28th International Congress of The Transplantation Society (TTS 2020)

HOW TO REGISTER GUIDE

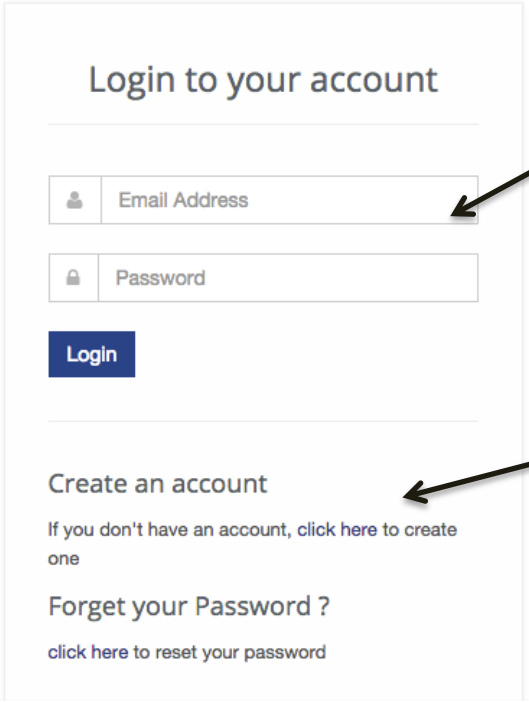
For Registration inquiries contact the Registration Coordinator at registration@tts.org

DesignedtoEmpower
TTS2020 SEOUL 서울 SOUTH KOREA
September 12-16
28th International Congress of The Transplantation Society
www.tts2020.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. If you are a TTS Member (before Dec-2019) you can obtain your log in details here: https://www.tts.org/member-area/tts-2020-access



Returning user login (use only if you have previously created a user account for TTS 2020

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 registration@tts.org

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Create a Profile

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

Step 1: Account information – Name, Email, Password, Country and Membership information (if applies).

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

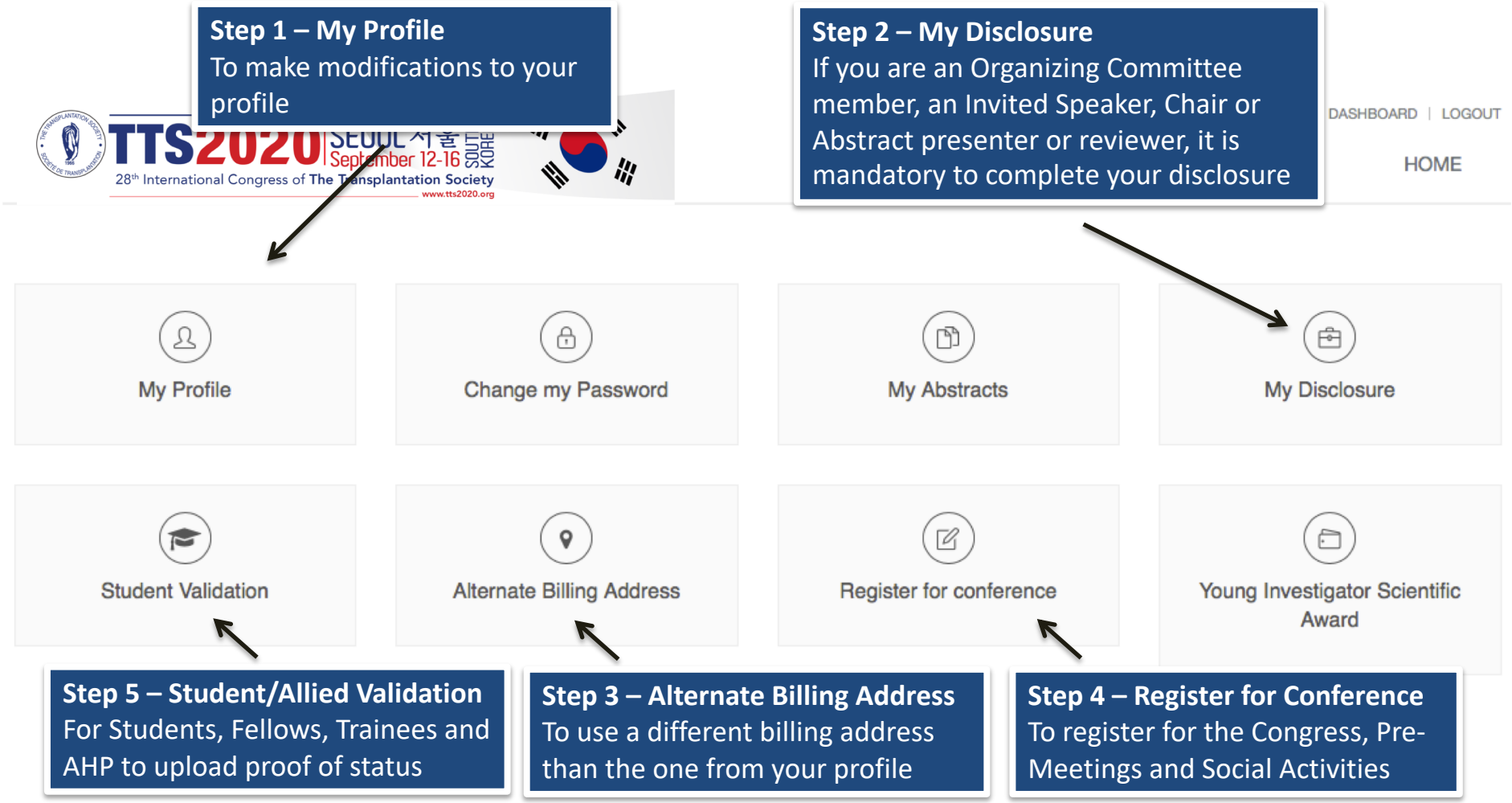
Step 3: Contact information – Job Title, Department, Institution, Mailing Address, City, State, Country, Phone, Assistant Information.

