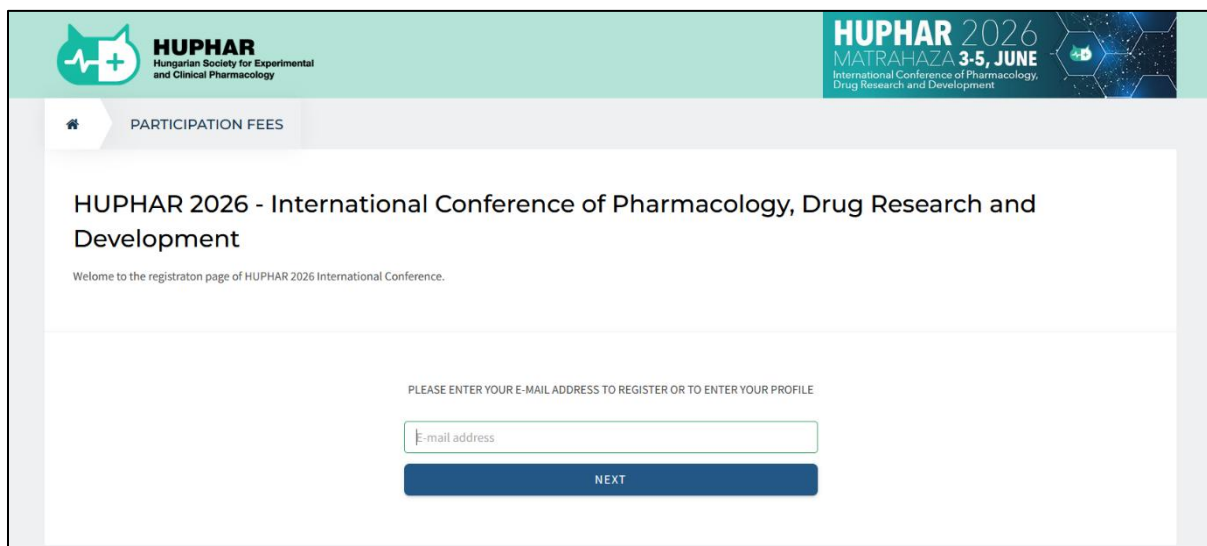


Guide to the HUPHAR2026 Conference Online Registration System

The registration system can be accessed by clicking [HERE](#).

Steps for registering as a user

1. Please enter your e-mail address in the E-mail address field.



The screenshot shows the registration page for HUPHAR 2026. The header includes the HUPHAR logo (Hungarian Society for Experimental and Clinical Pharmacology) and the event details: HUPHAR 2026 MATRAHAZA 3-5, JUNE, International Conference of Pharmacology, Drug Research and Development. The main content area is titled 'PARTICIPATION FEES' and contains the text 'HUPHAR 2026 - International Conference of Pharmacology, Drug Research and Development' and 'Welcome to the registration page of HUPHAR 2026 International Conference.' Below this, there is a prompt: 'PLEASE ENTER YOUR E-MAIL ADDRESS TO REGISTER OR TO ENTER YOUR PROFILE'. A text input field labeled 'E-mail address' is provided, followed by a blue 'NEXT' button.

2. Open the e-mail sent to the address you provided and click on the link inside. Please also check your spam folder.



- Fill in the required information on the interface. Fields marked with a star are mandatory.
Accept the General Terms and Conditions and the General Data Management Information, then click 'Send'.

Registration

You are logged in for the first time with the given e-mail address, please enter your user details! Fields marked with an asterisk are required.

