
27th International Congress of The Transplantation Society (TTS 2018)

HOW TO REGISTER GUIDE

For Registration inquiries contact Eugenia 'Kena' Siu at info@tts2018.org

How to Register Guide - <http://confman.tts2018.org>

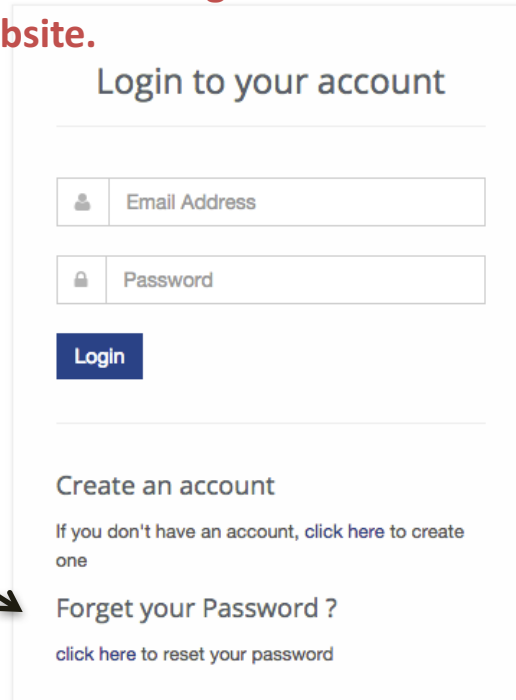


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June 30 - July 5
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Login Page

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. Please note that the TTS membership database is not linked to the Congress website.



The screenshot shows the login interface for the TTS 2018 website. It features a central white box with a light gray border. At the top, it says 'Login to your account'. Below this are two input fields: 'Email Address' with a person icon and 'Password' with a lock icon. A blue 'Login' button is positioned below the password field. Further down, there is a 'Create an account' section with a link 'If you don't have an account, click here to create one'. Below that is a 'Forget your Password ?' section with a link 'click here to reset your password'. Three yellow callout boxes with black arrows point to specific elements: one points to the 'Email Address' field, another points to the 'Create an account' link, and a third points to the 'Forget your Password ?' link.

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

Returning user login (use only if you have previously created a user account for TTS 2018)

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@tts2018.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

DASHBOARD | LOGOUT

HOME



My Profile



Change my Password



My Abstracts



My Disclosure



Student Validation



Alternate Billing Address



Register for conference



Young Investigator Scientific Award

Step 5 – Student 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

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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 as per local regulations. Even when taxes are not applicable, the invoices include a VAT number for internal reference. Please add the correct billing address before payment, as changes cannot be made once payment is being processed.

Profile

How your name will appear on the invoice?

☒ Use my Profile information.

☐ Use a Custom Billing Address

Profile Information

Kena Ramos
TTS
Calle Ramos 1256

Barcelona
Spain
05233

Custom Billing Address

VAT 10358451
Hospital of Barcelona
Ronda Sant Pere 35
Suite 1234
Barcelona
Spain
08015

You can modify it [here](#)

Emergency Contact Name *

Oliver Estrada

Emergency Contact number *

146844584569

SAVE AND NEXT STEP

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 (see next page for details), such as your company or organization, the sponsor or agency who will purchase the registration. Click on "here"

2. Enter your Emergency contact information (mandatory)

3. Click the Green button to continue

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Page 1b – Invoice - Alternate Billing Address

Alternate Billing Address

Dashboard / Alternate Billing Address

Alternate Billing Address

Company Name	Address 1	Address 2
Hospital of Barcelona	Ronda Sant Pere 35	Suite 1234
City	Country	
Barcelona	Spain	
Region	Postal Code	
Not applicable	08015	
Please enter any additional information required for your accounts payable		
VAT 10356451		

Save Back to my Registration

How your name will appear on the invoice?

☐ Use my Profile information.

