6\textsuperscript{th} Swine in Biomedical Research Conference (SBR)

Registration for the SBR Conference is managed on the same registration platform as the IXA 2017 Congress (14\textsuperscript{th} Congress of the International Xenotransplantation Association). Reference is therefore made frequently to 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.

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.

Your Dashboard

**Step 1 – My Profile**
To make modifications to your profile

**Step 2 – Alternate Billing Address**
To use a different billing address than the one from your profile

**Step 3 – Register for Conference**
To register for the Conference and other meetings

**Step 4 – Student Validation**
To submit Student/Fellow/Trainee proof of status (student ID or letter)

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

To add additional billing information such as VAT, etc.

5. Click the Green button to continue

1. Under the Main Registration is the IXA Congress, if you wish to attend this Congress and the Swine Conference (SBR), you will have to select the SBR on the next step. If you wish to only attend the SBR, select it under the Satellite Meetings.

Note: The system will show you the Member or Non-Member fees according to the info you provided when creating your user account.

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

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

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

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

Page 6a – Summary & Payment Options

Registration Summary

Select the Payment Option that suits you best

Click here to Exit the registration process. It won’t be deleted

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.

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 has been received and entered into the system, the Type status will change to “Payment”.
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 Conference. 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 Swine in Biomedical Research Conference please contact the IXA / SBR 2017 Secretariat by email at info@ixa2017.org