
HOW TO REGISTER GUIDE – EXPOSITION PORTAL

78th Annual Meeting
Canadian Urological Association

June 23 – 25, 2023
Montreal, QC, Canada



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

How to Register Guide – Exposition Portal
<https://cuameeting.org/sponsorship-exhibits>

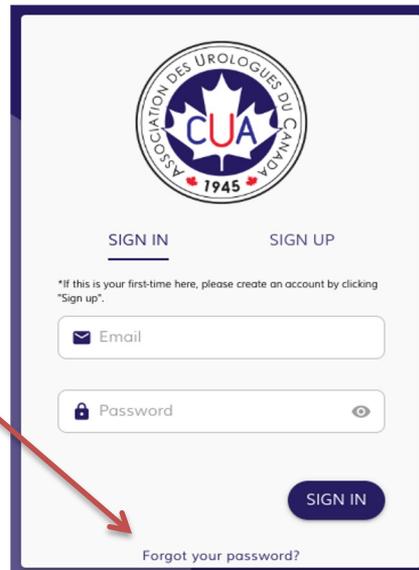

78th ANNUAL MEETING • 78^e CONGRÈS ANNUEL
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June 23-25 juin

Sign In & Password Reset

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.

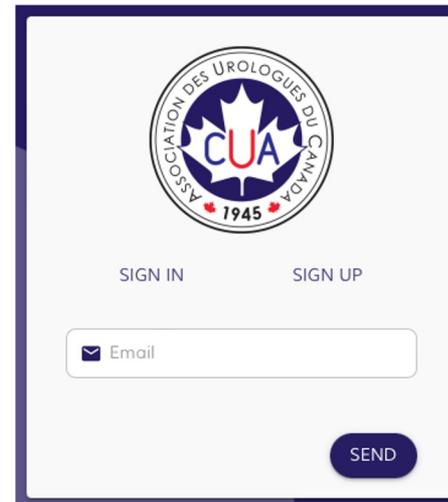
The Registration Manager provided the email to the Sponsor/Exhibitor Admin with which your company must sign in.

1. Under the Sign In tab, click on "Forgot your password?"



The screenshot shows the CUA login page. At the top is the CUA logo (Association des Urologues du Canada, 1945). Below the logo are two tabs: "SIGN IN" (selected) and "SIGN UP". A note reads: "*If this is your first-time here, please create an account by clicking 'Sign up'." There are two input fields: "Email" and "Password". A "SIGN IN" button is at the bottom right. A red arrow points to the "Forgot your password?" link at the bottom center.

2. Insert your email and click "send"



The screenshot shows the password reset email form. It features the CUA logo at the top, followed by "SIGN IN" and "SIGN UP" tabs. A note reads: "*If this is your first-time here, please create an account by clicking 'Sign up'." There is one input field for "Email" and a "SEND" button at the bottom right.

3. Check your email: CUA Password Reset

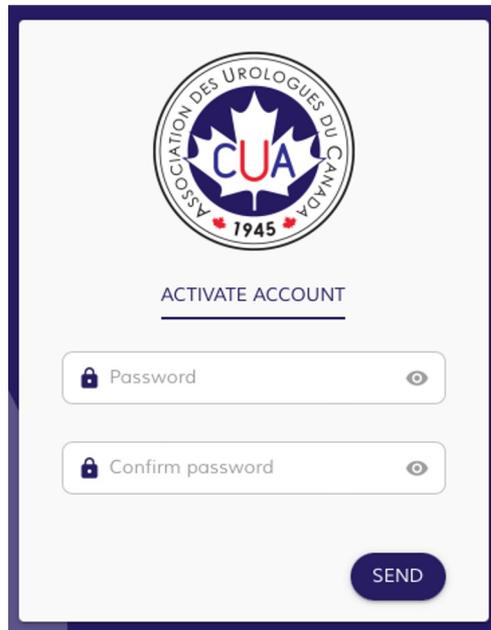
How to Register Guide – Exposition Portal
<https://cuameeting.org/sponsorship-exhibits>