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

Your Dashboard

Step 1 – My Profile
To make modifications to your profile

Step 2 – My Disclosure
If you are an Organizing Committee member, an Invited Speaker, Chair or Abstract presenter or reviewer, it is mandatory to complete your disclosure



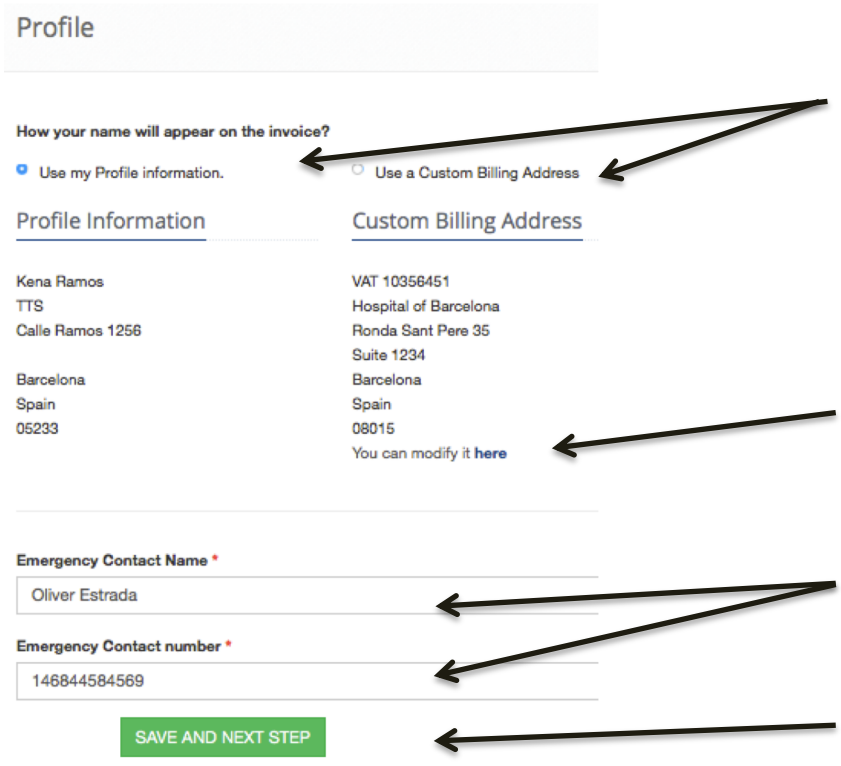
Step 5 – Student/Allied Validation
For Students, Fellows, Trainees and AHP to upload proof of status

Step 3 – Alternate Billing Address
To use a different billing address than the one from your profile

Step 4 – Register for Conference
To register for the Congress, Pre-Meetings and Social Activities

Page 1a – Click on Register for Conference – Invoicing

Make sure to enter the correct and final billing information. Once an invoice has been paid, the billing address cannot be modified.



1. By checking the box, select the billing address you wish to reflect in your invoice. You can select the address of your personal Profile or add a Custom Billing Address, such as your company or organization, sponsor or agency that purchase the registration. Click on “here” (see next page for details)