E-mail address*
doragyurina@gmail.com

I would like to submit a presentation

Title First name* Last name*

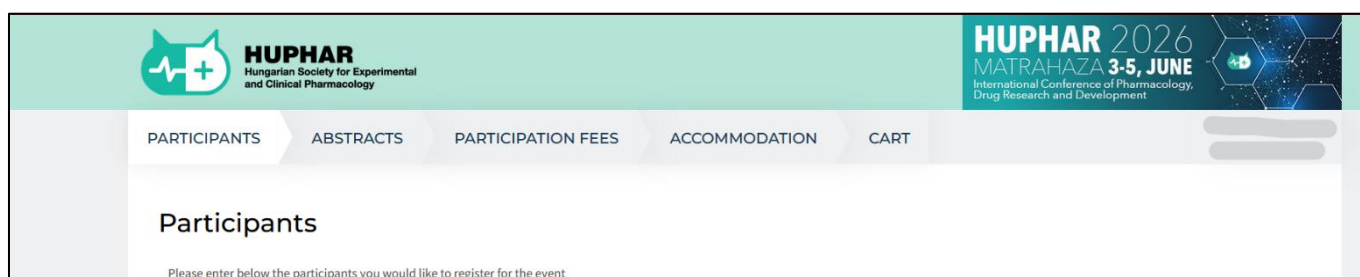
Company/Institution*

I have read and accept the [General Terms and Conditions](#) * I have read and understand the [General Data Management information](#) *

From this point on, you are a registered user of the online system, which entitles you to register one or more participants.
Your user account can be used for future events organized by ALTAGRA; however, participants must be added separately for each event.

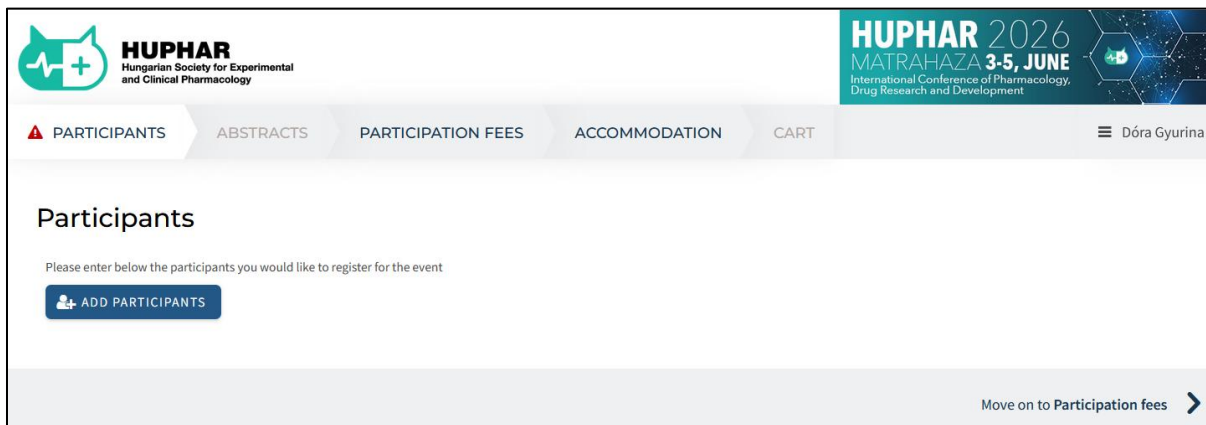
Steps for adding participant(s)

The main menu items related to registration are displayed in a horizontal row at the top of the interface. Clicking on these gives access to the respective sections.

