



9<sup>th</sup> Congress of the  
**International Pediatric Transplant Association**  
BARCELONA, SPAIN | May 27–30, 2017 | [www.ipta2017.org](http://www.ipta2017.org)

## Registration Frequently Asked Questions

### **Q. How do I register for the Congress?**

**A.** Individual registrations can only be made online, please register at: <https://cm.ipta2017.org>. You will need to create a user account. If you already have one, simply log in to begin the registration process. Check our 'How to Register' Guide (<http://www.tts.org/images/stories/IPTA2017/How-to-Register-Guide-IPTA2017.pdf>) for more details.

### **Q. What are the registration fees?**

**A.** A complete list of the registration fees is available here: [www.tts.org/ipta/ipta2017/registration/congress-registration](http://www.tts.org/ipta/ipta2017/registration/congress-registration). The Congress fees vary depending on your status (member, non-member, emerging economy nation; student, trainee and allied health professional) and the time of purchase: early bird, standard and onsite.

Students and Trainees must provide proof of their status.

### **Q. How can I register as a Member?**

**A.** To register at the reduced member fee, you must be a member in good standing of the International Pediatric Transplant Association (IPTA) and/or The Transplantation Society (TTS). Membership dues for 2017 must be paid by March 31<sup>st</sup>, 2017 in order to qualify for the reduced registration fees.

Questions about membership?

Contact our Membership Services Coordinator Amanda Mayer at [membership@tts2016.org](mailto:membership@tts2016.org) or by telephone at +1.514.874.1717 ext. 215

### **Q. How do I show proof of my status?**

**A.** Students and Trainees are required to submit an official letter on their Institution's letterhead signed by their supervisor or head department OR submit a photocopy of their 2016-2017 student/license ID.

The letter or ID must be submitted online after processing the online registration. On the 'Dashboard' click on the module 'Student Validation', upload the file and save.

### **Q. What is included in the registration fees?**

**A.** Inclusions vary depending on the registration type:

Congress Registration Includes: Access to the sessions, congress materials, access to the exhibit area, coffee breaks and welcome reception.

Post-Graduate Course Registration Includes: On May 27, access to all Post-Graduate Course sessions, access to the exhibit area, coffee breaks and welcome reception.

Accompanying Person's Registration Includes: Welcome Reception, Access to Exhibit Hall, Access to ONE Session (coupon will be provided).

Fees do not include meals. Congress participants are responsible for covering all congress and travel expenses, such as plane tickets, hotel, transfer from and to the airport, food, congress fees, etc.

**Q. When is the early-bird registration deadline?**

**A.** The early bird deadline is Monday, February 27, 2017. The registration fees increase after this date.

**Q. Is there a deadline to register for the Congress?**

**A.** Participants that have a role in the program (invited speakers, chairs, abstract presenters) must complete the online registration and pay any applicable fees by February 27, 2017. Failure to do so will result in a withdrawal from the program.

Participants that will simply attend and do not take part in the Congress program can register online until May 14, 2017. After this date, participants may register onsite starting May 27, 2017. Onsite registration fees will apply.

**Q. How can I pay the registration fees?**

**A.** Payment of registration fees can be made by credit card (Visa and MasterCard), by cheque or by wire/bank transfer (\$30 USD fee applies). Note that the Congress fees are in US dollars and no taxes apply. For cheque and wire payments make sure the payment is received within 3 weeks of your online registration. The deadline to receive payments with cheque and wire is April 30, 2017. After this date, all payments must be done with a credit card. Please note that we do not accept AMEX.

**Q. How do I get an invoice?**

**A.** As soon as you make the payment, you will be able to print, save (as pdf) or email the invoice by yourself. The system also allows you to do this even when there is an outstanding balance and after you have paid your registration by coming back to the registration module.

**Q. Can I receive an invoice under the sponsoring Company / Hospital's name?**

**A.** Yes. If you require an invoice to be issued to the sponsoring company, you have the possibility to change the billing address during the online registration process, make sure to do so before you make the payment by clicking on the 'Alternate Billing Address' module in your dashboard. When going back to Registration, check the circle 'Use a Custom Billing Address'.

**Q. How do I verify my registration or make changes?**

**A.** You can verify your registration by going to the Registration module on your dashboard. If you haven't pressed the 'Confirm my Registration' button, you are able to do any changes by clicking on the button 'Modify' for each step. If you have already confirmed your registration, please send an email to the Registration Coordinator at [info@ipta2017.org](mailto:info@ipta2017.org) explaining the reason to modify your registration, changes might be done by the Registration Coordinator or by you depending on the request.

**Q. Can I register onsite?**

**A.** Yes. Onsite registration will be available during the congress days, starting May 27. Onsite fees will apply.

**Q. Will I receive a registration confirmation letter after I have finished registering?**

**A.** No. As soon as you pay your registration with a Credit Card, it means your registration is paid and confirmed. You will be able to print, save (as pdf) and email the invoice by yourself. If you pay with cheque or wire transfer, as soon as we receive the payment and it is applied, we will send you an e-mail confirming your payment and registration.

**Q. Can I cancel a paid registration?**

**A.** To cancel your registration and receive a refund, a written request must be received by email to the Registration Coordinator at [info@ipta2017.org](mailto:info@ipta2017.org) on or before February 27, 2017. Cancellation requests received on or before this date will be refunded less a \$50 USD administrative fee, and the refund will be processed after the Congress. There will be no refunds for cancellation notices/requests received after February 27, 2017. No refunds apply for no-shows.

**Q. How can I transfer my paid registration?**

**A.** All substitution requests must be submitted to the Registration Coordinator at [info@ipta2017.org](mailto:info@ipta2017.org) by email. A substitution fee of \$50 USD applies and requests must be done by May 15, 2017. For substitutions of a delegate under individual registration, written permission from the original registrant is required, and the substitute person must create a user account and register for the congress, but must not pay. If the registration fees of the substitute delegate are higher than the payment received, the substitute must pay this difference, plus the substitution fee. If they are lower, no reimbursement will apply and the substitution fee must be paid.

**Q. How can I obtain a Letter of Invitation to attend the Congress?**

**A.** An official Letter of Invitation to assist you in obtaining a Visa and authorization to attend the Congress will be issued ONLY after you have registered and paid your registration fees in full. After you have paid your registration you will be able to see the 'Invitation Letter for Visa' icon on the conference manager website dashboard. Click on it and fill out the required information. The letter can be printed and saved in pdf format. Letter of Invitation for Visa is available to registered participants only.

**Q. What are the social events during the Congress?**

**A.** The Welcome Reception will be held on Saturday, May 27, 2017; this activity is included in the Congress Registration Fee.

A Congress Networking Event will be held on Monday, May 29, 2017. Participants are required to register to this event at an additional cost per person.

**Q. Which events are open to the general public?**

**A.** None. To be able to participate in any of the Congress' events you need to be registered to the Congress.