2. Enter your Emergency contact information (mandatory)

3. Click the Green button to continue

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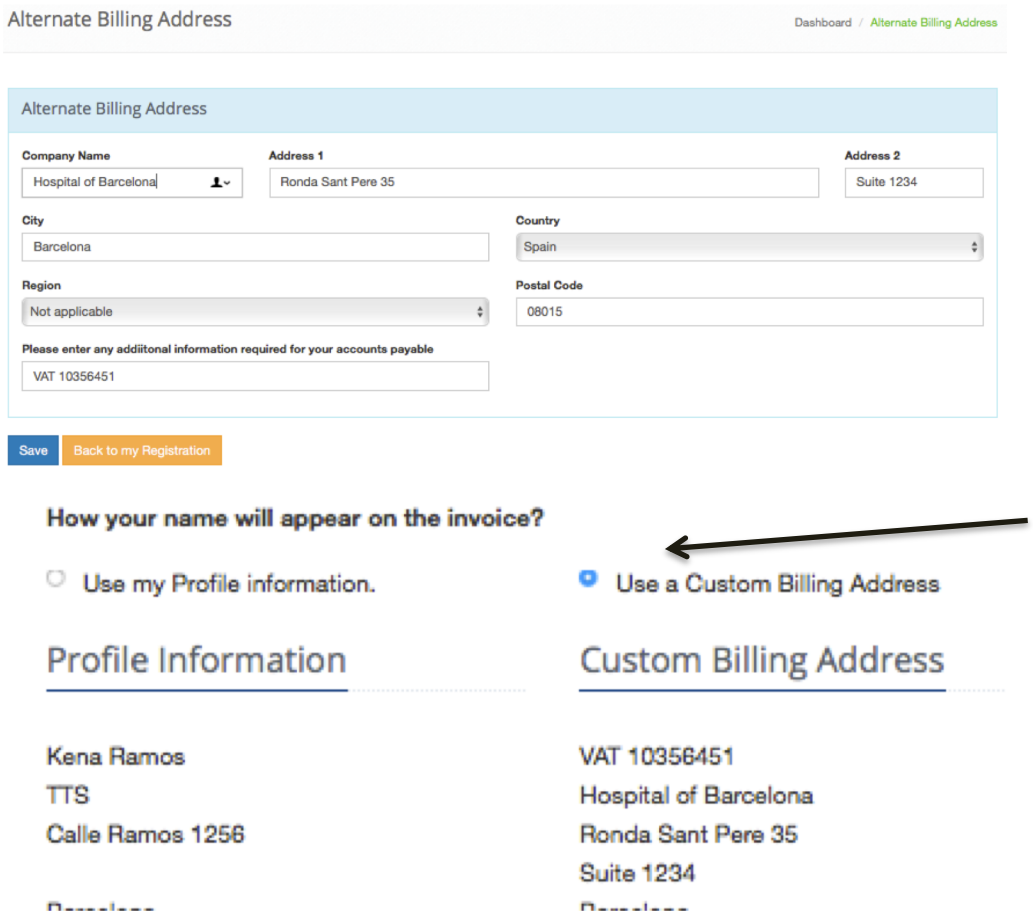
Page 1b – Invoice - Alternate Billing Address



1. Enter the details
2. Click on 'Save'
3. Click on 'Go Back'

4. Make sure the box of 'Use a Custom Billing Address' is checked
5. Click on 'Save'

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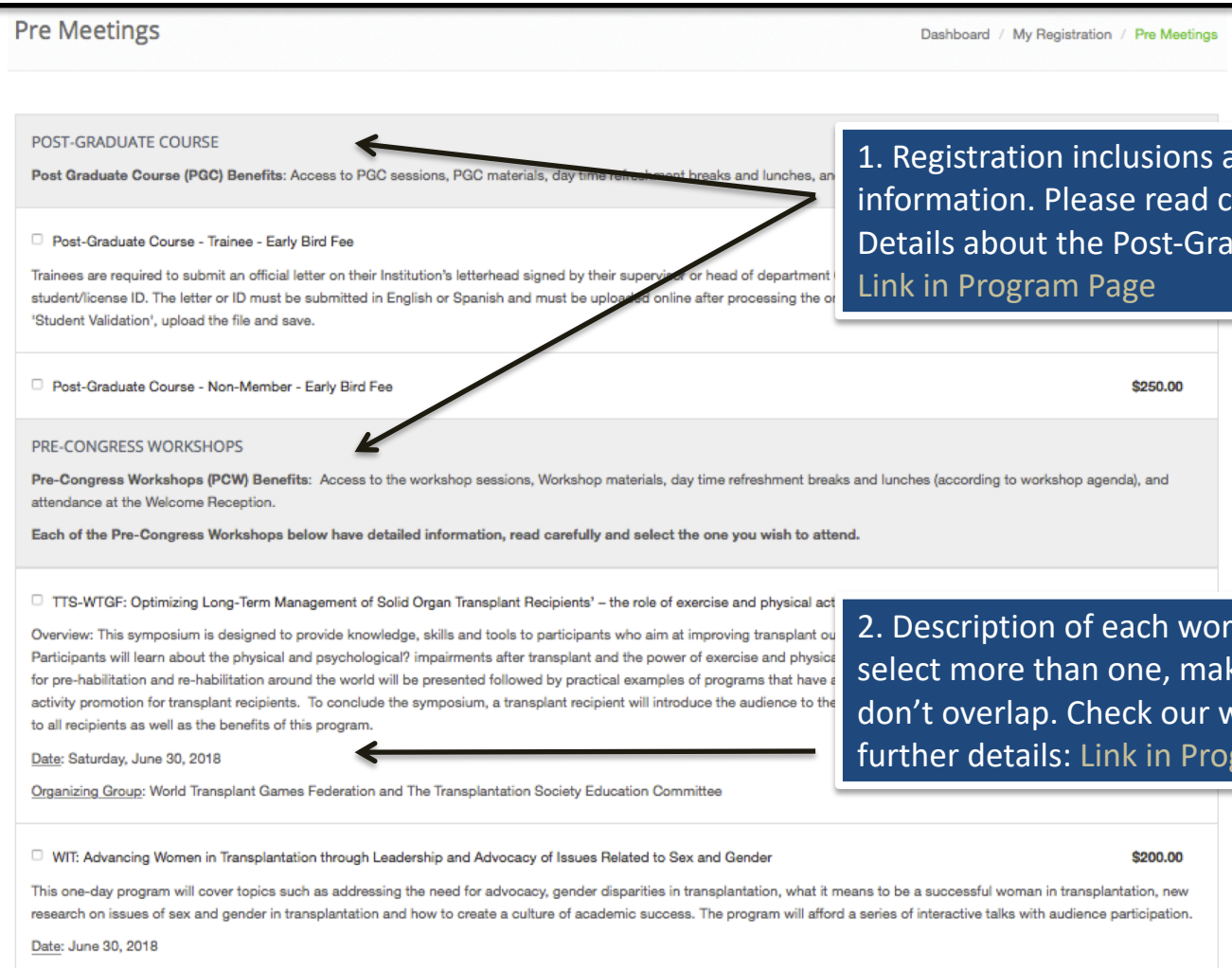
Page 2 – Select your Registration Category

