
9th Congress of the International Pediatric Transplant Association (IPTA 2017)

HOW TO REGISTER GUIDE

For Registration inquiries contact Eugenia 'Kena' Siu at info@ipta2017.org

How to Register Guide - <https://cm.ipta2017.org>



9th Congress of the
International Pediatric Transplant Association
BARCELONA, SPAIN | May 27–30, 2017 | www.ipta2017.org

Login Page

IMPORTANT: We recommend that you use one of the following browsers: Google Chrome, Firefox and Safari, to avoid experiencing problems.

You must have a user account in order to register.

Login to your account

Email Address

Password

Login

Create an account
If you don't have an account, click here to create one

Forget your Password ?
click here to reset your password

Forgot your Email Address ?

Returning user login (use only if you have previously created a user account)

Click here (only once) to retrieve your password if forgotten. An email will be sent to you, please be patient. Make sure to check your junk mail folder

Click here to Create a new user account

If you already have a user account but cannot remember the email address you used, please do NOT create a new account. Send us a request at info@ipta2017.org

Create a Profile

In order to create an account, you will need to complete the 3 Steps containing profile information.

Step 1: Account information – Name, Email, Password, Country and Membership information.

Step 2: Professional information – Profession, Credentials, Degrees, Gender, Areas of Interest.

Step 3: Contact information – Job Title, Department, Institution, Mailing Address, City, State, Country, Phone, Assistant Information.

Review: Once the 3 steps above are completed, you will have the chance to review the information and make modifications in 'My Profile' module.

Your Dashboard

Step 1 – My Profile

To make modifications to your profile



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DASHBOARD | LOGOUT

HOME



My Profile



Change my Password



My Abstracts



Student Validation



Alternate Billing Address



Register for conference



Young Investigator Scientific
Award

Step 2 – Student Validation

To submit Student/Fellow and Trainee proof of status

Step 3 – Alternate Billing Address

To use a different billing address such as Organization or University

Step 4 – Register for Conference

To register for the Congress and the Post-Graduate Courses

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Page 1 – Click on Register for Conference

1. Select your billing address, profile or custom

2. To modify your custom billing address click here. Make sure to check the circle

4. Select your Dietary Restrictions

To add additional billing information such as VAT, etc.

3. Enter your Emergency contact information (mandatory)

5. Click the Green button to continue

Profile

How your name will appear on the invoice?

Use my Profile information. Use a Custom Billing Address

Profile Information

Miss Tefi R. Smith III
Royal Victoria Hospital
2005 Sherbrooke St.

Montreal
Québec
Canada
H2L 3L5

Custom Billing Address

Royal Victoria Hospital
1001 Boulevard Décarie

Montreal
Québec
Canada
H4A 3J1
You can modify it [here](#)

Dietary Restrictions

We cannot guarantee the availability of these requests

Allergy - Peanuts / Nuts Allergy - Shellfish
 Dairy-free Gluten-free
 Halal Kosher
 Low sodium Organic
 Vegan Vegetarian

Other restrictions or special requests

Please enter any additional information required for your accounts payable

VAT 123456

Emergency Contact Name *

John Smith

Emergency Contact number *

+1 514 852 9632

SAVE AND NEXT STEP **SAVE AND STAY** **CLOSE**



Page 2 – Select your Registration Category

Meetings Dashboard / My Registration / Meetings

1. Registration inclusions and extra information. Please read carefully

CONGRESS REGISTRATION

- **Congress Registration (Aug 19-23, 2016) Includes:** All Congress Sessions, Congress Material, Opening Ceremony & Welcome Reception, Exhibition Area, Coffee Breaks and Delegate Bag.
- **Notes:**
 - Congress fees do NOT include any meals.
 - Post-Graduate Course (PGC) can be selected as an add on for Congress registrants on the next step
- For those only wishing to attend the PGC: **Post-Graduate Course Registration ONLY (Aug 18-19, 2016) Includes:** All Post-Graduate Course Sessions, Program book and Coffee Breaks.

<input checked="" type="radio"/> Member - Early Bird Fee	\$800.00
To register for the reduced member fee, you must be a full active member of TTS, HKST and/or Thai TS	
<input type="radio"/> Student/Fellow/Trainee Member - Early Bird Fee	\$150.00
Students/Fellow/Trainee MUST state the name of the Institution where they are studying or working on their online Registration Form. As well, they are required to submit an official letter on their Institution's letterhead or photocopy of their 2015-2016 student/license ID. Please scan or fax the proof to the TTS Secretariat at info@tts2016.org or +1-514-874-1716. <u>Registration will not be confirmed without receipt of this documentation.</u>	
<input type="radio"/> Allied Health Professional Member - Early Bird Fee	\$200.00
To register for the reduced member fee, you must be a full active member of TTS, HKST and/or Thai TS	
Allied Health Professional MUST state the name of the Institution where they are working on their online Registration Form. As well, they are required to submit an official letter on their Institution's letterhead. Please scan or fax the proof to the TTS Secretariat at info@tts2016.org or +1-514-874-1716. <u>receipt of this documentation.</u>	
<input type="radio"/> Post Graduate Course Only - Early Bird/Standard Fee	
If you wish to attend the Post Graduate Course only, chose this option.	

