EXHIBITOR PORTAL GUIDE

79th Annual Meeting
Canadian Urological Association

June 29 – July 1, 2024
Victoria, BC, Canada

For Registration inquiries contact Kena Siu at registration@cua.org

Exhibitor Portal Guide
https://cuameeting.org/sponsorship-exhibits

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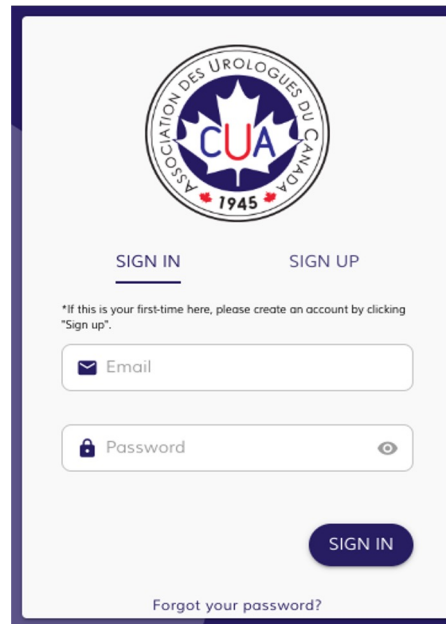June 29 - July 1 • 29 Juin - 1 Juillet, 2024

Sign In

IMPORTANT: We recommend that you use one of the following browsers: Chrome, Firefox, IE11+, Edge, Safari 9.1+, Opera, Android Browser 4.4+, to avoid experiencing problems.

> **The Registration Manager provided the email to the Sponsor/Exhibitor Admin with which your company must sign in.**

Under the Sign In tab enter the log in details emailed to you.

SIGN IN   SIGN UP

*If this is your first-time here, please create an account by clicking "Sign up".

✉ Email

🔒 Password 👁

SIGN IN

Forgot your password?

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Your Dashboard

**Manage Sponsors & Exhibitors**
This is the **Exhibitor Portal**. You can update your Company's profile, register participants, add the onsite staff and purchase more registrations and networking tickets.

My Profile
It's related to your personal profile and NOT the company.
If you wish to register as an individual attendee and your company is covering your registration go to the Exhibitor Portal.
If you wish to register on your own, please send an email to registration@cua.org with your request so you'll be able to see the registration products when clicking on "Register to an event".
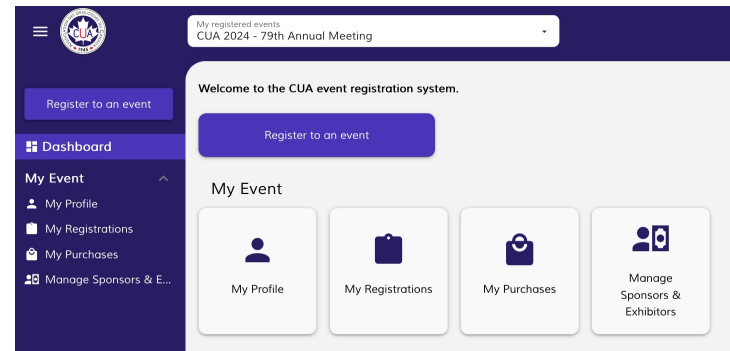
My Registrations
Will show the products you have purchased if you registered as an individual attendee by clicking on "Register to an event".

My Purchases
You will see the products you have purchased as an individual.
To see the purchases you have done for your company, they are under the Exhibitor portal (Manage Sponsors & Exhibitors).

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Exhibitor Portal Overview

On the Dashboard, click on "Manage Sponsors & Exhibitors".

> **Manage Sponsors & Exhibitors = Exhibitor Portal**
> Summary view of your company's package

Booth Package
Click the Green Button to view what is included in your booth package.