☒ Use a Custom Billing Address

Profile Information

Kena Ramos
TTS
Calle Ramos 1256
Barcelona

Custom Billing Address

VAT 10356451
Hospital of Barcelona
Ronda Sant Pere 35
Suite 1234
Barcelona

1. Enter the details
2. Click on 'Save'
3. Click on 'Back to my Registration'

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

Meetings

Dashboard / My Registration / Meetings

CONGRESS REGISTRATION

TTS Congress Benefits: Access to congress sessions, Access exhibition area, Congress Materials, day time refreshment breaks and lunches, attendance at the Welcome Reception, and Madrid transportation pass.

If you are planning to attend only one of the Pre-Meetings, please select it at the bottom.

By selecting a TTS Congress registration, you will be able to add the POST-GRADUATE COURSE and/or PRE-CONGRESS WORKSHOP on the next step.

☐ Non-Member - Early Bird Fee

\$1100.00

☐ Allied Health Professional - Non-Member - Early Bird Fee

\$500.00

Allied Health Professionals are required to submit an official letter on their Institution's letterhead signed by their supervisor or head of department OR submit a photocopy of their 2017-2018 license ID. The letter or ID must be submitted in English or Spanish and must be uploaded online after processing the online registration. On the 'Dashboard' click on the module 'Student Validation', upload the file and save.

☐ Student, Fellow, Trainee - Non-Member - Early Bird Fee

\$250.00

Students/Fellows/Trainees are required to submit an official letter on their Institution's letterhead signed by their supervisor or head of department OR submit a photocopy of their 2017-2018 student/license ID. The letter or ID must be submitted in English or Spanish and must be uploaded online after processing the online registration. On the 'Dashboard' click on the module 'Student Validation', upload the file and save.

POST GRADUATE COURSE

Post Graduate Course (PGC) Benefits: Access to PGC sessions, PGC materials, day time refreshment breaks and lunches, and attendance at the Welcome Reception.

Select this option if you are planning to attend the Post Graduate Course ONLY.

☐ Post-Graduate Course - Only - Trainees - Early Bird Fee

\$150.00

Trainees are required to submit an official letter on their Institution's letterhead signed by their supervisor or head of department OR submit a photocopy of their 2017-2018 student/license ID. The letter or ID must be submitted in English or Spanish and must be uploaded online after processing the online registration. On the 'Dashboard' click on the module 'Student Validation', upload the file and save.

☒ Post-Graduate Course - Only - Non-Member - Early Bird Fee

PRE-CONGRESS WORKSHOPS

Pre-Congress Workshops (PCW) Benefits: Access to the workshop sessions, Workshop materials, day time refreshment breaks and lunches (according to attendance at the Welcome Reception).

Select this option if you are planning to attend the Pre-Congress Workshop(s) ONLY, and SELECT the workshop name on the next step, please read carefully.

1. Registration inclusions and extra information. Please read carefully

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

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

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Page 3 – Select Pre-Meetings

Pre Meetings

Dashboard / My Registration / Pre Meetings

POST-GRADUATE COURSE

Post Graduate Course (PGC) Benefits: Access to PGC sessions, PGC materials, day time refreshment breaks and lunches, and attendance at the Welcome Reception.

☐ Post-Graduate Course - Trainee - Early Bird Fee

\$150.00

Trainees are required to submit an official letter on their Institution's letterhead signed by their supervisor or head of department OR submit a photocopy of their 2017-2018 student/license ID. The letter or ID must be submitted in English or Spanish and must be uploaded online after processing the online registration. On the 'Dashboard' click on the module 'Student Validation', upload the file and save.

☐ Post-Graduate Course - Non-Member - Early Bird Fee

\$250.00

PRE-CONGRESS WORKSHOPS

Pre-Congress Workshops (PCW) Benefits: Access to the workshop sessions, Workshop materials, day time refreshment breaks and lunches (according to workshop agenda), and attendance at the Welcome Reception.

Each of the Pre-Congress Workshops below have detailed information, read carefully and select the one you wish to attend.