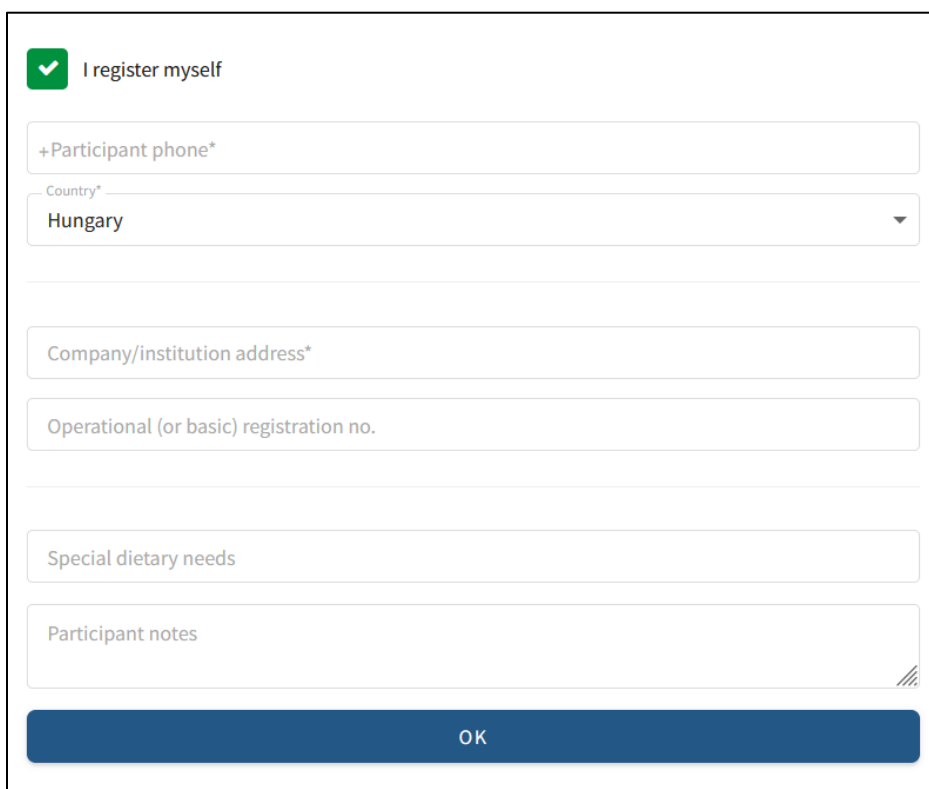


If a red triangle with an exclamation mark appears next to a menu item, it indicates that something is missing or requires completion in that section.

4. Select **“Participants”** and click **“Add participants”**. If you wish to register yourself, check the box **“I register myself”**. Enter the required data and click **‘OK’**.



The screenshot shows the HUPHAR 2026 website interface. The header includes the HUPHAR logo (Hungarian Society for Experimental and Clinical Pharmacology) and the event details: HUPHAR 2026 MATRAHAZA 3-5, JUNE, International Conference of Pharmacology, Drug Research and Development. The navigation menu has tabs for PARTICIPANTS, ABSTRACTS, PARTICIPATION FEES, ACCOMMODATION, and CART. The user's name, Dóra Gyurina, is displayed in the top right. The main content area is titled 'Participants' and contains the instruction: 'Please enter below the participants you would like to register for the event'. Below this is a blue button labeled '+ ADD PARTICIPANTS'. At the bottom right, there is a link to 'Move on to Participation fees' with a right-pointing arrow.



The screenshot shows a registration form with the following fields and options:

- I register myself
- +Participant phone*
- Country*
Hungary
- Company/institution address*
- Operational (or basic) registration no.
- Special dietary needs
- Participant notes
- OK

If you are registering someone else, fill in the pop-up window with the participant's data. Follow the same procedure if you want to register additional participants besides yourself.

Add participant ✕

I will enter the details of the participant later

Participant E-mail*

Title Participant first name* Participant last name*

+Participant phone*

Country*
Hungary

Company/institution address*

Operational (or basic) registration no.

Special dietary needs

Participant notes

OK

5. Submitting an abstract: Under the **“Abstracts”** menu, you can upload one or more abstracts.

In the description you will find the abstract formatting requirements (downloadable document), a sample abstract, the submission deadline and other important information.

If you wish to submit an abstract, click **“Upload new abstract”**.

Abstract submission

Please indicate below if you wish to submit an abstract. **Deadline for submission of abstracts: 17th March 2026.**

Each registered participant have the opportunity to submit multiple abstracts. You can download the [Abstract format requirements](#) and a [sample abstract](#). Please ensure that your abstracts comply with the formatting requirements and upload them accordingly.

[YOUNG RESEARCHERS' ORAL and POSTER PRESENTATION COMPETITION:](#)

You can find detailed information about the competition at the [conference website](#). Please indicate your participation status during abstract submission by selecting the appropriate option.


Session contributed-speakers who have already been assigned to specific sessions are also required to upload their abstracts through this platform. Please select the title of the session in which you are participating as a contributed-speaker.

The data and content of the uploaded abstract can be modified until it is finalized by clicking the submit button. After submission, no further modifications are possible.

I would like to submit a presentation

Abstracts

You do not yet have an uploaded presentation abstract. Click on the "Upload new abstract" button to create a new abstract!

 **+ UPLOAD NEW ABSTRACT**

If you do **not** wish to submit an abstract, remove the checkmark next to **“I would like to submit a presentation”**.

When the window appears, please fill in the required fields. Choose the abstract type (Oral / Poster), select the topic and enter the title.

