



19TH EUROPEAN CONFERENCE ON ANTENNAS & PROPAGATION

STOCKHOLM

30 MARCH – 4 APRIL 2025

EXHIBITORS AND SPONSORS SERVICES

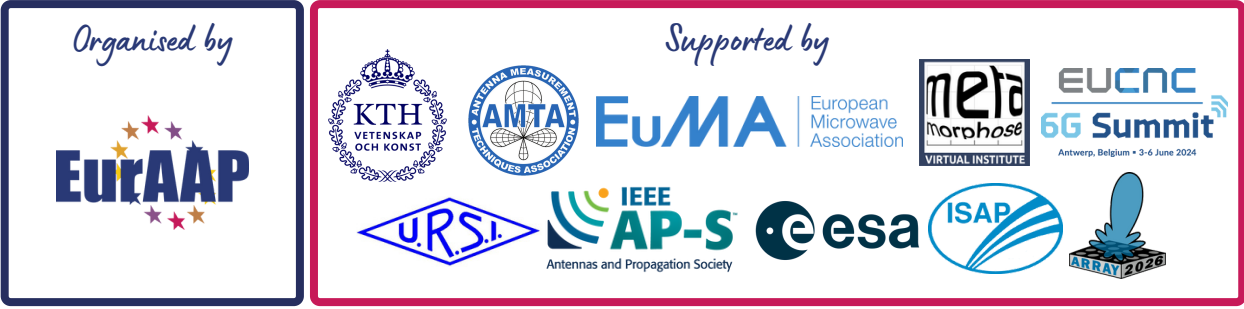
EUCAP TOOL - REGISTER THE STAFF

GUIDELINES

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The ‘REGISTER THE STAFF’ SERVICE

This guide outlines the ‘Register the Staff’ service available to Exhibitors & Sponsors and provides instructions on how to use it.

CONTENT

1 ACCESS TO SERVICES	2
2 THE ‘REGISTER THE STAFF’ SERVICE	3
2.1. How the ‘Register the Staff’ Access Works	3
2.2. Types of codes	4
2.3. How to Distribute the Codes for Use	5
3 CODE FOR FREE GUEST ACCESS	7
3.1. How to Distribute the Codes for Use	7

CONTACT INFO

Technical Secretariat

Exhibition-Sponsors@eucap2025.org



1 Access to services

Exhibitors and Sponsors (E&S) can access this service by setting up an email and a Password.

The contact person listed on the Booking Form for each E&S will have received an email confirming the company's registration in the EUCAP system. The login email is indicated in the email.

For GDPR compliance, the password must be created using the "Forgot Password" option in the 'Log in' page and will remain known only to the company.

Steps to access E&S company services page:

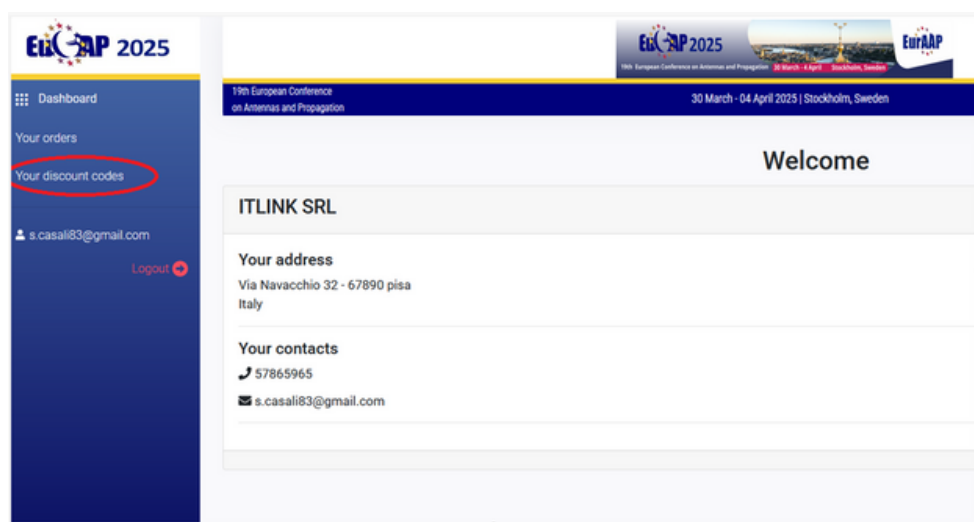
- Open your Internet browser and navigate to <https://eucaptool.eucap2025.org>
- Log in by entering your email and password in the designated fields
- Once logged in, you will be directed to the Services Page, where you can view the services available to Exhibitors and Sponsors

2 The “Register the Staff” service





The ‘Register the Staff’ service enables Exhibitors and Sponsors to register individuals for their booth by using the discount codes provided via email, which can also be found in the ‘Your Discount Codes’ section on the Company Services page.

2.1. How the ‘Register the Staff’ Access Works

- Login to Company Services page (see section 1)
- Click on ‘Your Discount Codes’ in the menu located on the left side of the page



- A list of your codes will be displayed

Your discount codes			
From this page you could review and send your available discount codes to your company team.			
pag. 1 / 1 (1-4 di 4 elementi)			
*Code	Description	Associated fees	
 Send 2ITL232		Exhibitor Delegate	
 Send 8ITLXFREE	Exhibition Visitor free	Free Exhibition Visitors Onsite	
 Send STANDP2023		Exhibitor Stand Personnel	
 Send StandPfreeIT		Exhibitor Stand Personnel	

The sections visible in the list of codes from left to right are the following:

- A 'send' button: to send the code via email
- Code: code labels
- Description: code description (if any)
- Associated fees: the EuCAP2025 registration type associated to that specific code

2.2. Types of codes

Each Company can receive a maximum of 4 codes.