1. Registration inclusions and extra information. Please read carefully

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

3. At the bottom there is a Green button, click on it to continue. Click the 'Back' button to go to the previous page

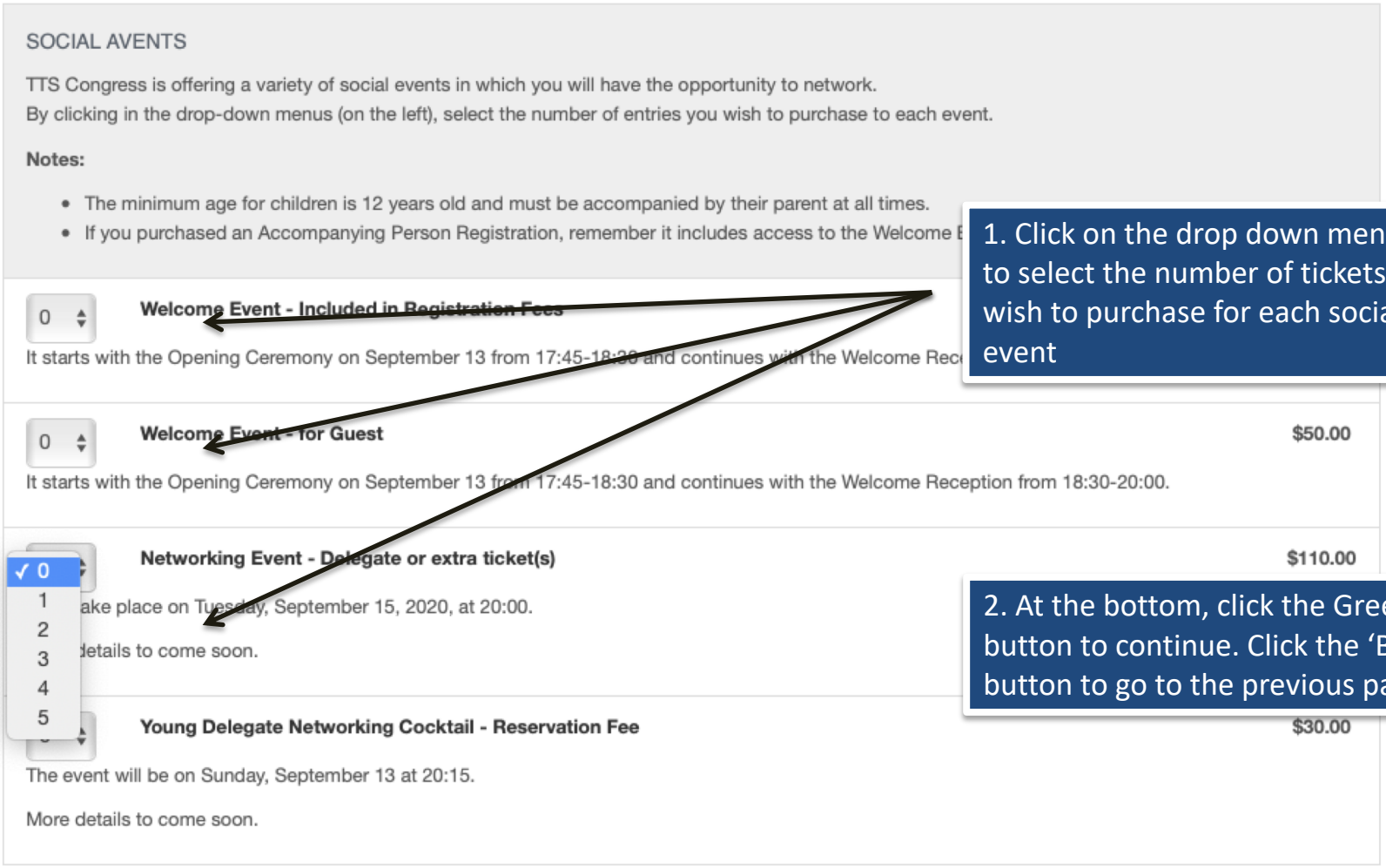
Page 3 – Select Pre-Meetings



1. Registration inclusions and extra information. Please read carefully. Details about the Post-Graduate Course: Link in Program Page