Please upload the file in Word format (.doc or .docx), then provide the authors and keywords.

Participants without a PhD degree can indicate whether they wish to take part in the Young Researchers' Oral and Poster Presentation Competition. If you do not wish to participate, the corresponding option must also be selected.

After confirming that your abstract meets the formatting requirements, click "Save". If you wish to edit the document later, click the pencil icon.


When the abstract is final, click "**Submit abstract**".

Upload new abstract ✕

Presenter*
Gyurina Dóra

Presentation type* Oral **Topic*** Pharmacovigilance

Title*

Attached file*
File uploaded 

Authors* + ADD AUTHOR

Keywords
+ Add keyword

I declare that the abstract I have submitted meets the requirements necessary for submission.

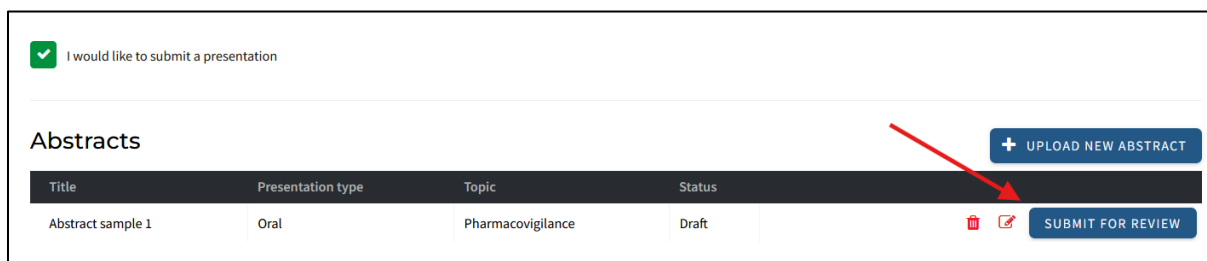
I wish to participate in the Young Researchers' Oral and Poster Presentation Competition (PhD Student or PhD Candidate)

I do not wish to participate in the Young Researchers' Oral and Poster Presentation Competition (Postdoctoral Researcher)

SAVE

Please ensure that the abstract status is **“submitted for review”**.

Simply saving the abstract is **not sufficient**, it must be submitted. After submission, the abstract can no longer be modified.



