



Registration Frequently Asked Questions

Q. How do I register for the Conference?

A. Individual registrations can only be made online. The SBR 2017 registration is managed by the same secretariat as IXA 2017. You therefore need to register at: <http://confman.ixa2017.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://ixa2017.org/images/downloads/How-to-Register-Guide-SBR-lowres2.pdf>) for more details.

Q. What are the registration fees?

A. A complete list of the registration fees is available here: <http://ixa2017.org/swine-registration>. The Conference fees vary depending on your status (delegate or student/fellow/trainee/federal employee) and the time of purchase: early bird and standard/onsite.

Student/Fellow/Trainee/Federal Employee need to provide proof of their status. This needs to be updated under the 'Student Validation' module in Conference Manager.

Q. How do I show proof of my status?

A. Students, Fellows, Trainees and Federal Employees 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. 6th Swine in Biomedical Research Conference includes: Access to Conference Sessions, SBR 2017 Opening Ceremony and Welcome Reception (Sep-23), Breakfasts, Coffee Breaks, Lunches, and Conference Materials.

Conference participants are responsible for covering all conference and travel expenses, such as plane tickets, accommodations, transfer from and to the airport, food, conference fees, etc.

Q. When is the early-bird registration deadline?

A. The early bird deadline is Tuesday, August 8, 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 speaker, chair, abstract presenter) must complete

the online registration and pay any applicable fees by August 8, 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 Conference program can register online until September 10, 2017. After this date, participants may register onsite starting September 23, 2017. Standard/Onsite fees apply as of August 9, 2017.

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 Conference 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 August 31, 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. The system also allows you to do this even when there is an outstanding balance.

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@ixa2017.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. 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@ixa2017.org on or before August 8, 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 August 8, 2017. No refunds apply for no-shows.

Q. How can I transfer my paid registration?

A. All modification and substitution requests must be submitted to the Registration Coordinator at info@ixa2017.org by email. For replacement of a delegate under individual registration, written permission from the original registrant is required, along with contact details of the substitute delegate. The person who will receive the payment approval needs to create a user account and register for the congress, but must not pay.

An additional administration fee of \$25 USD will apply for requests received after August 25, 2017.

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' 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.

Please note that the letter online has the IXA 2017 logo. If you required a specific letter for the Conference, please fill out the information required online and afterwards contact the Secretariat at info@ixa2017.org so she will be able to process the letter on a SBR letterhead.

Q. What are the social events during the Conference?

A. The SBR 2017 Opening Ceremony and Welcome Reception, will take place on Saturday, September 23, 2017. This event is included in the 6th Swine in Biomedical Research Conference Registration Fee.

Q. Which events are open to the general public?

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