2. Description of each workshop. If you select more than one, make sure they don't overlap. Check our website for further details: Link in Program Page

Page 4 – Select Social Events



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

2. At the bottom, click the Green button to continue. Click the 'Back' button to go to the previous page

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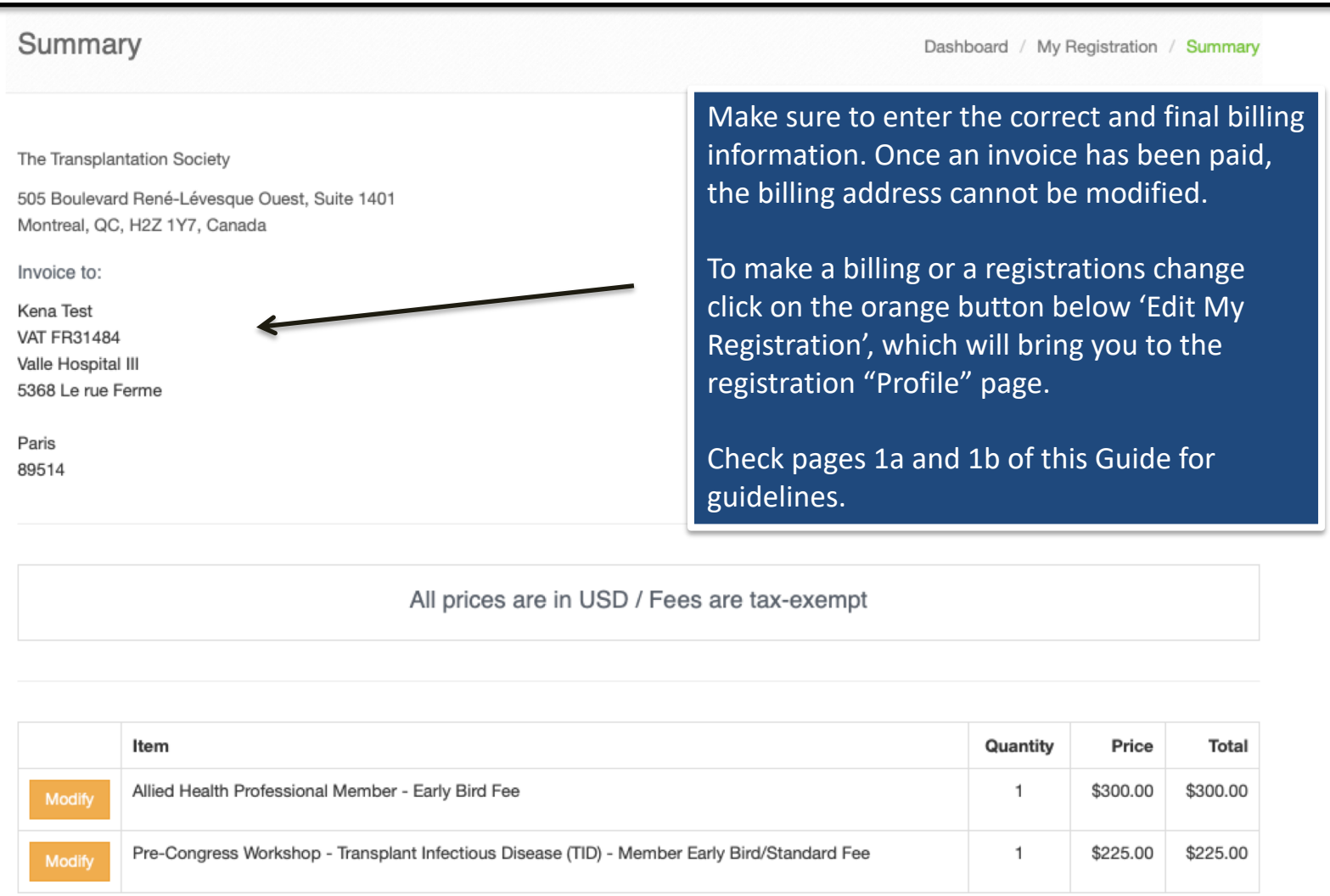
Page 5a – Registration Summary (top of the page)



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Page 5b – Registration Summary (bottom of the page)

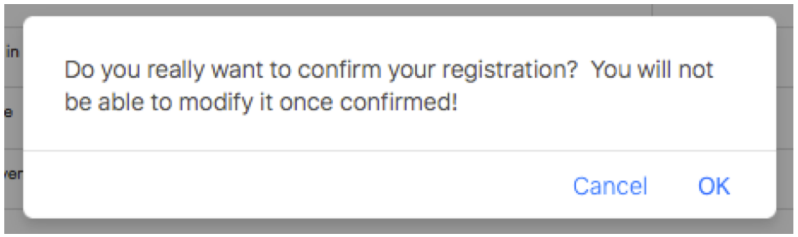
1. Review all information, including Invoice details

	Item	Quantity	Price	Total
Modify	Allied Health Professional Member - Early Bird Fee	1	$300.00	$300.00
Modify	Pre-Congress Workshop - Transplant Infectious Disease (TID) - Member Early Bird/Standard Fee	1	$225.00	$225.00
Modify	Welcome Event - Included in Registration Fees	1	$0.00	$0.00
Modify	Networking Event - Delegate or extra ticket(s)	1	$110.00	$110.00
			Total:	$635.00
			Paid:	$0.00
			Balance:	$635.00