Click to:
- **Update Company's Profile → Pencil icon**
- **Register Participants → Agenda icon (center)**
- **Assign Exhibition Booth Staff → People icon**

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STEP 1 | Update your Company Profile

1. Click on the Pencil Icon

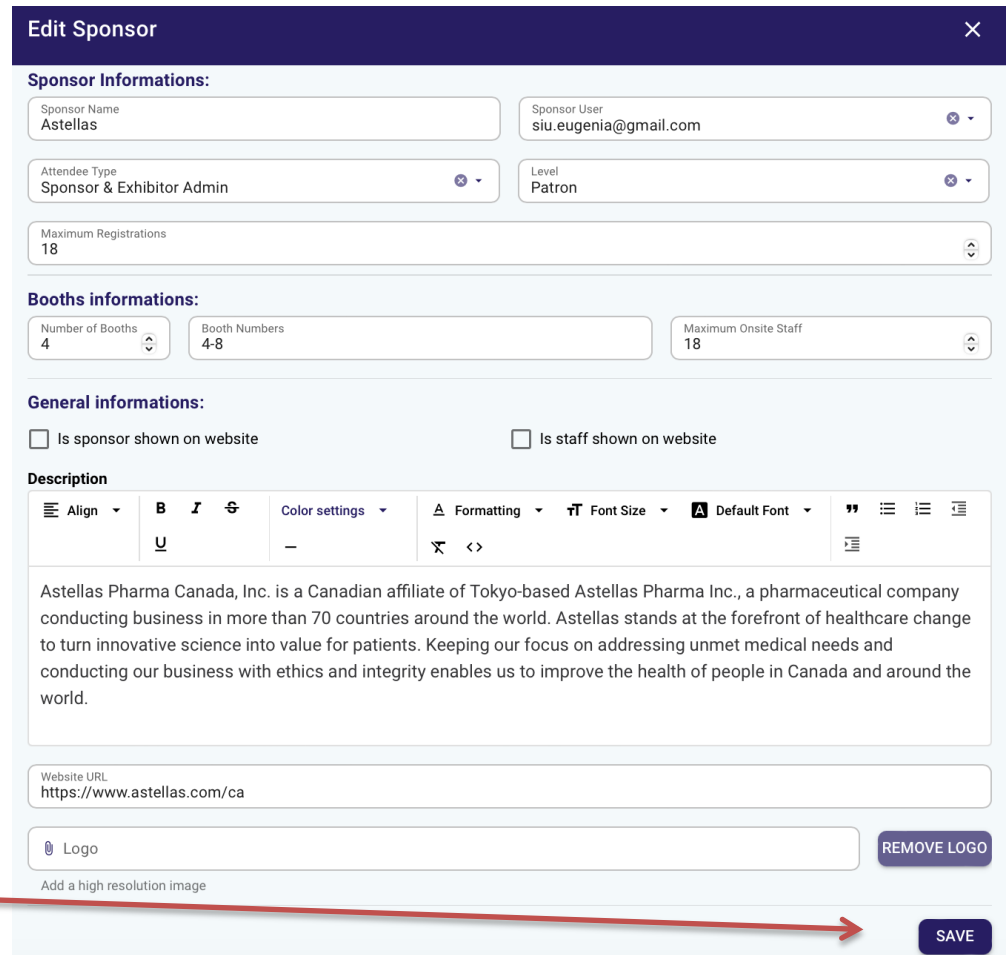In the pop-up window you will see the Sponsor/Exhibitor Information.

Details about the package your company purchased.

Follow these steps:
1. Under "General Information" Click the check boxes if you want the information to be displayed in our website.
2. Enter a brief description of your company.
3. Enter the website URL.
4. Upload a high-quality image logo (Note: you will see the image only after clicking "Save").
5. Click "Save".

