

Instructions for Registering for the WCTOH 2015

Log into the Union Services (<http://services.theunion.org>) using your username (usually email address) and password.

If this is your first time logging into Union Services please click 'First visit?' below the login information. You will just need to enter your email address and click next.

If you have a Services account with The Union please use that login information – please do not create a new account. You can update your information once you have logged into your account. If you have forgotten your username and/or password click 'Forgot your password?' and the system will ask you to enter your email address and send you a reminder.

When you click on Conferences a pop-up will appear with two conference listings. This screen will change once the World Conference on Lung Health closes at the end of October.

Click on WCTOH Registration 2014.

You will then enter the registration system. Select your participant category and click 'Add to registration'. You can only process one complete registration at a time. If you are an organisation with more than 10 registrations and wish to have your registration handled as a batch, please contact registration@wctoh.org.

16th World Conference on Tobacco or Health
English Registration cart

1 Category »
2 Options »
3 Confirm »
4 Payment »
5 Final confirmation »

Participant category A

	Until December 3, 2014	From December 4, 2014	On site
<input type="radio"/> Registration Fees	\$ 600	\$ 650	\$ 700
<input type="radio"/> Two-day registration	\$ 400	\$ 450	\$ 500
<input type="radio"/> One-day registration	\$ 200	\$ 225	\$ 250
<input type="radio"/> Student (in training and under 35 years old) or Nurse	\$ 250	\$ 300	\$ 350

*All amounts are in USD. If you need to change the category please clear the registration cart first.

Add to registration →

16th World Conference on Tobacco or Health
17-21 March 2015
Abu Dhabi, United Arab Emirates

Name Ms Louisa STEWART

Country United Kingdom

E-mail louisa@blueninja.org

Participant category

Sub total \$ 0.00

Accompanying person

Sub total \$ 0.00

Donation

Sub total \$ 0.00

Total NaN \$

Payment

Clear cart

If you wish to add an accompanying person, once you have added your own registration the box will appear for an accompanying person.

You can also add a donation in order to provide support a colleague from a low-income country.

Accompanying person D

You can register up to 2 accompanying persons! Accompanying persons are entitled to attend the welcome reception on Tuesday, 17 March 2015, coffee breaks and will have access to the Exhibition Area. They will not be permitted to participate in any of the scientific sessions.

	Until December 3, 2014	From December 4, 2014	On site
Do you want to register accompanying person(s)? <input checked="" type="radio"/> No <input type="radio"/> Yes	\$ 100	\$ 125	\$ 150

Donation F

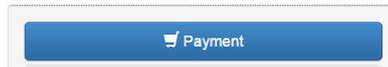
You would like to support a colleague from a low-income country to attend the Conference?

Please enter the amount you would like to donate:

