14th Congress of The International Xenotransplantation Association (IXA 2017)

HOW TO REGISTER GUIDE

For Registration inquiries contact Eugenia ’Kena’ Siu at info@ixa2017.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.

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)

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@ixa2017.org

Create a Profile

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

**Step 1:** Account information – Name, Email, Password, Country and Membership information.

**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.

1. Select your billing address: profile or custom, check the circle

2. To modify your custom billing address click here

3. Enter your Emergency contact information (mandatory)

4. Select your Dietary Restrictions

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.

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

3. Satellite Meetings Inclusions. If you do not wish to attend the IXA Congress, select one satellite meeting here and if you want to attend a second one select it on the next step.

4. Click the Green button to continue. Click the ‘Back’ button to go to the previous page.

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2. Click the Green button to continue. Click the ‘Back’ button to go to the previous page.

Page 4 – Select Social Event, if applicable

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

2. Click the Green button to continue. Click the ‘Back’ button to go to the previous page

1. Review all information

To change your registration products click on ‘Modify’ or ‘Edit my Registration’

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

### Registration Summary

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member - Early Bird Fee</td>
<td>1</td>
<td>$600.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Post Graduate Course - Early Bird/Standard Fee</td>
<td>1</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>Accompanying Person (John Smith)</td>
<td>1</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Opening Ceremony &amp; Welcome Reception</td>
<td>1</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Congress Networking Event</td>
<td>2</td>
<td>$100.00</td>
<td>$200.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>$1,350.00</td>
<td>$1,350.00</td>
</tr>
<tr>
<td><strong>Balance</strong></td>
<td></td>
<td>$0.00</td>
<td>$1,350.00</td>
</tr>
</tbody>
</table>

### Payment Options

#### Payment Option 1 - VISA or MasterCard

- **Credit Card Number (no spaces)**
- **Credit Card Holder Name**
- **Expiry month**
- **Expiry year**
- **Cvv**

Click here to process $1,350.00 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

#### Cancel and Exit Registration

- Make a payment at a later time

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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 with 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, 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 31, 2017. After this date, all payments must be made with a Credit Card.

Payment Information

This is your payment information

Thank you for your credit card payment

Type: PAYMENT
Method: CREDIT CARD
Receipt ID: ord-200116-14:47:44
Transaction #: 5946-0.99
Reference #: 6616733800013370010
Name on Card: Eugenia Stu Lepo
Credit Card: **** **** **** 5265
Amount Received: $1,360.00

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 has been received and entered into the system, the Type status will change to “Payment”
Click on the light blue buttons to Print and/or Save (as pdf) your Invoice

NOTE: If you have registered as a Student, Fellow or Trainee 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 (student ID or letter).

For additional questions on the Registration process, or general inquiries about the Congress please contact the IXA 2017 Secretariat by email at info@ixa2017.org