☐ TTS-WTGF: Optimizing Long-Term Management of Solid Organ Transplant Recipients' – the role of exercise and physical activity

Overview: This symposium is designed to provide knowledge, skills and tools to participants who aim at improving transplant outcome. Participants will learn about the physical and psychological impairments after transplant and the power of exercise and physical activity for pre-habilitation and re-habilitation around the world will be presented followed by practical examples of programs that have already implemented activity promotion for transplant recipients. To conclude the symposium, a transplant recipient will introduce the audience to the World Transplant Games to all recipients as well as the benefits of this program.

Date: Saturday, June 30, 2018

Organizing Group: World Transplant Games Federation and The Transplantation Society Education Committee

☐ WIT: Advancing Women in Transplantation through Leadership and Advocacy of Issues Related to Sex and Gender

This one-day program will cover topics such as addressing the need for advocacy, gender disparities in transplantation, what it means to be a successful woman in transplantation, new research on issues of sex and gender in transplantation and how to create a culture of academic success. The program will afford a series of interactive talks with audience participation.

Date: June 30, 2018

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

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

<http://tts2018.org/program/pre-congress-workshops>

How to Register Guide - <http://confman.tts2018.org>



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Page 4 – Select Lunch & Learn Sessions

LUNCH & LEARNS: Monday, July 2, 2018

Each of the Lunch & Learn Sessions is open to 9 delegates. The reservation fees is US\$25.00

Sessions are first come, first served, and they are guaranteed once they are paid. If the round-table you would like to attend is not visible on the registration form, click here to see list of Lunch & Learns: <http://tts2018.org/program/lunch-learn-sessions>

You are able to SELECT ONLY ONE between July 2-4, 2018. The session is guaranteed once it is paid.

LUNCH and LEARNS ARE ONLY AVAILABLE TO TTS CONGRESS REGISTRANTS

☐ Differences between adult and pediatric liver transplantation - Carlos O. Esquivel

☐ Significance of sarcopenia in liver transplantation - Toshimi Kaido

\$25.00

☐ Management of the HIV positive transplant recipient - Peter Stock & Elmi Muller

\$25.00

☐ How I desensitize an HLA incompatible kidney transplant candidate - Lionel Rostaing

\$25.00

☐ Essentials of Organ Donor Research - Claus Niemann

☐ Long term complications after kidney transplantation - Germaine Wong

☐ Sex at the bench and beyond: a discussion on the importance of including sex as a biological variable in research! - Deborah

☐ Critically ill liver transplant candidate - Catherine Paugam-Burtz

\$25.00

☐ Transplant-related crimes: when are we not doing enough and when are we going too far? - Marta López-Fraga

\$25.00

1. Each of the Lunch & Learn Sessions is open to 9 delegates. You can ONLY SELECT ONE between July 2-4, 2018. They are displayed per day. Click here to see list of these sessions: <http://tts2018.org/program/lunch-learn-sessions>

Note: Sessions are first come, first served, and they are guaranteed once they are paid. If the round-table you would like to attend is not visible on the registration form, then it is sold-out.

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Page 5 – Select Social Events

Social Events

Dashboard / My Registration / Social Events

NETWORKING ACTIVITIES

TTS Congress is offering a variety of social events in which you will have the opportunity to network.
By clicking in the drop down menus (on the left), select the number of entries you wish to purchase to each event.

1

Welcome Events - Included in Registration Fees

Welcome Events include: Opening Ceremonies and Welcome Reception on Saturday, July 1, 2018, starting at 18:00.

✓ 0

Welcome Events - For Companion

Welcome Events include: Opening Ceremonies and Welcome Reception on Saturday, July 1, 2018, starting at 18:00.

1

2

3

4

5

TTS Young Investigator Reception - Reservation Fee

The event will take place on Tuesday, July 3, 2018 from 20:00 - 23:00.