\$

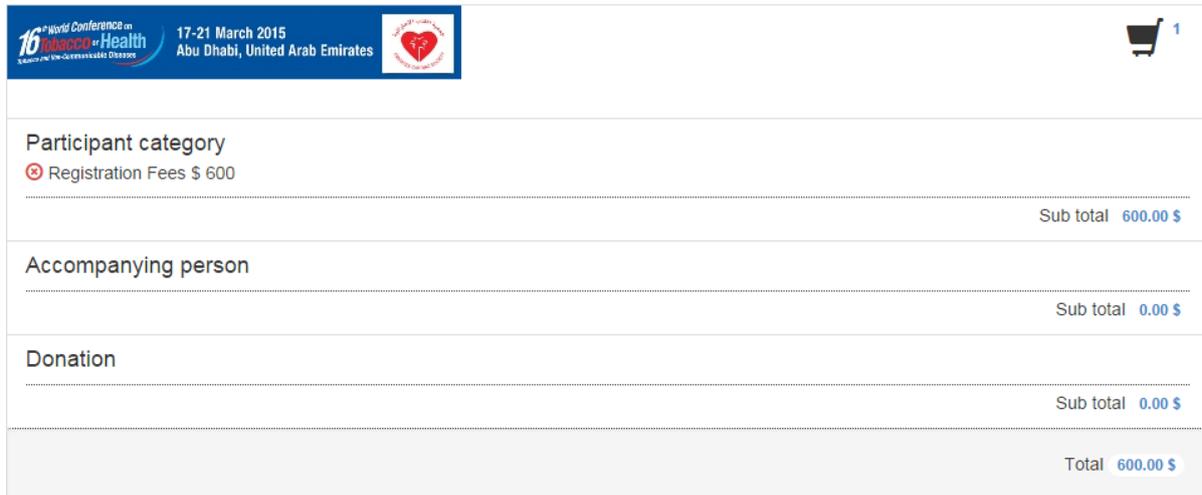
Add to registration →

Once you have added in your registration requirements click



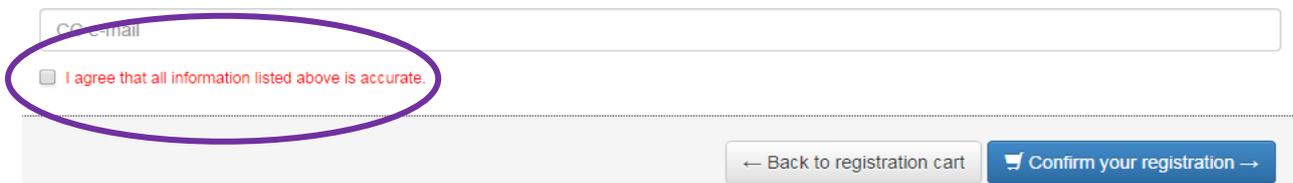
to

You have the option of checking your registration before you pay in the next screen. You can also cc another person who will then receive a copy of your registration confirmation and receipt.

A registration summary form with a blue header. The header contains the logo for the 16th World Conference on Tobacco or Health, the dates 17-21 March 2015, the location Abu Dhabi, United Arab Emirates, and a shopping cart icon with the number 1. The form has three sections: "Participant category" with a sub-total of 600.00 \$, "Accompanying person" with a sub-total of 0.00 \$, and "Donation" with a sub-total of 0.00 \$. A final "Total" row shows 600.00 \$.

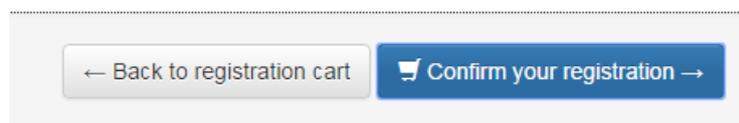
16th World Conference on Tobacco or Health	
17-21 March 2015	Abu Dhabi, United Arab Emirates
Participant category	Registration Fees \$ 600
Sub total 600.00 \$	
Accompanying person	
Sub total 0.00 \$	
Donation	
Sub total 0.00 \$	
Total 600.00 \$	

You must tick the box agreeing that the information is accurate. Your information is generated from your Union Services account. If you notice any errors you must to back into Union Services (<http://services.theunion.org>) and to into 'My Details' to make changes, then start the process again.

A confirmation form with a "CC email" input field. Below it is a checkbox labeled "I agree that all information listed above is accurate." which is circled in purple. At the bottom are two buttons: "← Back to registration cart" and "Confirm your registration →".

CC email
<input type="checkbox"/> I agree that all information listed above is accurate.
← Back to registration cart
Confirm your registration →

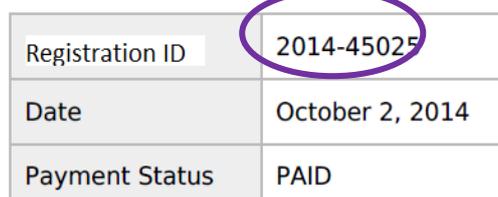
Once you confirm your registration you'll be taken to a payment screen to work through the process of payment.

Two buttons: "← Back to registration cart" and "Confirm your registration →".

← Back to registration cart	Confirm your registration →
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Once you have gone through the online payment system you will receive a screen that allows you to see your receipt, and a more detailed receipt will be sent to your email address, and also the cc email if you have inserted this.

You will receive a unique Registration ID number in your receipt that you can then use to secure your accommodation.

A table with two columns and three rows. The first row has "Registration ID" and "2014-45025", where "2014-45025" is circled in purple. The second row has "Date" and "October 2, 2014". The third row has "Payment Status" and "PAID".

Registration ID	2014-45025
Date	October 2, 2014
Payment Status	PAID

For any issues or questions you have with your registration please contact registration@wctoh.org

or click  **Contact us** in the dropdown option at the top right hand side of the page.

If you have problems with a payment

Our payment system should allow you to submit using a credit card without issue. If you do however get a notice advising payment has not been validated it may be that the bank needs to be notified that you are making a payment in USD for the conference.

The bank sometimes just needs to be aware that it's a different currency payment and can confirm the payment so it's not blocked. There are more security measures in place so it may take a couple of attempts for your payment to activate.

If you have multiple issues with payment please email registration@wctoh.org and we will work with you on finding a solution to processing your registration as conveniently as possible.

If you are registering a group (more than 5)

The registration team can assist you with bulk registration. It may be quicker for you to put their registration through directly, but if you require assistance please email registration@wctoh.org and the team can step through a process for registering your participants.