Edit Sponsor

Sponsor Informations:

Sponsor Name: Astellas

Sponsor User: siu.eugenia@gmail.com

Attendee Type: Sponsor & Exhibitor Admin

Level: Patron

Maximum Registrations: 18

Booths informations:

Number of Booths: 4

Booth Numbers: 4-8

Maximum Onsite Staff: 18

General informations:

☐ Is sponsor shown on website   ☐ Is staff shown on website

Description

Align | B I S | Color settings | Formatting | tT Font Size | A Default Font
U | — | X <>

Astellas Pharma Canada, Inc. is a Canadian affiliate of Tokyo-based Astellas Pharma Inc., a pharmaceutical company conducting business in more than 70 countries around the world. Astellas stands at the forefront of healthcare change to turn innovative science into value for patients. Keeping our focus on addressing unmet medical needs and conducting our business with ethics and integrity enables us to improve the health of people in Canada and around the world.

Website URL: https://www.astellas.com/ca

📎 Logo   [REMOVE LOGO]

Add a high resolution image

[SAVE]

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STEP 2a | Register your participants

1. Click on the Agenda Icon

In the pop-up window you will see two columns:

- **Products: the list of products your company is eligible to.**
  The quantities at the bottom of each product show how many products you can assign (number on the left) and how many you have available in total (number on the right).
- **Participants:** you will enter the names of the participants attending the meeting

The Registration Guidelines (Blue Button) shows the registration inclusions and other products.

Sponsor: Astellas   ? REGISTRATION GUIDELINES

Participants ▲

+ ADD NEW USER

Products   ADD NEW PRODUCTS

Sponsor Registration
Quantity : 10 / 10

Exhibitor Pass (in package)
Quantity : 8 / 8

President's Reception & Banquet (S&E)
Quantity : 18 / 18

Multi-D Sponsor (in package)
Quantity : 4 / 4

Registration guidelines

Follow the Step-by-Step Exhibitor Portal Guide here.

Registration Inclusions:

- **Exhibitor Pass (in package)**
  - Access to the Exhibit Hall
  - Daily light breakfasts, breaks and lunches in the exposition hall for the duration of the exhibits
  - CUA Networking Reception, Saturday, June 29, 17:30. Attire: smart casual
  - Does NOT include access to the Scientific Sessions nor the President's Reception and Banquet, Monday

- **Exhibitor Registration (in package)**
  - Access to all Scientific Sessions and Exhibit Hall
  - Daily light breakfasts, breaks and lunches
  - CUA Networking Reception, Saturday, June 29, 17:30. Attire: smart casual
  - President's Reception and Banquet, Monday, July 1, 19:00-23:00. Attire: black tie formal (complimentary ticket is shown separately)

- **Sponsor Registration (in package)**

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STEP 2b | Register your participants

2. Add Participants

1. **Create the participant's name by clicking on "+ Add New User"**
2. **Enter the email address and click "Add"**
   - If the user already exists in our system, their name will appear after clicking the add button.
   - If it is a new user, you are required to enter their name and last name.

STEP 2c | Register your participants

3. Register your participants

Once you have entered the name of the participant(s), simply drag the product(s) from the right to the participant's name on the left. It is saved automatically.

• See the products the participant has been registered to by clicking on the arrow.
• You can delete a product by clicking on the red trash icon.
• You can delete a participant by clicking on the red trash icon.
• When deleting, the products will reflect back under the products list.

The Exhibitor Portal does NOT send automated emails to your participants. The **Sponsor/Exhibitor Admin is responsible** to communicate with them about their registrations.

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STEP 2d | Register your participants – Purchase Products

4. Click in "Add New Products" if you want to purchase extra badges, events tickets or more registrations.

Participants	Products	ADD NEW PRODUCTS
+ ADD NEW USER	Sponsor Full Program Registration Quantity : 4 / 4	
	Exhibitor Full Program Registration Quantity : 4 / 4	

+ SPONSORS & EXHIBITORS REGISTRATION

+ NETWORKING EVENTS - Additional Tickets / ACTIVITÉS DE RÉSEAUTAGE – Billets supplémentaires
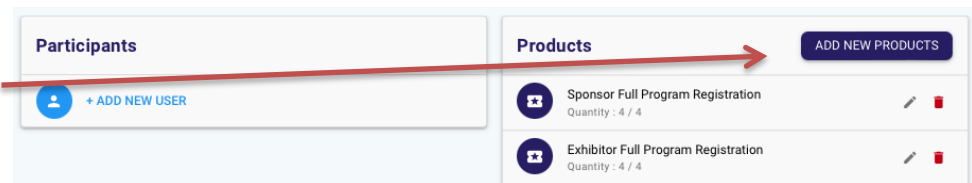
The Products are divided in sections. Click the [+] on the left to view the content.

