ICOH 2027: A User Guide

A step-by-step guide to Registration & Abstract Submission

Part 1: Account Registration

A step-by-step guide to creating your account.

Step 1 & 2: Start Registration

Step 1: Visit Website

- · Go to the official website: https://icoh2027.in
- · On the top navigation bar, hover on the 'Register' tab.
- · Click on 'Schedule of Fees' to begin.

Step 2: Select Country

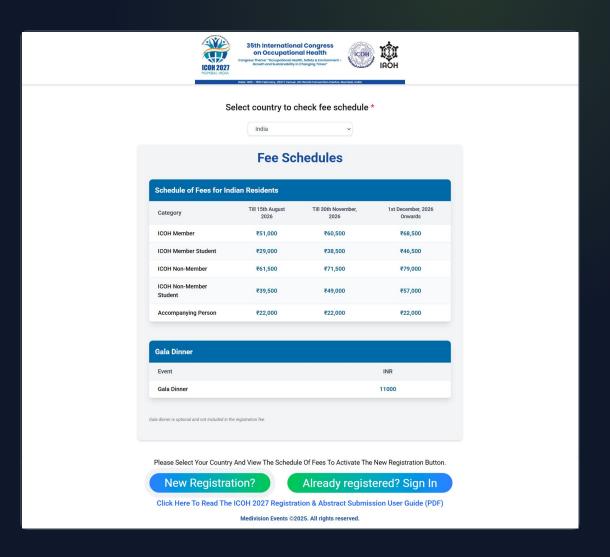
- You will be redirected to the registration portal.
- Click the 'Select a country' dropdown menu to view your fees.



Step 3: View Fees & Register

Step 3: Begin Registration

- · After selecting your country, the Fee Schedules will appear.
- · The 'New Registration' button will become active.
- · Click this button to go to the registration form.
- · If you are a registered user, click 'Already registered? Sign In'.



Step 4: Complete the Form

Step 4: Fill in Your Details

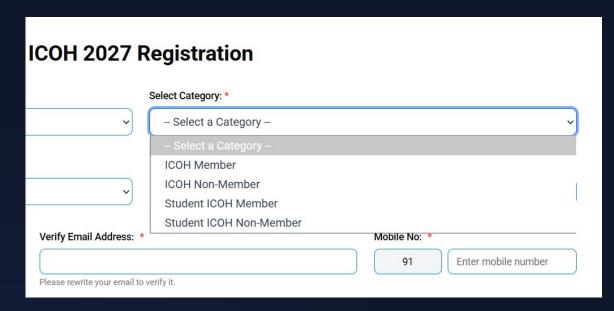
- · Fill in all mandatory fields marked with a red asterisk (*).
- · This includes Personal, Professional, and Address details.
- · Create a secure password (8-12 chars, upper, lower, number, special).
- · Check the box to accept the Terms & Conditions.
- · Click 'Submit' to create your account.





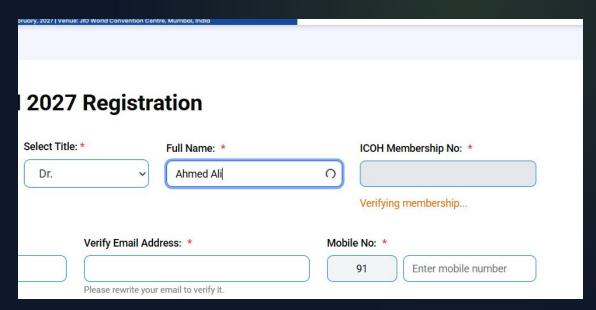
Select Country: *	Select Category: *			Membership Type	
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Select Title: *		Full Name: *			
- Select a Title -	Ç) (
Email: *	Verify Email Address	: *	Mol	bile No: *	
				91	Enter mobile number
	Please rewrite your emai	il to verify it.			
Select Gender: *		Select an Age Group: *			
- Select a Gender	~	– Select an Age Group –			~
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Select a Profession Address: City: Postal Code/Zip Code: Company Name: Password: * Password: * I acknowledge that I have read and understood to a company of the code.	letter, one lowercase letter, one number, and one he Terms and Conditions and the ICOH PI	Select State: Select a State Company/Individual GST Num Confirm Password: *	- Select a Medi		
— Select a Profession — Address: City: Postal Code/Zip Code: Company Name: Password: * Password must have at least 8 - 12 characters, one uppercase appeals character.	letter, one lowercase letter, one number, and one the Terms and Conditions and the ICOH P. II be handled in accordance with the Privacy	Select State: Select a State Company/Individual GST Num Confirm Password: *	- Select a Medi		

Step 4 (Details): Member Verification



Select Your Category

When selecting your 'Category', choosing 'ICOH Member' or 'Student ICOH Member' will require to verify their ICOH Membership Number.