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

Registration Summary

Item	Quantity	Price	Total
Allied Health Professional Member - Early Bird Fee	1	$300.00	$300.00
Pre-Congress Workshop - Transplant Infectious Disease (TID) - Member Early Bird/Standard Fee	1	$225.00	$225.00
Welcome Event - Included in Registration Fees	1	$0.00	$0.00
Networking Event - Delegate or extra ticket(s)	1	$110.00	$110.00
		Total:	$635.00
		Paid:	$0.00
		Balance:	$635.00

Select the Payment Option that suits you best:
1. Visa or MasterCard
2. Cheque or Bank Draft
3. Wire / Bank Transfer

Payment Option-1 - VISA or MasterCard

Credit Card Number (no spaces)

Credit Card Holder Name

Expiry month: Select a month

Expiry year: Select a year

Cvv

CLICK HERE TO PROCESS $635.00 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

Click here to Exit the registration process and pay later

Exit Registration - Make a payment at a later time

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

PRINT INVOICE

SAVE INVOICE AS PDF

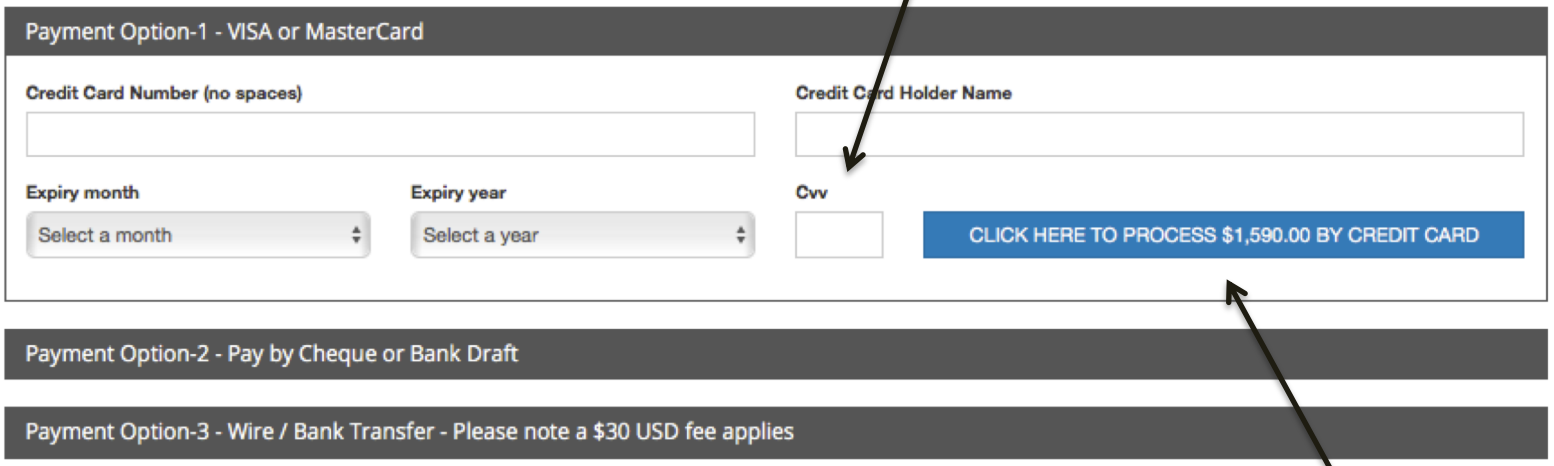
EMAIL MY INVOICE

kora19@gmail.com

Page 6b – Summary & Payment Options

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

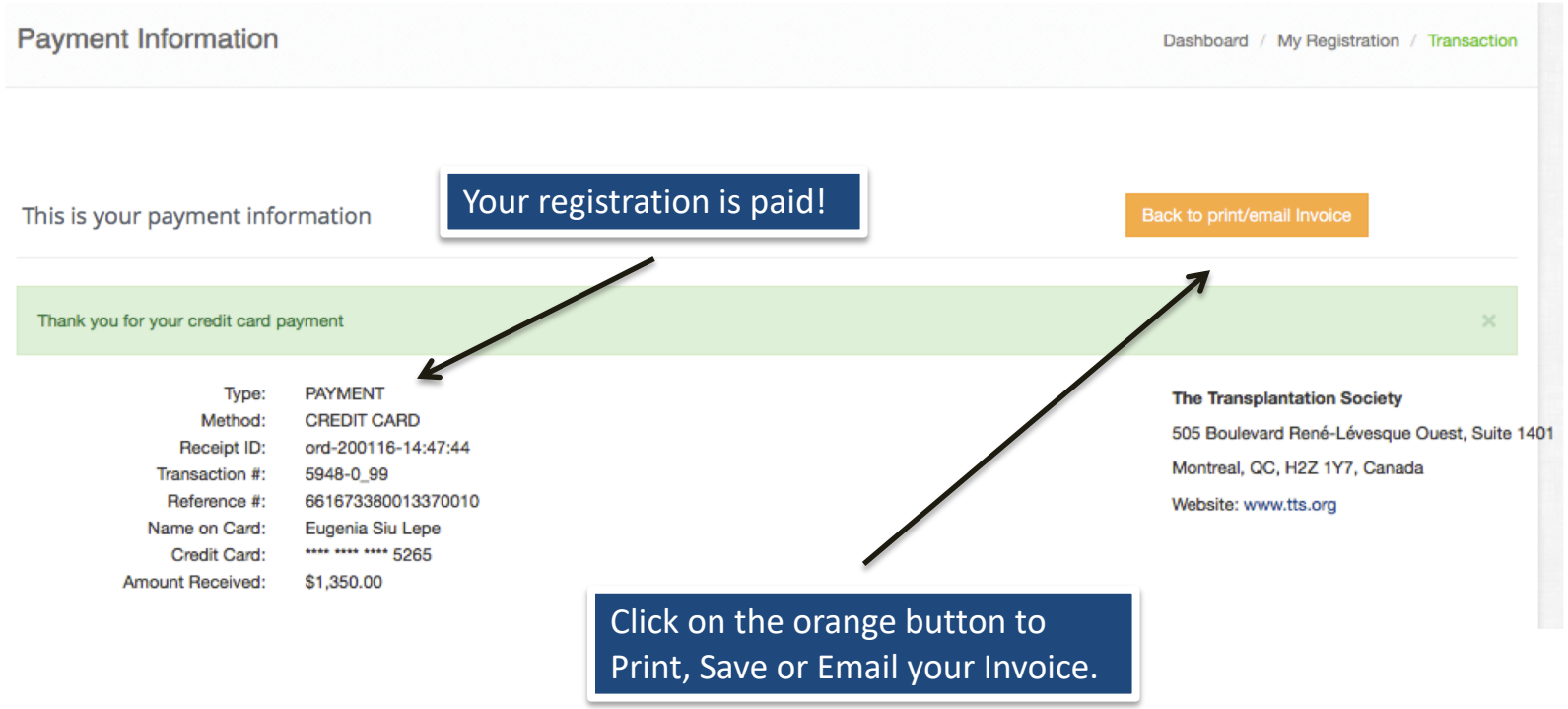
Enter the required fields. The CVV is the 3 digits located on the back of the credit card.



When clicking on the Cheque and Wire/Bank Transfer tabs, further information is provided (mailing address and bank details), 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 August 1, 2020. 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



