HOW TO REGISTER 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



Sign In / Sign Up Page

IMPORTANT: For an optimal viewing and registration experience, we recommend using a computer rather than a phone, as the website is best displayed on desktop devices. Please use one of the following browsers: Chrome, Firefox, IE11+, Edge, Safari 9.1+, Opera, Android Browser 4.4+, to avoid experiencing problems.

To register, visit: www.cuameeting.org/registration

You must have a user account in order to register to the Meeting.

Select "Sign In" ONLY if you have previously Signed Up and have activated your account for CUA2023 or other meetings on this platform.

RU RASSOCIATION	
SIGN IN	SIGN UP
ssociated with your CUA memb nly reduced registration fees ar FirstName	zership to benefit from members- id MOC credit tracking.
▲ LastName	
LastName	
LastName Kenail Confirm email	





Activate Account

Please check your email to Activate Password (check spam folder if email is not shown in inbox). When clicking the link received via email, you will see the following information



Note: Link is valid for 1 day only



Problem Signing In?



If you previously signed up but cannot remember the email address you used, please do NOT create a new account. Send us a request at registration@cua.org



Your Dashboard

My Profile

It has the same information as in the registration form. Use it to update your details after you have registered.

My Registrations Shows the registration products you have purchased for the event selected on the top.

My Purchases Display all the purchases made along with the option to download the receipts



Note: If you are a CUA Officer, Committee Chair, Member-at-large, CUASF Chair, part of the Scientific Program Committee, or Invited Speaker, you DO NOT have to register as the meeting organizers will register you on your behalf.



MAIN Registration Fees Include

The registration fee for delegates includes access to Scientific Sessions and Exposition hall, daily light breakfasts, breaks and lunches from June 29 to July 1, as well as the CUA Networking Reception on Saturday, June 29.

There will be no Sunday night CUA Networking Event. In lieu, the CUA Networking Reception on Saturday night will be the place to be to socialize with friends and colleagues. Light food and drinks will be served.

As of 2024, the registration fees will NOT include the CUA President's Reception and Banquet. Tickets are available for purchase separately. Attire: Black Tie Formal

There is limited seating for President's Reception & Banquet. Advanced reservation is required. On-site availability is not guaranteed. Non-CUA Members (residents, fellows, students, researchers, and non-physician HCPs):

You will be required to submit a letter from the Program Director or Department Head upon registering for CUA2024. Please send it to registration@cua.org. If you are a Canadian resident or fellow, we encourage you to become a <u>CUA Member</u> (free of charge for residents-fellows enrolled in a UROLOGY training program) and register in the member category.

Once you become a member update your profile under "My Profile" and click the button "Validate Membership" on the top.



Registration Form

When clicking the "Register for an event" button in the Dashboard you are required to complete the following information in 5 steps:

- 1. Select the event you want to attend on the drop-down menu
 - CUA 2024 79th Annual Meeting
- 2. Profile Details

If you already had a profile it'll take you directly to the Products. If you want to update your profile click on "My Profile" to edit it before proceeding.

- Event Profile
- Contact Information
- Dietary Restrictions
- 3. Products

Here you may select your registration fees, purchase additional networking event tickets, and tickets for the CUA-CUOG Multidisciplinary Meeting.

- 4. Check Out
 - Cart
 - Billing information
 - Payment information
- 5. Payment Confirmation
 - Only Visa and MasterCard are accepted



Select the event you want to attend.





Step 2a - Registration Form - Profile Details

Complete your Profile Details.

-	•		
Please fill o	out the following —	💼 Event Profile 💼 Contact Information	— 🕤 Dietary Preferences
	Title:	Dr.	*
	First Name:	Alexandre	
	Initial:	D.	
	Last Name:	Smith	
	Suffix:		
	Gender:	Male	•



Step 2b - Registration Form - Profile Details

In Event Profile, under "I am a", view and select your attendee category by clicking on the drop down menu. Then complete the other fields.





Step 2c - Registration Form - Profile Details

In Contact Information complete the following fields, if applicable.