BACK SAVE AND NEXT STEP SAVE AND STAY CLOSE

3. Click the Green button to continue. Click the 'Back' button to go to the previous page

2. Select the category that applies to you. **Note:** System will show you the Member or Non-Member fees according to the info you provided when creating your user account



Page 3 – Select Pre-Meetings

Pre Meetings Dashboard / My Registration / Pre Meetings

1. Registration inclusions and extra information. Please read carefully.

POST GRADUATE COURSE (PGC) REGISTRATION
PGC Registration Includes: All Post-Graduate Course Sessions, Program book and Coffee Breaks.
The Course takes place on Thursday, August 18 and Friday, August 19, 2016.
As a Congress registrant you might want to purchase the Two-Day PGC or only one day, either Thursday or Friday. Please select from below:

<input type="checkbox"/> Post Graduate Course - Early Bird/Standard Fee	\$200.00
<input type="checkbox"/> Post Graduate Course for Students - Early Bird/Standard Fee	\$150.00
<input type="checkbox"/> Post-Graduate Course Thursday Only - Early Bird/Standard Fee	
<input type="checkbox"/> Post-Graduate Course Friday Only - Early Bird/Standard Fee	

2. Click the Green button to continue. Click the 'Back' button to go to the previous page

BACK SAVE AND NEXT STEP SAVE AND STAY CLOSE

Page 4 – Select Social Events, if applicable

Social Events

Dashboard / My Registration / Social Events

Please select any social events you wish to attend

0	Opening Ceremony & Welcome Reception	\$0.00
One (1) ticket to the Opening Ceremony & Welcome Reception is included in your registration fees. Please confirm your attendance by clicking on the drop down number menu. Date & Time: Friday, August 19, 2016 (17:30 - 20:00)		
0	Opening Ceremony & Welcome Reception for Guest	
One (1) ticket to the Opening Ceremony & Welcome Reception is included in your registration fees. If you have also selected to pay a ticket for this guest. If you wish to purchase additional tickets, please indicate the number of tickets on the drop down number menu. Date & Time: Friday, August 19, 2016 (17:30 - 20:00)		
0	Congress Networking Event	\$100.00
Please indicate the number of tickets you wish to buy on the drop down number menu. The cost is \$100 USD per person. Date & Time: Monday, August 22, 2016 (19:30 - 22:30)		

BACK SAVE AND NEXT STEP SAVE AND STAY CLOSE

1. Click on drop down menus to select the number of tickets you need for each social event

2. Click the Green button to continue. Click the 'Back' button to go to the previous page



Page 5 – Registration Summary

Summary

Dashboard / My Registration / Summary

1. Review all information

	Item	Quantity	Price	Total
Modify	Member - Early Bird Fee	1	\$800.00	\$800.00
Modify	Post Graduate Course - Early Bird/Standard Fee	1	\$200.00	\$200.00
Modify	Accompanying Person (John Smith)	1	\$150.00	\$150.00
Modify	Opening Ceremony & Welcome Reception	1	\$0.00	\$0.00
Modify	Congress Networking Event	2	\$100.00	\$200.00
Total:				\$1,350.00
Paid:				\$0.00
Balance:				\$1,350.00

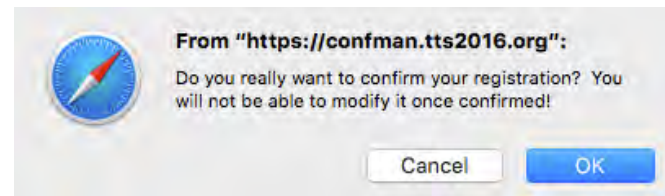
To change your registration products click on 'Modify' or 'Edit my Registration'

CONFIRM MY REGISTRATION

EDIT MY REGISTRATION

CANCEL

2. When your registration is verified click on the blue button. Please note that after clicking this button you won't be able to make additional modifications.



Page 6a – Summary & Payment Options

Item	Quantity	Price	Total
Member - Early Bird Fee	1	\$800.00	\$800.00
Post Graduate Course - Early Bird/Standard Fee	1	\$200.00	\$200.00
Accompanying Person (John Smith)	1	\$150.00	\$150.00
Opening Ceremony & Welcome Reception	1	\$0.00	\$0.00
Congress Networking Event	2	\$100.00	\$200.00
		Total:	\$1,350.00
		Paid:	\$0.00
		Balance:	\$1,350.00

Payment Option-1 - VISA or MasterCard

Credit Card Number (no spaces)

Credit Card Holder Name

Expiry month Expiry year

Cvv

[CLICK HERE TO PROCESS \\$1,350.00 BY CREDIT CARD](#)