I would like to submit a presentation

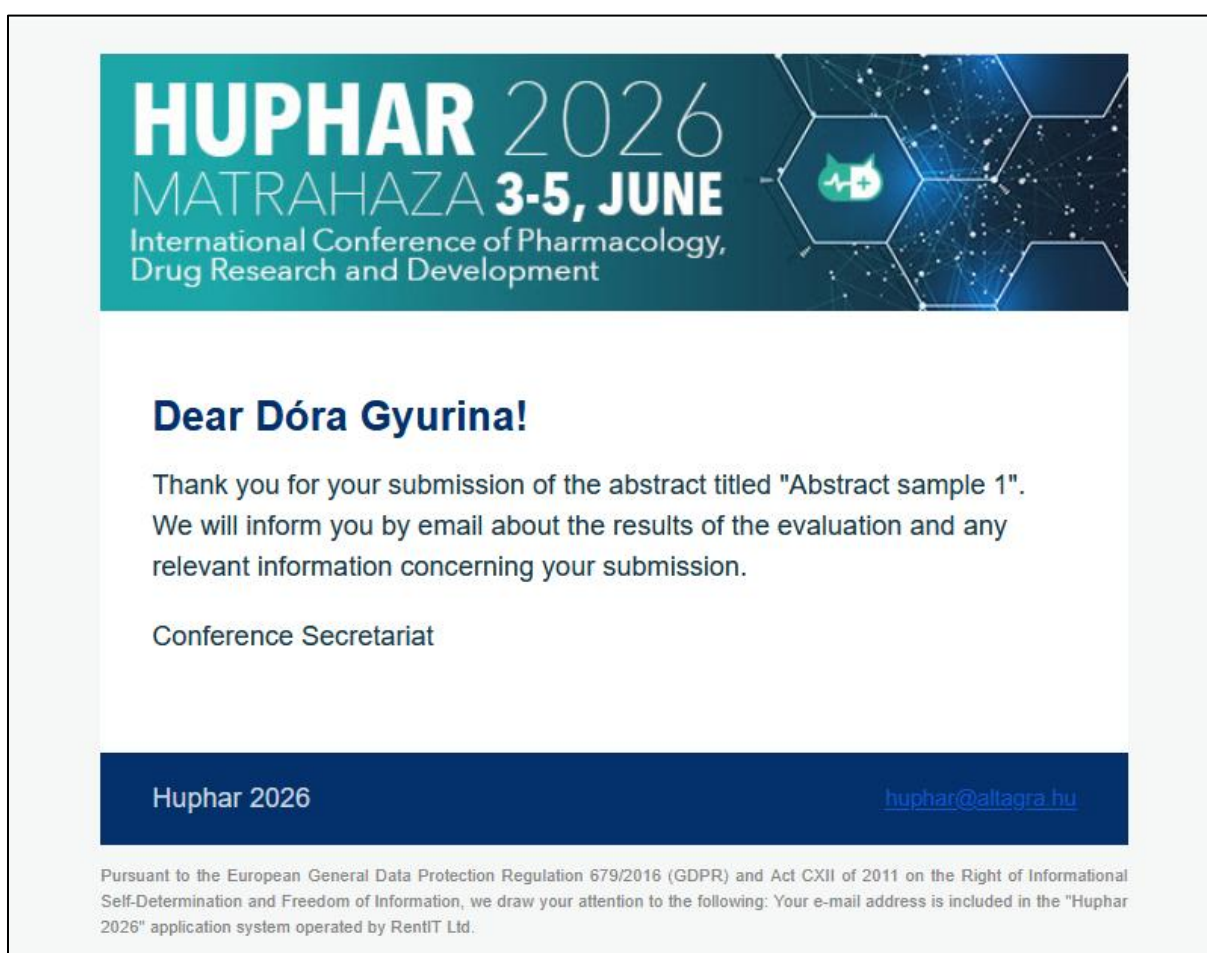
Abstracts

Title	Presentation type	Topic	Status
Abstract sample 1	Oral	Pharmacovigilance	Draft

[+ UPLOAD NEW ABSTRACT](#)

[SUBMIT FOR REVIEW](#)

A confirmation e-mail will be sent once your abstract has been successfully submitted.



HUPHAR 2026
 MATRAHAZA 3-5, JUNE
 International Conference of Pharmacology,
 Drug Research and Development

Dear Dóra Gyurina!

Thank you for your submission of the abstract titled "Abstract sample 1".
 We will inform you by email about the results of the evaluation and any
 relevant information concerning your submission.

Conference Secretariat

Huphar 2026 huphar@allagra.hu

Pursuant to the European General Data Protection Regulation 679/2016 (GDPR) and Act CXII of 2011 on the Right of Informational Self-Determination and Freedom of Information, we draw your attention to the following: Your e-mail address is included in the "Huphar 2026" application system operated by RentIT Ltd.

6. Participation fees

We kindly wish to inform you that items placed in your cart do not count as a completed order.

Click **“Choose the registration fee”** to select the appropriate registration fee(s) for the participant(s).

PARTICIPANTS ABSTRACTS ▲ PARTICIPATION FEES ACCOMMODATION CART Dóra Gyurina

Participation fees

Please select below your participation fee. If you are registering multiple participants, please select the appropriate participation fee for each of the participants.

Participant	Selected
Dóra Gyurina (user) doragyurina@gmail.com	<input type="checkbox"/>

[CHOOSE THE REGISTRATION FEE](#)

Participation fees until 17 March, 2026

Participation fee for HUPHAR MEMBERS until 17 March, 2026

The participation fee includes the following services:

- participation in the scientific sessions
- an electronic volume of the abstracts of the conference presentations
- coffee breaks on the 3 conference days
- lunches on the 3 conference days
- dinner on 3rd June Wednesday
- dinner on 4th June Thursday

Prices include VAT of 21.26%.

HUF 127 000

Participation fee for NON-MEMBERS until 17 March, 2026

The participation fee includes the following services:

- participation in the scientific sessions
- an electronic volume of the abstracts of the conference presentations
- coffee breaks on the 3 conference days
- lunches on the 3 conference days
- dinner on 3rd June Wednesday
- dinner on 4th June Thursday

Prices include VAT of 21.26%.