Location: Off site the venue - TBD

The Young Member Committee will be hosting a "Cocktails and Legends" networking event at a tapas hot spot in downtown Madrid. A group will be meeting up 30 minutes before (19:30) at the Young Member Committee lounge area to travel to the event together. This is a chance TTS "legends", and new faces to come together, share experiences and enjoy a casual evening.

\$25.00

0

Women in Transplantation Event - Reservation Fee

The event will take place on Tuesday, July 3, 2018 from 17:30 - 19:00.

Women in Transplantation will be hosting an outdoor cocktail reception onsite featuring a Fabulous speaker. More details to come!

2

Congress Dinner - Delegate and Companion

The event will take place on Wednesday, July 4, 2018 from 20:00 - 23:00

Location: TBD

The congress party is going to be epic and should be a must go to event for all participants. We are going to take you to a famous Madrid landmark... but shhhh... the venue is still a

\$125.00

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 6 – Registration Summary

Summary

1. Review all information, including Invoice details

Dashboard / My Registration / Summary

	Item	Quantity	Price	Total
Modify	Non-Member - Early Bird Fee	1	\$1,100.00	\$1,100.00
Modify	ITNS: Transplantation Nursing 101	1	\$200.00	\$200.00
Modify	Significance of sarcopenia in liver transplantation - Toshimi Kaido	1	\$25.00	\$25.00
Modify	Welcome Event - Included in Registration Fees	1	\$0.00	\$0.00
Modify	Congress Dinner - Delegate	2	\$125.00	\$250.00
Modify	Women in Transplantation Event - Reservation Fee	1	\$15.00	\$15.00
Total:				\$1,590.00
Paid:				\$0.00
Balance:				\$1,590.00

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.

Do you really want to confirm your registration? You will not be able to modify it once confirmed!

Cancel OK

Page 7a – Summary & Payment Options

Registration Summary

Item	Quantity	Price	Total
Non-Member - Early Bird Fee	1	\$1,100.00	\$1,100.00
ITNS: Transplantation Nursing 101	1	\$200.00	\$200.00
Significance of sarcopenia in liver transplantation - Toshimi Kaido	1	\$25.00	\$25.00
Welcome Event - Included in Registration Fees	1	\$0.00	\$0.00
Congress Dinner - Delegate	2	\$125.00	\$250.00
Women in Transplantation Event - Reservation Fee	1	\$15.00	\$15.00
Total:			\$1,590.00
Paid:			\$0.00
Balance:			\$1,590.00

Select the Payment Option that suits you best:

1. Visa or MasterCard
2. Cheque or Bank Draft
3. Wire / Bank Transfer

Click here to Exit the registration process and pay later

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

Payment Option-1 - VISA or MasterCard

Credit Card Number (no spaces)

Credit Card Holder Name

Expiry month

Expiry year

Cvv

[CLICK HERE TO PROCESS \\$1,590.00 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

Exit Registration - Make a payment at a later time

PRINT INVOICE

SAVE INVOICE AS PDF

EMAIL MY INVOICE

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Page 7b – 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.

Payment Option-1 - VISA or MasterCard

Credit Card Number (no spaces)		Credit Card Holder Name
<input type="text"/>		<input type="text"/>
Expiry month	Expiry year	Cvv
<input type="text" value="Select a month"/>	<input type="text" value="Select a year"/>	<input type="text"/>

[CLICK HERE TO PROCESS \\$1,590.00 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 June 1, 2018. After this date, all payments must be made with a Credit Card.

Click on the blue button to process the full payment.

Page 8a – Payment Information by Credit Card

Payment Information Dashboard / My Registration / Transaction

This is your payment information

Your registration is paid!

[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

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

Page 8b – 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”

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 9 – 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/Trainee or Allied Health Professional 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 (License ID or letter).

Transactions

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

Payment Transactions

PRINT INVOICE

SAVE INVOICE AS PDF

DASHBOARD

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

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Registration & General Assistance

For additional questions or inquiries on the Registration process, please contact us by email at info@tts2018.org

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

For general inquiries about the Congress, please contact the TTS 2018 Secretariat at info@tts2018.org .