Activate Account

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

Note: Link is valid for 1 day only

1. Create your password



ASSOCIATION DES UROLOGUES DU CANADA
CUA
1945

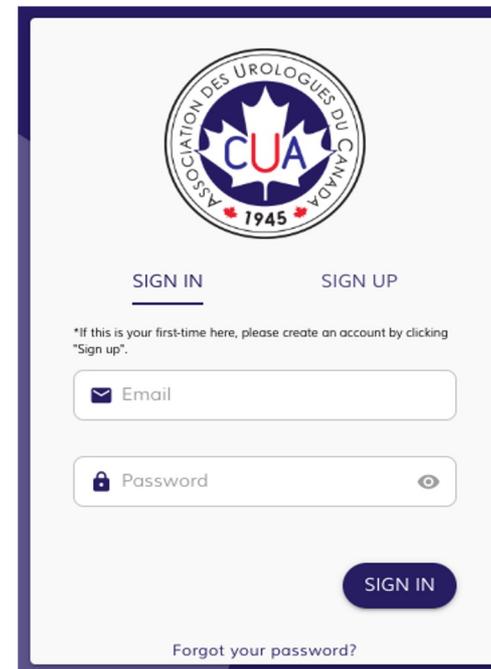
ACTIVATE ACCOUNT

Password

Confirm password

SEND

2. Sign In



ASSOCIATION DES UROLOGUES DU CANADA
CUA
1945

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?

How to Register Guide – Exposition Portal
<https://cuameeting.org/sponsorship-exhibits>

Your Dashboard

Manage Sponsors & Exhibitors

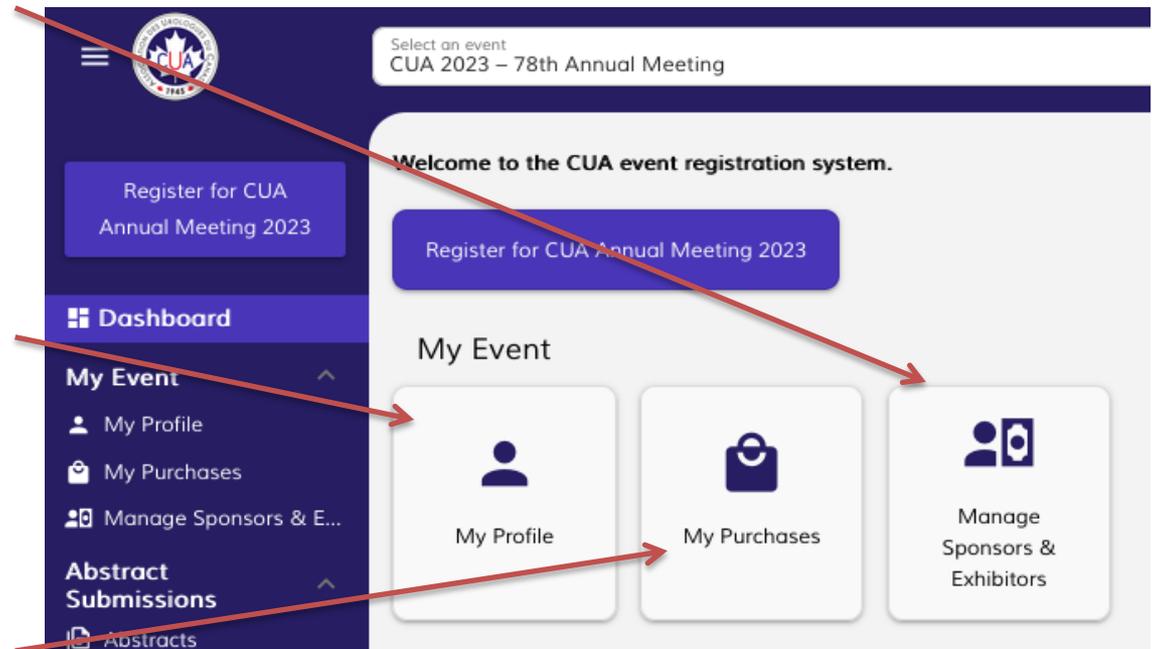
This is the Exposition Portal. You can update your Company's profile, register participants and add the onsite staff.

My Profile

It's related to your personal profile and NOT the company. Use it if you would like to register as an individual attendee only.

My Purchases

You will see the extra products you have purchased in the Exposition portal and if you use your account to register as an attendee.



How to Register Guide – Exposition Portal

<https://cuameeting.org/sponsorship-exhibits>

Exposition Portal Overview

On the Dashboard, click on “Manage Sponsors & Exhibitors”.