Please fill out th	ne following —— 🕑	Event Profile –	Contact Info	ormation	Dietary Pr	eferences
Phone Number:	819-648-7450					
Emergency Contact Name:	Jen		Emergency Contact Phone Number:	819-648-2560		
Assistant Name:	Victoria					
Assistant Email:	victoriaf@gmail.com		Assistant phone number:	819-629-7854		
Copy my assistant or communications:	n all 🗸	/				
BACK NEXT						



Step 2d - Registration Form - Profile Details

Select your Dietary Restrictions.

Please fill out	the following —— 😪	Event Profile —— 🗸	Contact Information	— 🖉 Dietary Preferences
Dietary Restrict	i ons nuts / Nuts 🗸 Allergy	- Shellfish 🗌 Dairy-Fre	e 🗌 Gluten-Free	🗌 Vegan 📄 Vegetarian
Other restrictions:				
				11.





How to Register Guide - www.cuameeting.org/registration

expand the content.



Step 3b - Registration Form - Products

Select your registration fees.

e read details carefully.		To add products click on the "Add to cart" button and the will reflect on the right colu		lick on the on and the right colur
Events Profile Details Products	Checkout		😑 Payment Confirme	ation
 MAIN REGISTRATION CUA 2024 / INSCRIPTION PRINCIPALE DE L'AUC Includes the following from June 29 - July 1: Inclut ce qui suit, du 29 juin au 1 juillet : Access to all Scientific Sessions and Exposition hall / Accès à toutes les séances scientifiques et au hall des exposants Daily light breakfasts, breaks and lunches / Petits-déjeuners, pauses et repas du midi à chaque jour CUA Networking Reception, Saturday, June 29, 17:30 / Réception de réseautage de l'AUC, le samedi 29 juin, 17h30 	CART Product Price Registration Fee 600.00	e Quantity 0 $igodot 1$	Total	
 Important: There will be no Sunday night CUA Networking Event. In lieu, the CUA Networking Reception on Saturday night (included in the registration fees), will be the place to be to socialize with friends and colleagues. Light food and drinks will be served. J II n'y aura pas d'événement de réseautage de l'AUC le dimanche soir. La soirée de réseautage de l'AUC du samedi soir (incluse dans les frais d'inscription) sera l'endroit idéal pour socialiser avec des amis et des collègues. Canapés et cocktails y seront servis! As of 2024, the registration fees will NOT include the CUA President's Reception and Banquet. Tickets will be available for purchase separately. Attire: Black Tie Formal / Dès 2024, les frais d'inscription n'incluront PAS la réception et le banquet du Président de l'AUC. Les billets seront disponibles à l'achat séparément. Tenue vestimentaire : Tenue de soirée/cravate noire 	Sub GST Tote	stotal: T (5 %) al:	600.00 30.00 630.00	



Step 3c - Registration Form - Products

If you would like to purchase additional event tickets select them under Networking Events.

Note: Your Registration Fee already includes the CUA Networking Reception





Step 3d - Registration Form - Products

Select the CUA-CUOG Multidisciplinary (Multi-D) Meeting if you wish to attend.

The Multi-D Meeting is free for CUA / CUOG / GUROC / GUMOC Members.

It has a cost for Non-Members and Sponsors.

If you ONLY wish to attend the Multi-D Meeting, select the "ONLY Attending Multi-D Meeting" product.

Note that CUA will validate your Membership status with other associations.

Events Profile I	Jetails	Products
MAIN REGISTRATION CUA 2024 / INSCRIPTION	ON PRINCIPALE DE L	AUC
CUA-CUOG MULTIDISCIPLINARY (Multi-D) M (Multi-D) AUC-CUOG	IEETING / RÉUNION	MULTIDISCIPLINAIRE
ate: Saturday, June 29, 2023, 07:30-11:00	/ Le samedi 29 juir	a 2023, 7h30 à 11h00
enue / Endroit : Victoria Conference Cent	re /Le Centre de (Conférence de Victoria
- CUA 2024 MEETING + Multi-D / CONGRÉS	5 de l'AUC 2024 + Mเ	ılti-D
Select this option if you are participating main registration. Sélectionnez cette option si vous participa sélectionné l'inscription principale.	in CUA 2024 and h	ave already selected the que vous avez déjà
Name	Price	
Multi-D - CUA / CUOG / GUROC / GUMOC Member	0.00	ADD TO CART
 ONLY Attending Multi-D / SEULEMENT Part 	rticipant au Multi-D	
Select this option if you are ONLY attend (Multi-D) MEETING, otherwise, select thi Sélectionnez cette option si vous désirez MULTIDISCIPLINAIRE (Multi-D) CUA-CUC dessous.	ling the CUA-CUOC s meeting above. z assister UNIQUEN OG, sinon sélection	MULTIDISCIPLINARY /IENT à la RÉUNION nez cette réunion au-
Name	Price	
ONLY Attending Multi-D Meeting - Member CUA / CUOG / GUROC / GUMOC	0.00	ADD TO CART