HUF 141 732

Participation fee for PhD STUDENTS until 17 March, 2026

HUPHAR has established a highly discounted registration fee for PhD students, which can be applied under the following conditions:

- active MFT (HUPHAR) membership
- submission of an oral or poster presentation by the given deadline
- written proof of PhD student status, to be sent to the conference secretariat at: huphar@altagra.hu

The participation fee includes participation in the scientific sessions, an electronic volume of the abstracts of the conference presentations, coffee breaks on the 3 conference days, lunches on the 3 conference days, dinner on 3rd June Wednesday, dinner on 4th June Thursday, VAT of 21.26%.

HUF 101 600

If you have registered several participants and want to assign the same registration category to more than one of them, click the grey card at the bottom and check the participants to whom the selected fee should apply.

For example: after clicking "Participation fee for HUPHAR MEMBERS until 17 March 2026", a window will appear listing the participants registered by you. Check the box next to their names to assign the selected registration category.

Participation fee for HUPHAR MEMBERS until 17 March, 2026 ✕

The participation fee includes the following services:

- participation in the scientific sessions
- an electronic volume of the abstracts of the conference presentations
- coffee breaks on the 3 conference days
- lunches on the 3 conference days
- dinner on 3rd June Wednesday
- dinner on 4th June Thursday

Prices include VAT of 21.26%.

Gross price: HUF 127 000

Please select the participants you would like to purchase tickets for.

<input checked="" type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Próba Reg1
probareg@probareg.hu

Próba Reg2
probareg2@probareg.hu

Select all participants

OK

7. Accommodation booking

We want to inform you that selecting accommodation and placing them in your cart does not count as a completed reservation.

Accommodation can be booked under the **“Accommodation”** menu.

A key change compared to the previous system is that **you must select the hotel and room type for each night separately.**

If you have registered multiple participants, you can book accommodation for each of them by clicking **“Select accommodation”**.

Accommodation

If you want to book accommodation, please select below. Prices shown are gross prices, breakfast is included in the price.
Please note that you need to indicate your request SEPARATELY for EACH NIGHT!
 If you would like to book accommodation for a pre- or post-conference night as well, please send your request to the conference secretariat at huphar@altagra.hu.
 The selected accommodation placed in your cart will ONLY be guaranteed once the order is finalized (after filling in the billing details and submitting the order).
Items in the cart are not reserved!

Participant	03/06/2026	04/06/2026
Dóra Gyurina (user) doragyurina@gmail.com		

For the HUPHAR2026 conference, accommodation is offered at three locations:

- Hotel Ózon
- Lifestyle Hotel
- MTA Guesthouse

More information about the hotels and room types is available by clicking the **red “i”** icon next to the images.



Hotel Ozon & Luxury Villas****superior

H-3233 Gyöngyös Ózon street 1.



Luxury Villa - for 3 people

HUF 118230/night



Superior double room

HUF 77070/night



Superior single room

HUF 61215/night

Information on booking a single room

If you would like to book a single room, select the “Single room” option at the chosen accommodation. Please remember that you need to book each of the two nights separately — selecting it once is not sufficient. (**Important:** *We want to inform you that selecting accommodation and placing them in your cart does not count as a completed reservation.*)

Select accommodation ✕

03/06/2026 - Dóra Gyurina (user)

I don't need accommodation

I have an invitation code

Hotel Ozon & Luxury Villas****superior -
Luxury Villa - for 3 people
HUF 118230/night

Hotel Ozon & Luxury Villas****superior -
Superior double room
HUF 77070/night

Hotel Ozon & Luxury Villas****superior -
Superior single room
HUF 61215/night

Lifestyle Hotel Mátra - Standard double
room
HUF 67620/night

Information on double and triple rooms booking

If you select a **double room** or **triple villa**, a pop-up window will allow you to add a roommate. You may select:

- a participant registered by you
- a participant **not** registered by you
- a **non-participant** (e.g., family member)

If you have registered multiple participants, after selecting a double or triple room, a drop-down list with their names will automatically appear.

The same list also allows you to choose the option to share the room with a participant not registered by you.

In this case, another pop-up window will prompt you to enter the roommate's name and e-mail address.

This person will receive a booking code.

You can also select the **non-participant** option (e.g., family member).

