

# GAZELLE TIPS

## How to complete your Connectathon contract



Start here

### Pre-requisites

- All your systems are registered in Gazelle Test Management for the current testing session.
- Participants are registered as well

### You have the green light

No warning like "Missing information for generating contract" is display: You're all set. Download the contract, sign it and send it to [office@ihe-europe.net](mailto:office@ihe-europe.net) AND [technical.manager@ihe-europe.net](mailto:technical.manager@ihe-europe.net).

### Possible showstoppers

#### Missing dependencies for one or more systems

One or more actors you have selected have grouping requirements that are not met. Access the "Profiles/Actors" tab of the system (edit mode) and click on [Missing Dependencies Check Result](#)

#### The mailing address is missing for the organization

Add it from [Registration > Manage organization > Mailing address](#).

#### Missing address for Financial contacts

Add it from [Registration > Manage organization > Billing address](#).

#### Missing Technical Contacts or Missing Marketing Contacts

You shall add one or several contacts and set what are their scopes. Add a contact from [Registration > Manage contacts](#). Then click on 'Add a contact'. Creating a contact does not create a Gazelle account for that person.

### Provide more details

A **purchase order number** can be defined so that it will be printed on the invoice. You can add it from [Registration > Manage organization information > Billing address section](#)

From this same place you can enter your **VAT number**.

### Early bird discount

Early birds will get a **500€ discount** per system. We need to receive your contract by **March, 19th** to apply the discount. As a consequence, the due amount printed on the contract does not reflect the discount. As soon as we acknowledge the receipt of your contract, we update your info in Gazelle and you will see the new amount.



If you still have questions or issues, you are welcome to write to [technical.manager@ihe-europe.net](mailto:technical.manager@ihe-europe.net) to get support.