Manage Sponsors & Exhibitors
Summary view of your company’s package

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

Sponsor Name	Attendee Type	Level	Sponsor User	Sponsor User Email	Maximum Onsite Staff	Maximum Registrations	Number of Booths	Actions
Astellas	Sponsor & Exhibitor	Patron	Kena Test	siu.eugenia@gmail.com	26	26	4	  
Bracco	Exhibitor	Exhibitor	Kena Test	siu.eugenia@gmail.com	4	4	1	  

Records per page: 10 1-2 of 2

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

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” enter a brief description of your company.
2. Enter the website URL.
3. Upload a high-quality image logo (Note: you will see the image only after clicking “Save”).
4. Click “Save”.

Edit Sponsor [X]

Sponsor Informations:

Sponsor Name: Astellas

Sponsor User: siu.eugenia@gmail.com

Attendee Type: Sponsor & Exhibitor

Level: Patron

Maximum Registrations: 26

Booths informations:

Number of Booths: 4

Booth Numbers: []

Maximum Onsite Staff: 26

General informations:

Align | B | I | U | Color settings | Formatting | Font Size | Default Font

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

STEP 2a | Register your participants

1. Click on the Agenda Icon

Click the Blue Button
To view the Registration Guidelines.



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

Sponsor: TerSera REGISTRATION GUIDELINES ✕

Participants

+ ADD NEW USER

Products ADD NEW PRODUCTS

	Sponsor Full Program Registration Quantity : 4 / 4		
	Exhibitor Full Program Registration Quantity : 4 / 4		
	Exhibitor Registration Only Quantity : 4 / 4		

+ ADD PRODUCT

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.

The screenshot displays the Astellas sponsorship portal interface. At the top, a dark blue header shows 'Sponsor: Astellas' and a 'HOW TO USE' button. Below this, there are two main sections: 'Participants' and 'Products'. The 'Participants' section has a '+ ADD NEW USER' button. The 'Products' section has an 'ADD NEW PRODUCTS' button. A 'New user' dialog box is open, prompting the user to fill in information for 'Tefi@gmail.com'. The dialog box contains fields for 'First Name' and 'Last Name', and 'CANCEL' and 'ACCEPT' buttons.

STEP 2c | Register your participants

3. Register your participants

1. Click on the arrow on the right of the participant's name.

You'll see the text "This user has no product. Drag product here."

2. Select the product.

The icon will become green.

3. Drag the product under the participant's name.

4. Click the "Save" button.

So products will stay assigned to the participants.

The screenshot displays two panels: 'Participants' and 'Products'. The 'Participants' panel lists four users: Kena Test (1 product), Tefi Test (0 products), Wendy Lee (3 products), and Nadia Trelo (1 product). Each user has a red trash icon and a chevron icon. A message 'This user has no product. Drag product here.' is shown for Tefi Test. The 'Products' panel lists five items: Sponsor Full Program Registration (10/10), Exhibitor Full Program Registration (6/8), Exhibitor Registration Only (7/8), Exhibitor Extra Badge (1/2), and CUA Networking Night (0/1). A '+ ADD NEW PRODUCTS' button is at the top right. A '+ ADD NEW USER' button is at the bottom left. Red arrows point to the chevron icons for Kena Test and Tefi Test, and the '+ ADD NEW USER' button.

IMPORTANT TO "SAVE"!

SAVE

- When selecting a product, if it has been already assigned to a participant, the participant's icon will become green so you know who has that product assigned.
- You can add several products to the same participant.
- You can delete a product assigned to a participant by clicking on the red garbage icon.
- You can delete a participant by clicking on the red garbage icon. If they have assigned products they will reflect back under the products list.

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

STEP 2d | Register your participants – Purchase Products

4. Click in “Add New Products” if you want to purchase extra badges or registrations.

IMPORTANT TO “SAVE” BEFORE CLICKING THE BUTTON “ADD NEW PRODUCTS”

The Products are divided in sections. Click the [+] on the left to view the content.

1. Sponsors & Exhibitor Registration

- Exhibitor extra badges
- Industry registrations (special rate)
- CUA-CUOG Multidisciplinary Meeting

2. Networking Events – Additional tickets

The screenshot shows a user interface with two main sections: 'Participants' and 'Products'. The 'Participants' section has a '+ ADD NEW USER' button. The 'Products' section has an 'ADD NEW PRODUCTS' button and a list of products. A red arrow points from the 'ADD NEW PRODUCTS' button to the 'Products' header.