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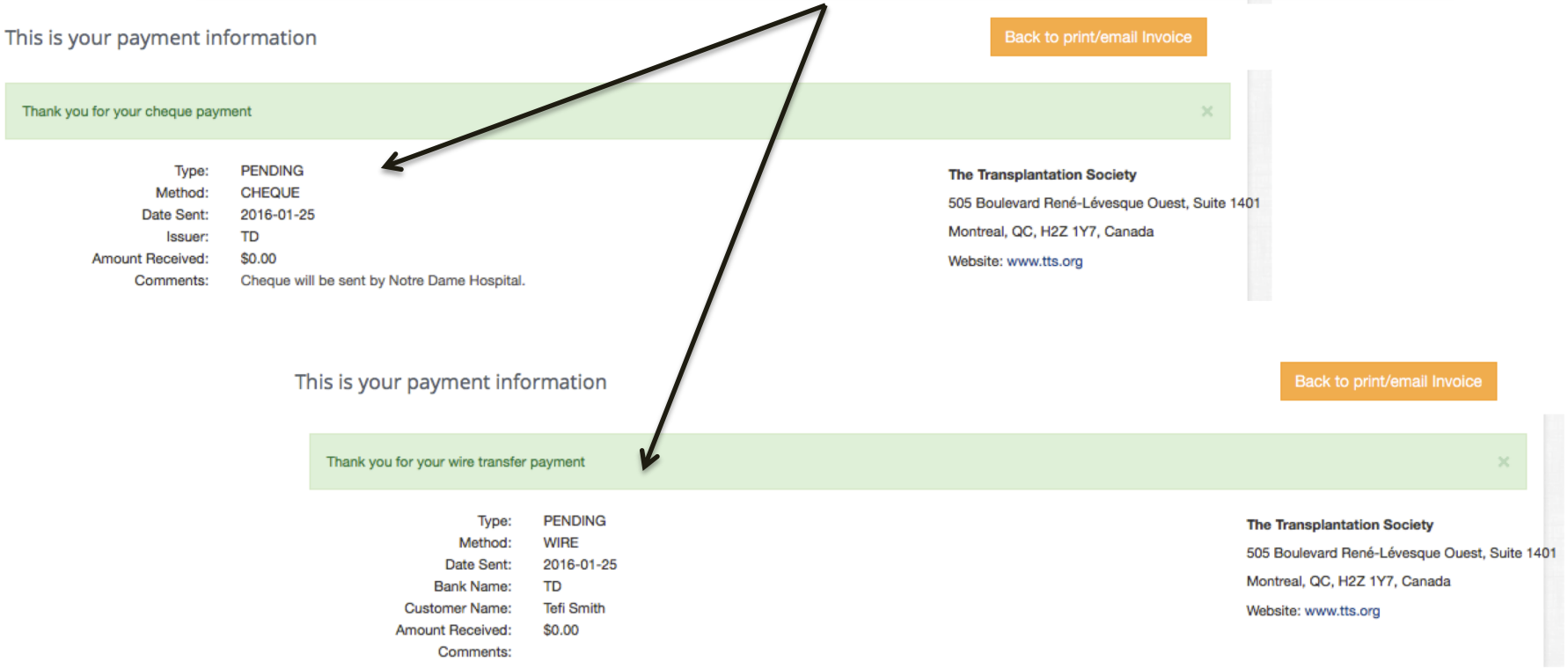
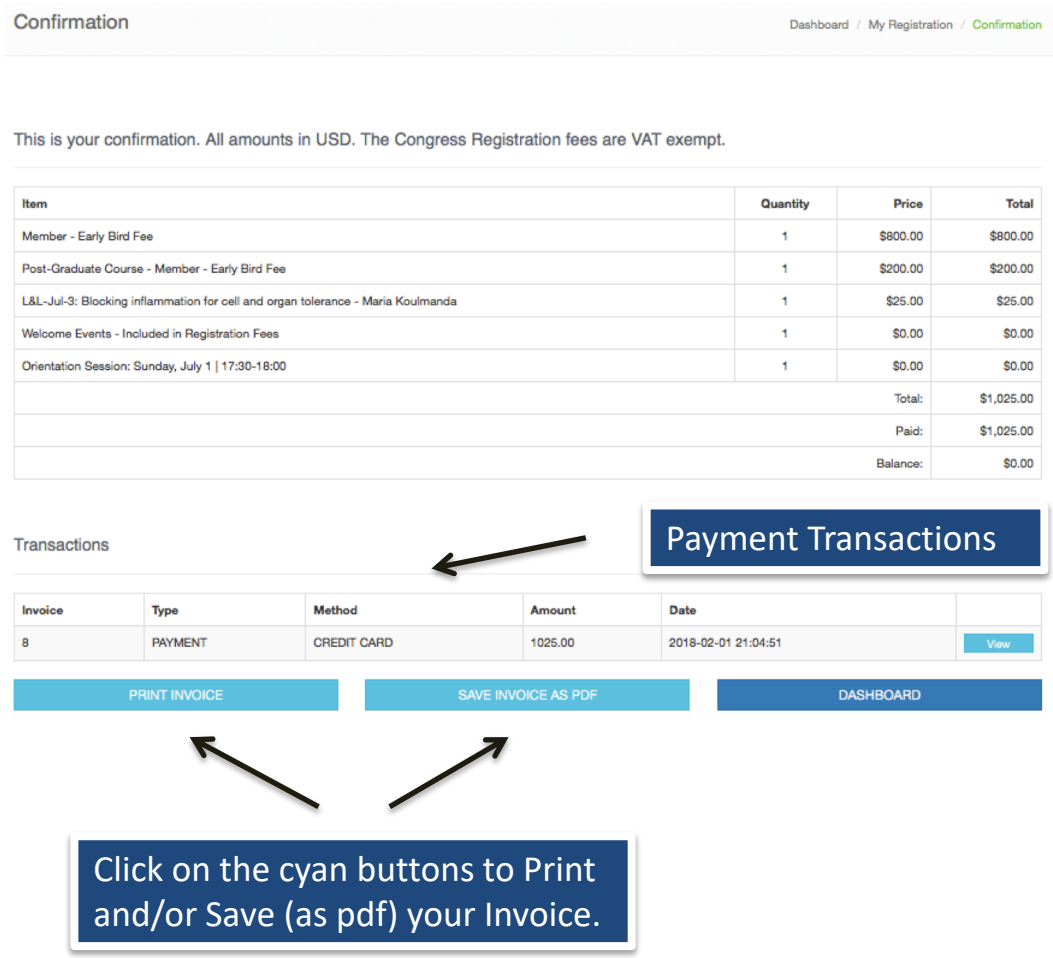
Page 7b – Payment Information: by Cheque & Wire

Note that the Type of payment appears as “Pending”. Once the payment by cheque or wire has been received and entered into the system, the Type status will change to “Payment”. A confirmation email with the invoice paid attached will be sent to the email on file.



Page 9 – Registration Confirmation



NOTE: If you have registered as a Student/Fellow/Trainee or Allied Health Professional you MUST provide proof of your status, in order to grant you the reduced registration fee.
On the 'Dashboard' click on 'Student/Allied Health Validation' to submit your proof (Letterhead from your superior in English, License ID or Student ID including expiration date).

NOTE: If you have registered as a TTS or KST Member your 2020 membership dues MUST be paid the latest August 10, 2020, otherwise higher registration fees will apply.

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Registration & General Assistance

For additional questions or inquiries on the Registration process, please contact us by email at registration@tts.org.

Please take some time to read our Registration Terms and Conditions (available on our Registration page: tts2020.org/registration) where you will find useful information about general registration information.

For general inquiries about the Congress, please contact the TTS 2020 Secretariat at info@tts2020.org.