1) The code consisting of an initial number, the company's acronym, and the number 25, serves as the access code for the 'Exhibitor Delegate' fee. The Exhibitor Delegate fee is a complimentary pass valid for 5 days, granting access to all conference areas. It allows the registration of up to two papers and provides access to the sessions.

- The initial number indicates the number of times the code is valid, determining how many times it can be used. Cumulative registrations are not allowed; each individual must register separately using the code
- The company name abbreviation makes the code unique to that company
- The number 25 represents the year of the EuCAP edition

If one or more tickets for the Wednesday Conference Dinner are included in the purchased package, these complimentary tickets are part of the code, allowing those who use it to register for the Conference Dinner at no cost.

2) The code "StandP25" is associated with the "Exhibitor Stand Personnel" fee, which grants access only to the exhibition area. This code allows unlimited registration of personnel for the booth at a cost of 150 euros per day, with a maximum duration of 4 days. Cumulative registrations are not allowed; each person must register individually using the code.

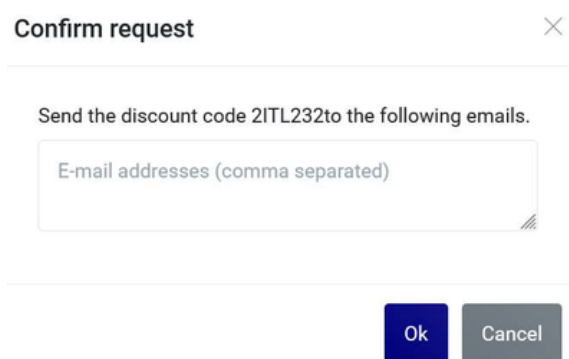
3) The code consisting of an initial number, the acronym "StandPfree" and the company's initials, serves as the access code for the "Exhibitor Stand Personnel" fee. This code allows you to register one or more individuals for your booth free of charge, for a maximum of 4 days.

- The initial number indicates the number of times the code is valid, determining how many times it can be used. Cumulative registrations are not allowed; each individual must register separately using the code
- The acronym "StandPfree" indicates that it is associated with the free Exhibitor Stand Personnel fee
- The number 25 represents the year of the EuCAP edition

2.3. How to Distribute the Codes for Use

The steps are the following:

- Click on the 'Send' button and a pop-up will open



Confirm request

Send the discount code 2ITL232to the following emails.

E-mail addresses (comma separated)

Ok Cancel

- Enter the email addresses of the individuals you wish to send the code to. The email addresses should be separated by commas, and the number of addresses depends on how many times the code can be used.

The recipients of the code will receive an email with a 'Register to EUCAP' button, which contains a link for direct access to the EUCAP 2025 registration. The system will automatically enter the code sent in the appropriate field, allowing the user to register and benefit from the discount included in the code.

The email will also contain the following useful information:

HOW TO MAKE YOUR REGISTRATION

Click on the link

- you will be redirected to the first page of the EuCAP2025 registration
- fill in your profile data
- the code for your registration will already be entered in the "Discount code" box
- continue with registration by selecting the entry fee and any other items you wish to purchase
- complete the registration

You will receive a registration confirmation email.

You will be able to collect your badge on site

3 Code for free guest access

Along with the codes for registering staff at the stand and at the conference, you will find an additional code that provides free access to the Exhibition.

The code, made up of the acronym "EXFREE" and 2025, serves as the access code for the "One Day Exhibition Free Entrance" fee. This code allows you to invite one or more people to your booth free of charge for one day, valid between Tuesday, April 1, and Wednesday, April 2.

- Cumulative registrations are not allowed; each person must register individually using the code.
- The acronym "EXFREE" indicates that it is associated with the "One Day Exhibition Free Entrance" fee.
- "2025" refers to the EuCAP conference edition.

3.1. How to Distribute the Codes for Use

1) Using the EuCAP2025 tool:

- Click the 'Send' button, and a pop-up will appear.

Confirm request ×

Send the discount code 2ITL232to the following emails.

Ok

Cancel

- Enter the email addresses of the recipients you wish to send the code to, separated by commas.

The recipients of the code will receive an email containing a "Register to EUCAP" button with a link for direct access to the EUCAP2025 registration. The system will automatically populate the appropriate field with the sent code, allowing users to register and benefit from the discount included in the code.

The email will also contain the following useful information:

HOW TO MAKE YOUR REGISTRATION

Click on the link

- you will be redirected to the first page of the EuCAP2025 registration
- fill in your profile data
- the code for your registration will already be entered in the "Discount code" box
- continue with registration by selecting the entry fee and any other items you wish to purchase
- complete the registration

You will receive a registration confirmation email.

You will be able to collect your badge on site

2) In a separate, personalized email to the person you wish to invite:

Please contact registration@eucap2025.org to request a special link. This link will provide the recipient with direct access to the first page of the registration, with the code automatically entered in the "Discount Code" field.