+ SPONSORS & EXHIBITORS REGISTRATION

+ NETWORKING EVENTS - Additional Tickets / ACTIVITÉS DE RÉSEAUTAGE – Billets supplémentaires

Exhibitor Extra Badge includes the following from June 23-25:

- o Access to exposition hall
- o Daily breakfasts, breaks and lunches
- o Welcome Reception, Friday, June 23, 17:30-18:15

Industry - Full Program includes the following from June 23-25:

- o Access to all scientific sessions and exposition hall
- o Daily breakfasts, breaks and lunches
- o Welcome Reception, Friday, June 23, 17:30-18:15
- o CUA Networking Event, Saturday, June 24, 19:00-23:00
- o President’s Reception and Banquet, Sunday, June 25, 19:00-23:00

Industry - Scientific Program Only includes the following from June 23-25:

- o Access to all scientific sessions and exposition hall
- o Daily breakfasts, breaks and lunches
- o Welcome Reception, Friday, June 23, 17:30-18:15

STEP 2e | Register your participants – Purchase Products

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.
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	<input type="button" value="ADD TO CART"/>
Industry - Full Program	550.00	<input type="button" value="ADD TO CART"/>
Industry - Scientific Program Only	450.00	<input type="button" value="ADD TO CART"/>

CART

Product	Price	Quantity	Total
Exhibitor Extra Badge	250.00	<input type="text" value="2"/>	500.00
Industry - Scientific Program Only	450.00	<input type="text" value="1"/>	450.00
CUA Networking Night	150.00	<input type="text" value="2"/>	300.00

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

STEP 2e | Register your participants – Purchase Products

Billing Information , Payment & Cart.

1. Add your Billing Information.
2. Select Pay by. If Credit Card complete information required (only Visa and MasterCard accepted). Select Other if you are paying with a cheque or other method of payment.
3. Review Cart. If 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 information.

The screenshot shows a 'Create Order' form with three main sections: 'Billing Information', 'Pay by', and 'CART'. The 'Billing Information' section includes fields for Name (Astellas), Other (Ref. #256398), Address (2228 Notre-Dame East), City (Montreal), Province (Quebec), Country (Canada), and Postal Code (H5Y 7K8). The 'Pay by' section has radio buttons for 'Credit Card' (selected) and 'Other', with fields for Card Holder Name, Credit Card, Expiration Date (MM/YY), and CVV. The 'CART' section is a table with columns for Product, Price, Quantity, and Total. It lists 'Exhibitor Extra Badge' (2 units, 500.00 total) and 'CUA Networking Night' (1 unit, 150.00 total). Below the table is a summary: Subtotal: 650.00, GST (5%): 32.50, QST (9.975%): 64.84, Total: 747.34. At the bottom are 'BACK' and 'PROCEED TO PAYMENT' buttons. Red arrows point from the instructions to the 'Astellas' field, the 'Credit Card' radio button, the CVV field, and the 'PROCEED TO PAYMENT' button.

Product	Price	Quantity	Total
Exhibitor Extra Badge	250.00	2	500.00
CUA Networking Night	150.00	1	150.00
Subtotal:			650.00
GST (5 %)			32.50
QST (9.975 %)			64.84
Total:			747.34

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

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

STEP 2f | Register your participants – Purchase 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.

The screenshot shows a 'Create Order' window with a progress bar at the top indicating three steps: 'Products' (checked), 'Checkout' (checked), and 'Payment Confirmation' (checked). The main content area displays a 'Thank you!' message and states 'Your order has been processed successfully.' Below this, it notes 'A receipt was sent to siu.eugenia@gmail.com.' A 'FINISH' button is visible in the bottom right corner of the window.

Below the main window, a 'Products' list is shown with an 'ADD NEW PRODUCTS' button. The list includes:

- 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 3 | Assign Exposition 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 delete them by clicking on the red garbage icon. Then click “Save”. Closing the window [X] will not save the information.

Registration Terms & General Assistance

Taxes

The following taxes will be added to the registration fees: 5% GST and 9.975% PST.

The registration deadline for Exhibitors and Sponsors is Thursday, June 1st, 2023.

Exposition portal will close on June 1st.

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