When sharing with a registered participant, cost sharing is the default setting.

Please indicate this only if you intend to cover your roommate's fee as well („I will also cover the costs of my invited roommate”). The roommate will receive the invitation code via e-mail and must enter it when booking.

The system will then automatically link them to the room you reserved.

You can also see this code and revoke the invitation if necessary (the code then becomes invalid).

For non-registered participants, cost sharing is not available.





Important: the accommodation will only be ordered after both parties have entered their billing information, the pro forma invoice has been issued, and the accommodation cost has been paid by the deadline indicated.

8. Cart and billing

By clicking **“Cart”**, you will find the items placed into your cart and can enter billing details.

If any item is missing for any participant (e.g., no registration fee selected), a red triangle with an exclamation mark will appear next to their name. Missing items must be completed before billing information can be entered.

Gyurina Dóra (user)

-  Participation fee for HUPHAR MEMBERS until 17 March, 2026 (Added by organiser) HUF 127 000 
-  Hotel Ozon & Luxury Villas****superior - Superior single room - 04/06/2026 HUF 61 215 

▲ Próba Próba

▲ Missing ticket
 Before finalising your order, please select a participation fee for each of your participants on the 'Tickets' page!
 The following participants have incomplete ticket requests: Próba Próba

Total gross in cart:
HUF 188 215

As in the previous system, **invoice splitting** is possible.



To place certain items on a separate invoice, click **“Split items into separate invoices”**.

A pop-up window will appear where you can select which items should be included on one invoice.


Split items into separate invoices ✕

Select the items you want to be settled on separate invoice by another cost bearer

Gyurina Dóra (user)

-  Participation fee for HUPHAR MEMBERS until 17 March, 2026 HUF 127 000
-  Hotel Ozon & Luxury Villas****superior - Superior single room - 04/06/2026 HUF 61 215

Próba Próba

-  Participation fee for PhD STUDENTS until 17 March, 2026 HUF 101 600

CONFIRM

Once done, click **“Finalize order”** to complete the order. Here you can enter the required billing data. For institutions/companies, please do not forget to provide the tax

number (the field appears when something other than “private person” is selected). Providing a PO number is optional and only necessary if your institution requires it. Important: for invoice splitting, you must know **all** billing information in advance.

Sub-invoice #2 - Bank transfer (pro-forma invoice will be sent) - TESZT

1 item(s) · Amount due: HUF 80 000 net + VAT (gross: HUF 101 600)

Billing information

Billing name*
Próba számlázás

Private person
 Hungarian VAT subject
 Group VAT subject

EU VAT subject
 Other / outside the EU

VAT no.*
10591060-2-44

Zip code*
1123

City*
Budapest

Address*
Xy Utca

PO number

Payment contact

The proforma / invoice will be sent to the following address:

Billing contact name*

Billing contact E-mail*
 Billing contact phone

After reviewing the cancellation policy and data protection information, tick the confirmation boxes and click **“Place Order”**.

Payment contact

The proforma / invoice will be sent to the following address:

Billing contact name*

Billing contact E-mail*
 Billing contact phone

I have read, accept and forwarded the **Cancellation conditions** to all of my registered participants (if applicable).

I have read, understand and forwarded the **Data protection information of the event** to all of my registered participants (if applicable).

PLACE ORDER

The system will not generate the pro forma invoice(s) until all items in the cart have complete billing information. If you get stuck at this step, remove any items for which you do not yet have billing details.

Items will not be ordered until billing information is entered—this also applies to accommodation. It is therefore recommended to add items to the cart **only when you already have the billing details**.


The pro forma invoice can be paid by **bank transfer**, as in the previous system. It will be sent via e-mail to the billing contact and can also be downloaded from the system.