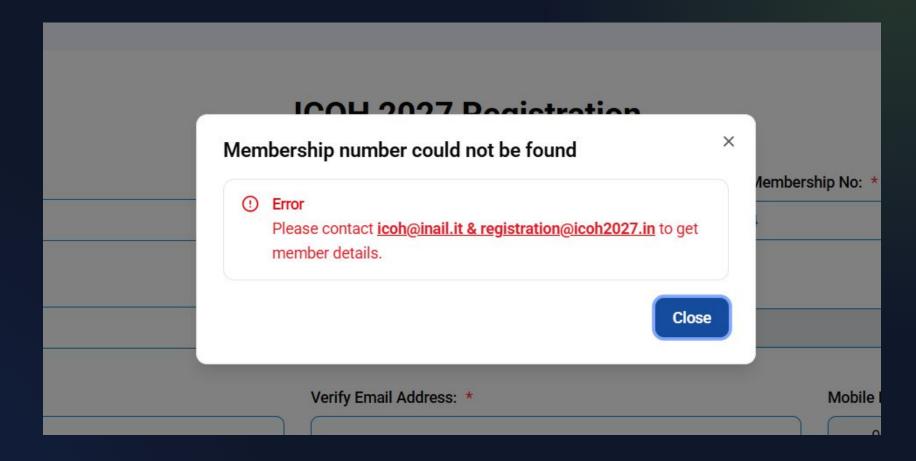


Membership Verification

Enter your exact official Name (First/Last) as recorded in the ICOH database into the search field. Membership Number Auto-Fills if the name matches the ICOH database exactly. Membership is verified instantly.

Important Note on Loading: After entering your name, please wait for the system to check the database. A round loading animation will appear on the left while verification is in progress.

Step 5 (Details): Member Error



If your name isn't found, this error will appear. Click 'Close' and email your query to icoh@inail.it & registration@icoh2027.in for assistance.

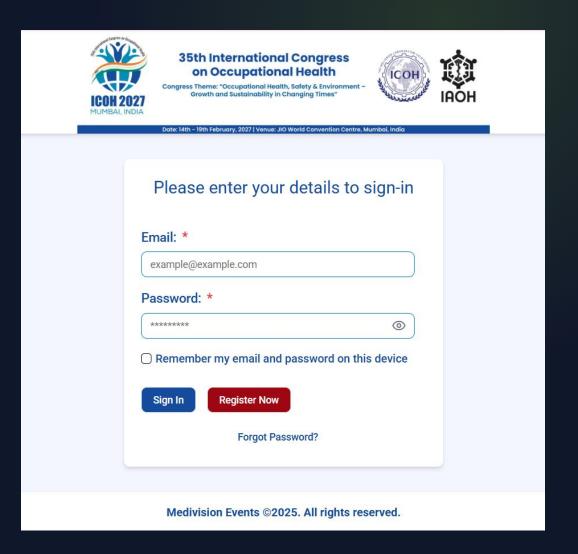
Step 6: Sign In

Step 5: Access Your Account

- This page is for already registered delegates or those who created an account for submission.
- Enter your registered Email and Password.
- Click 'Sign In' to access your dashboard to make payments or submit abstracts.

Direct Link to Sign in Page:

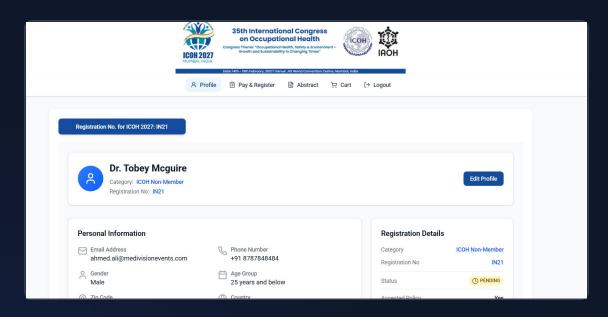
https://reg.medivisionevents.com/icoh2027/account/sign-ir



Part 2: Payment & Abstracts

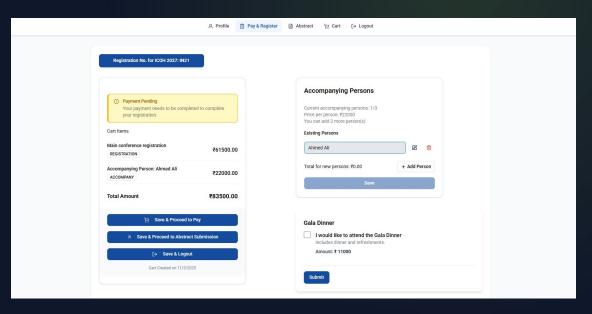
How to pay your fees and submit your work.