Step 3e - Registration Form - Products

Select the free extra credit sessions, if you wish to attend.

Once available, these sessions will be visible on the registration form. We will also send a promotional email to keep you informed.

- 1. Click the [+] sign to view the free extra credit sessions.
- 2. Click the [+] sign to view the information of each of them.
- To add it to your registration, click the button "Add to Cart"

Please note that participation in these sessions requires payment of the Main Registration fees. — FREE EXTRA CREDIT SESSIONS / SÉANCES DE CRÉDIT SUPPLÉMENTAIRES GRATUITES Venue / Endroit : Le Centre Sheraton Montreal Hotel / Le Centre Sheraton Montréal Hotel + PCa/RCC Educational Session - June 22 + aUC Educational Session – June 23 + Onabotulinum toxin A Hands-on Course - June 23 + RLT Educational Session – June 23 The ABCs of BCR to CRCP Educational Session – June 25 Educational Session / Forum éducatif 4 The ABCs of BCR to CRCP Date: Sunday June 25, 2023/ Dimanche 25 juin 2023 Hour: 07h30 - 09h00 Hot breakfast will be served. / Un petit déjeuner chaud sera servi. Speakers / Conférenciers: Ross Mason, Jack Barkin, Andrea Kokorovic Obtain 1 Section 1 group learning credit. / Obtenez 1 crédit d'apprentissage collectif de la section 1. Name Price Educational Session 4 -Sunday June 25, 2023 / Forum ADD TO CART 0.00 éducatif 4 - Dimanche 25 juin 2023





Step 4 - Registration Form - Checkout

Billing Information, Payment & Cart

- Add your Billing 1. Information or the Company/Institution that is paying for you
- Select Pay by. If Credit Card 2. complete information required (only Visa and MasterCard accepted). Select Other if you are paying with a cheque or other method of payment.
- Review Cart then click the 3. "Proceed to Payment" button to process payment



with the details about your payment method and date.

necessary, then proceed to payment.



Step 5 - Registration Form - Payment Confirmation

Events	Profile Details	Products	Checkout	Payment Confirmatio
Thank you !				
Your payme	nt has been processe	ed successfully		
Moneris confirmatior	number: 660160340010015500			
RETURN TO DASH	BOARD			
You will	receive a registratio	n email confirm	ation with your pa	ayment receipt.
If you selecte	ed "Other" as a payr	ment method vo	our payment (and	receipt) will be due.
ase make sure w leadline to receiv	e receive the payment by cheq	ent within 3 wee Jue is June 3, 20	eks of completion 24. After this date	of your online registi e, all payments must



Cancellation and Refund Policy

Delegates unable to attend the CUA 2024 Annual Meeting will be entitled to a full refund (less 25% for administrative charges), provided that a written request is received by the CUA Corporate Office (<u>registration@cua.org</u>) by June 10, 2024. The organizers regret that refunds will not be considered for requests received after this date. All approved refunds will be issued after the Annual Meeting.

Taxes

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

Invitation Letter

To request a visa invitation letter, please contact Kena Siu at <u>registration@cua.org</u>. Please note that if you are a non-CUA member, official documentation as a Urologist is required in order to process the letter.

We recommend that you DO NOT pay your registration fees <u>until you obtain your visa</u>, as we cannot guarantee refunds in some countries due to banking restrictions.



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

Please take some time to read our **Registration Terms and Conditions document** (available on our <u>Registration page</u>) where you will find useful information about general registration information and travel to Victoria.

