner M. Dornscheidt (Chairman), Hans Werner Reinhard,  
Joachim Schäfer, Bernhard Stempfle

Chairman of Supervisory Board: Mayor Thomas Geisel



A través del **enlace/link** que nos hacen llegar en esta comunicación, podremos confirmar el registro y crear nuestro propio **Password**.

8.- Una vez confirmado y completado, indicando tu **E-mail address** y tu **Password**, que crearás tú mismo, y después seleccionando **“Login”**, podrás acceder a la compra de la entrada y/o del catálogo:

The screenshot shows the 'Buy eTicket' login page. At the top, there is a navigation bar with links: 'Buy eTickets and catalogues', 'Redeem voucher', 'Register', and 'Prices'. The main heading is 'Buy eTicket'. Below it, there is a message: 'Please log in with your personal login data.' An attention note states: 'Attention: The username has been replaced by your e-mail address. Please log in with your e-mail address and password.' A note says: 'If you don't have a username and password, please register first.' An important notice reads: 'IMPORTANT! As this trade fair is open to trade visitors only, a registration of each visitor is required. Your eTicket(s) will be personalized with your name. A subsequent change of name is not possible.' Another note mentions: 'In addition you may purchase vouchers for colleagues. Those vouchers can be exchanged for a ticket online or on site upon registration.' There is a 'Register now!' button and social media icons for LinkedIn, Facebook, and Google+. The 'Login' section has an 'Email address:' label and a text input field. Below it is a 'Password:' label and a text input field. A 'Login' button is at the bottom left. To the right, there is a 'Forgotten your password?' link, a sub-label 'Enter your email address and we will send you a link to create a new password.', an 'Email address:' label, and a text input field. A 'Request password' button is at the bottom right. A blue arrow points from the 'Login' button to the text above it. A red arrow points from the 'Password' input field to the 'Login' button. A blue arrow points from the 'Email address' input field to the 'Login' button.

Si necesitas ayuda con las compras o los canjes, por favor, consulta nuestros tutoriales de ayuda: **“Tutorial para canjear un voucher”** y **“Tutorial comprar entrada, voucher o catálogo en una feria o parking en Caravan Salon”**.