Step 6 & 7: Dashboard & Payment



Step 6: Your Dashboard

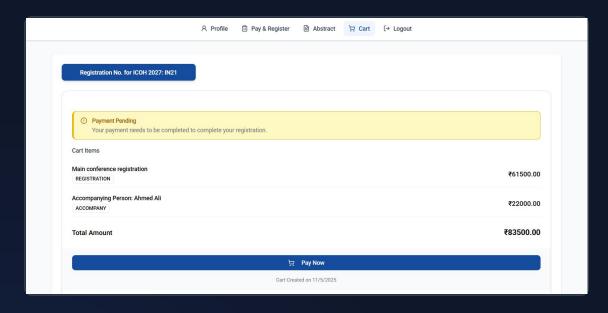
This is your profile hub. You can edit your profile or use the tabs to navigate. Note that M-Badge and Certificate tabs are 'Coming Soon'.



Step 7: Pay & Register Tab

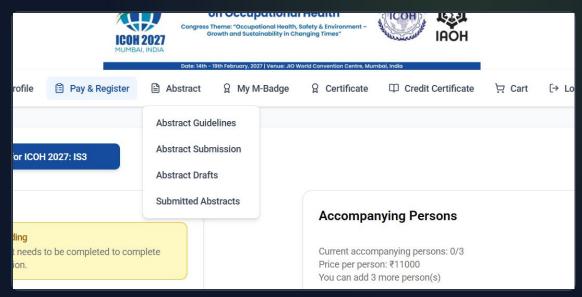
Click 'Pay & Register' to select options like the 'Gala Dinner'. Click 'Save & Proceed to Pay'.

Step 7 (Cart) & 8 (Abstracts)



Step 7: Checkout from Cart

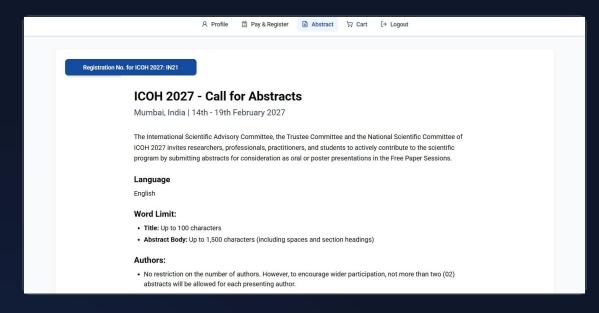
After proceeding, the 'Cart' tab will show your items. Review the total and click 'Pay Now' to be redirected to the secure payment gateway.



Step 8: Abstract Menu

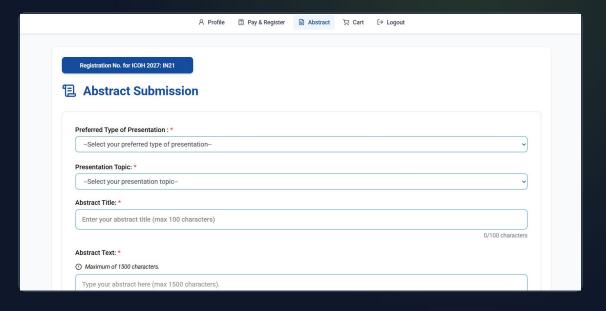
Clicking the 'Abstract' tab reveals the submission options: Guidelines, Abstract Submission, Abstract Drafts, and Submitted Abstracts.

Step 8 & 9: Guidelines & Submission



Step 8: Review Guidelines

First, click 'Abstract Guidelines' to review all rules, sub-themes, and formatting requirements before you begin writing.



Step 9: Submission Form

Click 'Abstract Submission'. Fill in all fields: Type, Topic, Title (max 100 characters), and Text (max 1500 characters). Add co-authors at the bottom.

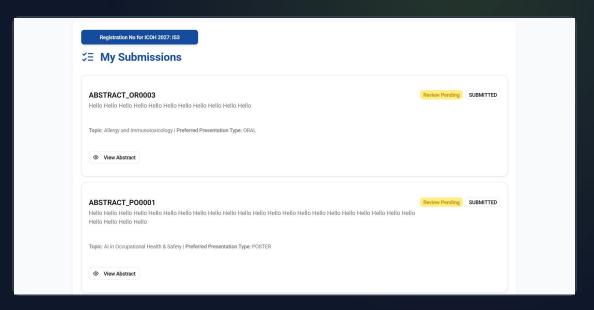
Please Note - To ensure diverse participation and a comprehensive program, a maximum of two (2) abstracts per registered presenter will be considered. The final decision regarding abstract acceptance and the assigned format of presentation rests solely with the Scientific Committee.

Step 10 & 11: Drafts & Final Tracking



Step 10: Save as Draft

You can 'Save as Draft' on the form. Access it later from the 'Abstract Drafts' page to Edit, Delete, or permanently 'Submit'.



Step 11: Track Submissions

After submission, your abstract is final. Track its status (e.g., 'Review Pending') on the 'My Submissions' page.

Guide Complete

Thank you. You are now ready to register and submit.