Payment Option-2 - Pay by Cheque or Bank Draft

Payment Option-3 - Wire / Bank Transfer - Please note a \$30 USD fee applies

Cancel and Exit Registration - Make a payment at a later time

[PRINT INVOICE](#)

[SAVE INVOICE AS PDF](#)

[EMAIL MY INVOICE](#)

Registration Summary

Select the Payment Option that suits you best

Click here to Exit the registration process and pay later

Click on the blue buttons to Print, Save (as pdf) or Email your invoice



Page 6b – Summary & Payment Options

Please note that the preferred Payment Method is with Credit Card. We accept Visa and MasterCard

Enter the required fields. The CVV is the 3 digits located on the back of the credit card

Payment Option-1 - VISA or MasterCard

Credit Card Number (no spaces)

Credit Card Holder Name

Expiry month Expiry year

Cvv

[CLICK HERE TO PROCESS \\$1,350.00 BY CREDIT CARD](#)

Payment Option-2 - Pay by Cheque or Bank Draft

Payment Option-3 - Wire / Bank Transfer - Please note a \$30 USD fee applies

When clicking on the Cheque and Wire/Bank Transfer tabs further information is provided, please read carefully. Make sure to fill out the required fields. Payment must be received within the next 3 weeks of your online registration. The deadline to receive payments by cheque and wire is April 30, 2017. After this date, all payments must be made with a Credit Card.

Click on the blue button to process the full payment

Page 7a – Payment Information by Credit Card

The screenshot shows a web page titled "Payment Information" with a breadcrumb trail: Dashboard / My Registration / Transaction. The main heading is "This is your payment information". A green banner contains the message "Thank you for your credit card payment". Below this, a table lists payment details. To the right, contact information for The Transplantation Society is provided. An orange button labeled "Back to print/email invoice" is located at the top right. Annotations include an orange box at the top center stating "Your registration is paid!" with an arrow pointing to the green banner, and another orange box at the bottom center stating "Click on the orange button to Print, Save or email your Invoice." with an arrow pointing to the button.

Payment Information Dashboard / My Registration / Transaction

This is your payment information Back to print/email invoice

Thank you for your credit card payment

Type:	PAYMENT
Method:	CREDIT CARD
Receipt ID:	ord-200116-14:47:44
Transaction #:	5948-0_99
Reference #:	661673380013370010
Name on Card:	Eugenia Siu Lepe
Credit Card:	**** * 5265
Amount Received:	\$1,350.00

The Transplantation Society
505 Boulevard René-Lévesque Ouest, Suite 1401
Montreal, QC, H2Z 1Y7, Canada
Website: www.tts.org

Your registration is paid!

Click on the orange button to Print, Save or email your Invoice.

Page 7b – Payment Information by Cheque & Wire

Note that the Type of payment appears as “Pending”. Once the payment has been received and entered into the system, the Type status will change to “Payment”. The Registration Coordinator will send you an email confirming the registration together with the invoice.

This is your payment information

Back to print/email invoice

Thank you for your cheque payment

Type: PENDING
Method: CHEQUE
Date Sent: 2016-01-25
Issuer: TD
Amount Received: \$0.00
Comments: Cheque will be sent by Notre Dame Hospital.

The Transplantation Society
505 Boulevard René-Lévesque Ouest, Suite 1401
Montreal, QC, H2Z 1Y7, Canada
Website: www.tts.org

This is your payment information

Back to print/email invoice

Thank you for your wire transfer payment

Type: PENDING
Method: WIRE
Date Sent: 2016-01-25
Bank Name: TD
Customer Name: Tefi Smith
Amount Received: \$0.00
Comments:

The Transplantation Society
505 Boulevard René-Lévesque Ouest, Suite 1401
Montreal, QC, H2Z 1Y7, Canada
Website: www.tts.org

Page 8 – Registration Confirmation

This is your confirmation

Item	Quantity	Price	Total
Member - Early Bird Fee	1	\$800.00	\$800.00
Post Graduate Course - Early Bird/Standard Fee	1	\$200.00	\$200.00
Accompanying Person (John Smith)	1	\$150.00	\$150.00
Opening Ceremony & Welcome Reception	1	\$0.00	\$0.00
Congress Networking Event	2	\$100.00	\$200.00
Total:			\$1,350.00
Paid:			\$1,350.00
Balance:			\$0.00

NOTE: If you have registered as a Student, Fellow or Trainee you **MUST** provide proof of your status, otherwise your registration is not valid and you will have to pay the difference in order to attend the Congress.
On the 'Dashboard' click on 'Student Validation' in order to submit your proof (student ID or letter).

Transactions

Payment Transactions

Type	Method	Amount	Date	
PAYMENT	CREDIT CARD	1350.00	2016-01-20 14:47:47	View

[PRINT INVOICE](#) [SAVE INVOICE AS PDF](#) [DASHBOARD](#)

Click on the light blue buttons to Print and/or Save (as pdf) your Invoice



Registration & General Assistance

For additional questions or inquiries on the Registration process, and for general inquiries about the Congress, please contact the Congress Secretariat at info@ipta2017.org

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