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

HOW TO REGISTER GUIDE

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

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

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 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

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

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 fees are VAT exempt, the invoices include a VAT number for internal reference.

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

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’
Page 2 – Select your Registration Category

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.

### Post-Graduate Course

**Post Graduate Course (PGC) Benefits:** Access to PGC sessions, PGC materials, day time refreshment breaks and lunches, and student/ID badge.

- **Post-Graduate Course - Trainee - Early Bird Fee**
  - Participants are required to submit an official letter on their institution’s letterhead signed by their supervisor or head of department: student/ID badge. The letter or ID must be submitted in English or Spanish and must be uploaded online after registering the student. Validate them online.

- **Post-Graduate Course - 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 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-WTPG: Optimizing Long-Term Management of Solid Organ Transplant Recipients**
  - **Overview:** This symposium is designed to provide knowledge, skills and tools to participants who aim at improving transplant care. Participants will learn about the physical and psychological consequences of organ failure and the power of exercise and physical activity promotion for transplant recipients. To conclude the symposium, a transplant recipient will introduce the audience to the benefits 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

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1. **Registration inclusions and extra information. Please read carefully.** Details about the Post-Graduate Course: [http://tts2018.org/program/post-graduate-courses](http://tts2018.org/program/post-graduate-courses)

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](http://tts2018.org/program/pre-congress-workshops)

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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](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.

### Lunch & Learn Sessions

<table>
<thead>
<tr>
<th>Session Title</th>
<th>Speaker(s)</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Differences between adult and pediatric liver transplantation</td>
<td>Carlos O. Esquivel</td>
<td>$25.00</td>
</tr>
<tr>
<td>Significance of sarcopenia in liver transplantation</td>
<td>Toshimi Kaido</td>
<td>$25.00</td>
</tr>
<tr>
<td>Management of the HIV positive transplant recipient</td>
<td>Peter Stock &amp; Elmi Muller</td>
<td>$25.00</td>
</tr>
<tr>
<td>How I desensitize an HLA incompatible kidney transplant candidate</td>
<td>Lionel Rostaing</td>
<td>$25.00</td>
</tr>
<tr>
<td>Essentials of Organ Donor Research</td>
<td>Claus Niemann</td>
<td>$25.00</td>
</tr>
<tr>
<td>Long term complications after kidney transplantation</td>
<td>Germaine Wong</td>
<td>$25.00</td>
</tr>
<tr>
<td>Sex at the bench and beyond: a discussion on the importance of including sex as a biological variable in research!</td>
<td>Deborah</td>
<td>$25.00</td>
</tr>
<tr>
<td>Critically ill liver transplant candidate</td>
<td>Catherine Pauker-Burtz</td>
<td>$25.00</td>
</tr>
<tr>
<td>Transplant-related crimes: when are we not doing enough and when are we going too far?</td>
<td>Marta López-Fraga</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

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.

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 fees are VAT exempt, the invoices include a VAT number for internal reference.

To make a billing or a registrations change click on the orange button below ‘Edit My Registration’
1. Review all information, including Invoice details

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Member - Early Bird Fee</td>
<td>1</td>
<td>$1,100</td>
<td>$1,100</td>
</tr>
<tr>
<td>WTGOF Pre-Congress Workshop - Jun-30 - Student/Fellow/Trainee/Allied Health Prof.</td>
<td>1</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>L&amp;L Jul-4: Building a serious research career in transplant surgery - Dony Gegev</td>
<td>1</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Welcome Events - Included in Registration Fees</td>
<td>1</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Women in Transplantation Event - Reservation Fee</td>
<td>1</td>
<td>$15</td>
<td>$15</td>
</tr>
<tr>
<td>Congress Networking Event - Delegate or extra ticket(s)</td>
<td>1</td>
<td>$75</td>
<td>$75</td>
</tr>
</tbody>
</table>

**Total:** $1,315.00

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

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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

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

Expiry month
Select a month

Expiry year
Select a 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

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 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.

Your registration is paid!

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

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

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 Prof. Validation’ to submit your proof (Letter from superior in English or Spanish only, or a license/student ID including expiration date).

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 (available on our Registration page: tts2018.org/registration) 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.