1. Sponsors & Exhibitor Registration
- Exhibitor extra badges
- Industry registrations
- CUA-CUOG Multidisciplinary Meeting

2. Networking Events Tickets

Exhibitor Extra Pass includes the following from June 29 – July 1:
- Access to the Exhibits Hall
- Daily light breakfasts, breaks and lunches in the Exhibits Hall for the duration of the exhibits
- CUA Networking Reception, Saturday, June 29, 17:30. Attire: smart casual
- Does NOT include access to the scientific sessions, nor the President's Reception and Banquet

Industry - Includes the following from June 29 – July 1:
- Access to all Scientific Sessions and Exhibits Hall
- Daily light breakfasts, breaks and lunches
- CUA Networking Reception, Saturday, June 29, 17:30. Attire: smart casual

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5. Adding New Products

1. Click on the [+] to expand the content.

2. Select the product you wish to add by clicking on the button "Add to Cart".

3. On the right column, select the quantity you want [+ and – buttons].

4. Press "Next" when ready to proceed for payment.

— **SPONSORS & EXHIBITORS REGISTRATION**

You can purchase extra exhibitor badges (with NO access to Networking Events & Scientific Sessions), extra Industry Full Program or Scientific Program Only registrations, Networking Events tickets and passes to the Multi-D Meeting.

Once you complete the purchase, the products will appear on your list, and you will be able to assign them to your participants.

Vous pouvez acheter des badges d'exposant supplémentaires (sans accès aux événements de réseautage et aux sessions scientifiques), des inscriptions au programme complet ou au programme scientifique seulement, des billets pour les événements de réseautage et des billets pour la réunion Multi-D.

Une fois l'achat complété, les produits apparaîtront sur votre liste et vous pourrez les attribuer à vos participants.

Name	Price	
Exhibitor Extra Badge	250.00	ADD TO CART
Industry - Full Program	550.00	ADD TO CART
Industry - Scientific Program Only	450.00	ADD TO CART

CART

Product	Price	Quantity			Total	
Exhibitor Extra Badge	250.00	⊖	2	⊕	500.00	🗑
Industry - Scientific Program Only	450.00	⊖	1	⊕	450.00	🗑
CUA Networking Night	150.00	⊖	2	⊕	300.00	🗑

Subtotal:	1250.00
GST (5 %)	62.50
QST (9.975 %)	124.69

NEXT

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STEP 2e | Register your participants – Purchase Products

Billing Information , Payment & Cart.

1. **Add your Billing Information.**
2. **Pay by.** Add Credit Card complete information required (only Visa and MasterCard are accepted). Select Other if you are paying with a cheque or other method of payment.*
3. **Review Cart.** If you need to adjust click in "Back", if not click the "Proceed to Payment" button to process your payment.

* If you select "Other" in Pay by, please notify us at registration@cua.org with further payment information.

CVV: the 3 digits located usually on the back of the credit card

Review your cart and adjust if necessary, then proceed to payment.

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STEP 2f | Register your participants – Purchased Products

Order Processed Successfully

1. **Click on the "Finish" button.**
   To go back to the Products & Participants page.

2. **You have received your invoice via email.**
   Look for the subject: Confirmation of Registration.

See the new purchases on the Products list, ready to be assigned.

Drag the product(s) to the participant name(s). It is saved automatically.

Create Order ✕

✓ Products   ✓ Checkout   ✓ Payment Confirmation

Thank you !
Your order has been processed successfully.

A receipt was sent to siu.eugenia@gmail.com.