Successful order ✕

Sub-invoice #1

Thank you for your order


The pro-forma invoice has been sent to the billing contact e-mail address. The pro-forma invoice can also be downloaded below:

 [D-HUP-82](#)

Sub-invoice #2

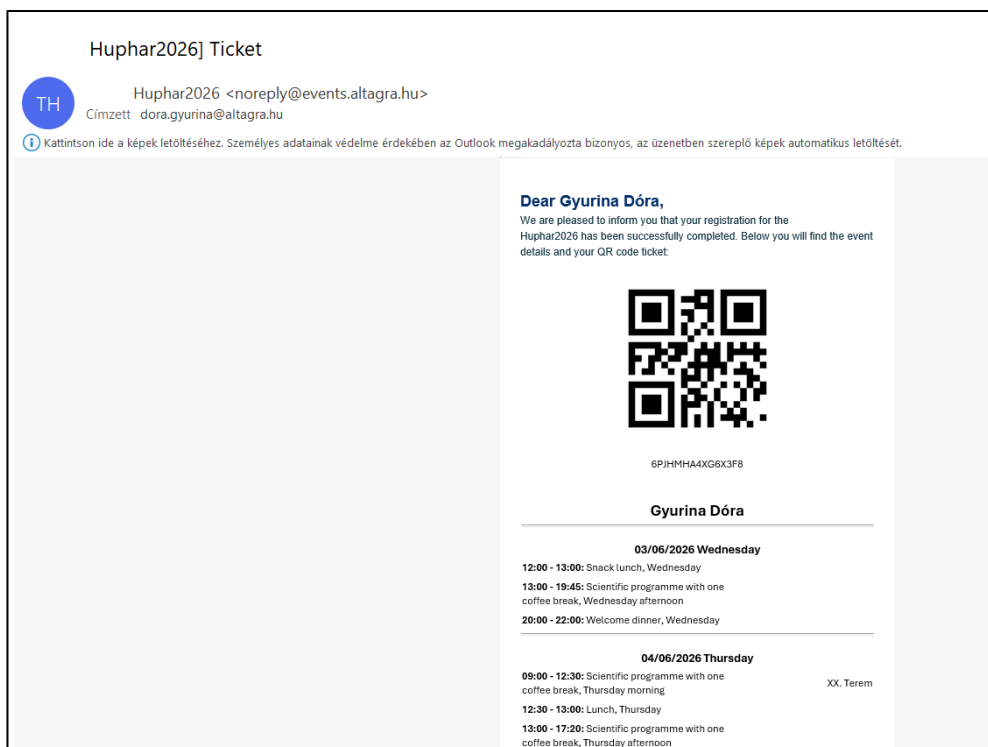
Thank you for your order

The pro-forma invoice has been sent to the billing contact e-mail address. The pro-forma invoice can also be downloaded below:

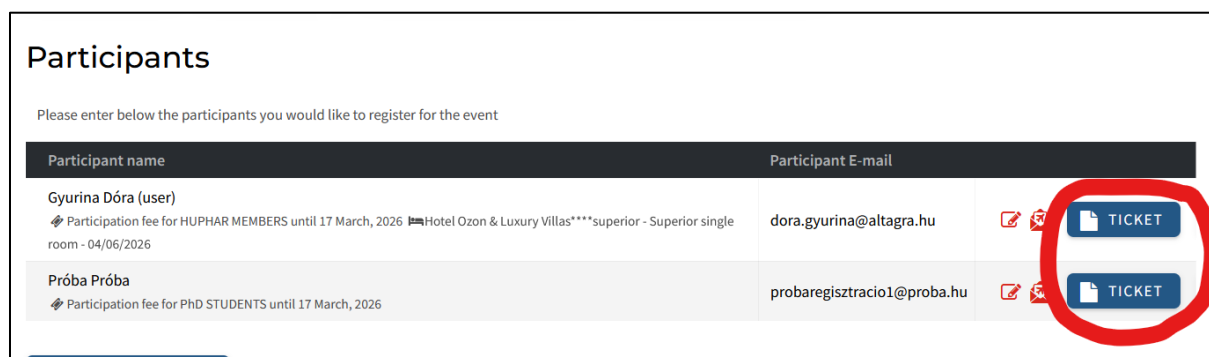
 [D-HUP-83](#)

9. Once the payment has been received, the system will automatically send the participant's **ticket** to their e-mail address, and the **invoice** to the billing contact.

Please save this e-mail, as the ticket will be required for on-site registration and for conference meals. Tickets will also be resent to all participants a few days before the event.



The ticket can also be downloaded directly from the online registration system by clicking the 'Ticket' button



Contact

If you have any questions during the registration process, please contact the HUPHAR2026 Conference Secretariat:

E-mail: huphar@altagra.hu