FINISH

Products   ADD NEW PRODUCTS

- Sponsor Full Program Registration
  Quantity : 10 / 10
- Exhibitor Full Program Registration
  Quantity : 7 / 8
- Exhibitor Registration Only
  Quantity : 8 / 8
- Exhibitor Extra Badge
  Quantity : 2 / 2
- CUA Networking Night
  Quantity : 1 / 1

STEP 2g | Register your participants – Invoice

Download Invoice / Receipt

1. **Under "Manage Sponsors & Exhibitors"**
   Click on the the arrow on the left of your company's name

2. **Review orders**
   Under the actions column on the right, you can:
   - Download your receipt
   - Proceed to payment with a credit card if the order status is "waiting for payment".

Manage Sponsors & Exhibitors   WHAT IS INCLUDED IN YOUR BOOTH PACKAGE ?

ℹ The exposition portal for CUA 2024 - 79th Annual Meeting will close on 2024/06/03. Make sure to have completed eveything before this date. Thank you.

	Sponsor Name	Attendee Type	Level	Sponsor User	Sponsor User Email	Maximum Onsite Staff	Maximum Registrations	Number of Booths	Actions
	Astellas	Sponsor & Exhibitor Admin	Patron	Euge Test	siu.eugenia@gmail.com	18	18	4	

	Order number	Sponsor Admin	Order date	SubTotal	Discount	Total	Payment status	Actions
	414-240319204905	siu.eugenia@gmail.com	2024/03/20	250.00 $	0	262.50 $	WaitingPayment	
	414-240321153345	siu.eugenia@gmail.com	2024/03/21	300.00 $	0	315.00 $	WaitingPayment	

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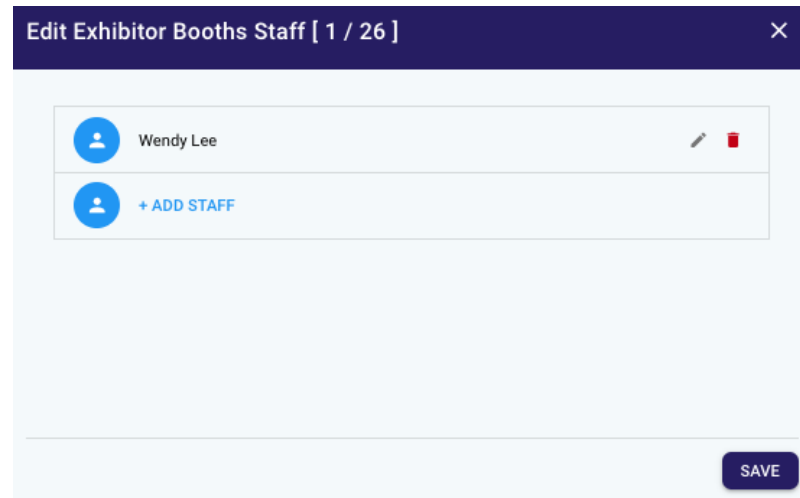
STEP 3 | Assign Exhibitor Booth Staff

1. Click on the People Icon

1. Click on the "Add Staff" button.

2. Enter the name of the staff member(s).

3. Click "Save".

These are the names that will appear on the CUA Meeting App.

Edit Exhibitor Booths Staff [1 / 26]　　　　　✕

👤　Wendy Lee　　　　　　　　　　✏ 🗑

👤　+ ADD STAFF

SAVE

You can edit the names by clicking on the gray pencil icon or delete them by clicking on the red garbage icon. Then click "Save".
Closing the window [X] will not save the information.

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Registration Terms & General Assistance

Taxes
The following tax will be added to the registration fees: 5% GST.

The registration deadline for Exhibitors and Sponsors is Monday, June 3rd, 2024.

The Exhibitor Portal will close on June 3rd.

Changes after this date, please send them to registration@cua.org

For additional questions or inquiries on the Registration process, please contact us via email at registration@cua.org

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