

## 44th Annual Shields Research Day

### Registration Submission Guide

#### EVENT INFORMATION

Registration to the event will be only through the [Ex Ordo portal](#), no emails will be accepted as registration.

Registration is limited for this event and precedence will be given to faculty and active learners (trainees – graduate students, residents, and fellows) at the University of Toronto (UofT). If you are not affiliated with the Department of Anesthesiology and Pain Medicine at UofT, you may still register, however, you will be placed on a waiting list and registration will be confirmed closer to the date.

A number of spaces at this event have been reserved for Anesthesia Assistants. Anesthesia Assistants should indicate their interest in attending to their respective hospital sites, who will confirm their attendance. Anesthesia Assistants are asked to delay registering until this confirmation is received.

If you have been selected to present at the Annual Shields Research Day, you will be granted registration access with the approval of your supervisors.

#### FEES

**There are no registration fees associated with this event.** However, faculty and active learners (graduate students, residents, fellows and medical students associated with anesthesia) who do not attend the event or cancel after Monday, April 24, 2023, will be charged \$250, which is the full cost of registration.

If an Anesthesia Assistant does not attend the event or cancels after Monday, April 24, 2023, their respective hospital site will be charged \$200.

#### QUESTIONS

If you have any questions, please contact [research.anesthesia@utoronto.ca](mailto:research.anesthesia@utoronto.ca)

## REGISTRATION

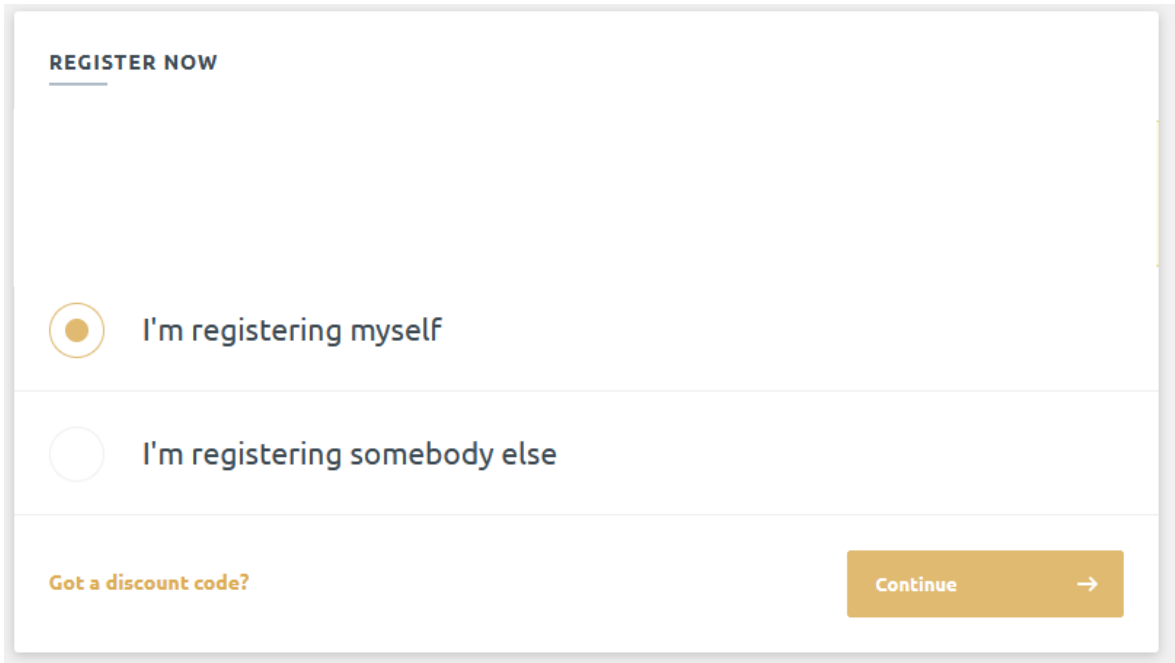
To start your registration:

- **Login to the conference portal** - <https://shieldsday2023.exordo.com/login>

The screenshot shows a web portal for the 44th Annual Shields Research Day 2023. The page is divided into two main sections: 'NEW TO EX ORDO?' and 'LOGGED IN PREVIOUSLY?'. The 'NEW TO EX ORDO?' section includes fields for Email Address (albert.einstein@example.com), First Name (Albert), Last Name (Einstein), and Password (\*\*\*\*\*). Below these fields is a 'Create Account →' button. The 'LOGGED IN PREVIOUSLY?' section includes fields for Email Address (john.doe@utoronto.ca) and Password (\*\*\*\*\*). Below these fields is a 'Login →' button. A 'Forgot your password?' link is also present. The ExOrdo logo, which includes a stylized orange sunburst icon and the text 'Ex Ordo Conference software', is located in the bottom right corner of the form area.

- Create a profile in the portal (ExOrdo)
- Locate the “Register” button on the dashboard at the top of the page to begin your registration.

You will be asked if you are registering for yourself or for someone else, please use your hospital or UT email address to create your profile.

A screenshot of a registration form. At the top left, the text "REGISTER NOW" is underlined. Below this, there are two radio button options. The first option, "I'm registering myself", is selected with a filled orange circle. The second option, "I'm registering somebody else", is unselected with an empty circle. At the bottom left, the text "Got a discount code?" is displayed. At the bottom right, there is an orange button with the text "Continue" and a right-pointing arrow.


REGISTER NOW

☒ I'm registering myself

☐ I'm registering somebody else

Got a discount code?

Continue →



## Annual Shields Research Day

Thank you for your interest in attending the 44<sup>th</sup> Annual Shields Research Day!

### Event Details:

Date: Friday, May 5, 2023

Time: 7:30 a.m. - 3:30 p.m. ET

Venue: [The Omni King Edward Hotel](#)

### Name Badges & CME Certificates

Your name will appear on your CME certificate as recorded on this registration portal. When prompted, please enter your name for your registration badge as you would like it displayed on your CME certificate. Ensure that your hospital site and/or the University of Toronto is noted as your affiliation.

### Billing Information

Please note that there are **no registration fees associated with this event**. You will be asked to enter your billing information during the registration process for our records, please enter your hospital site address.

### Attendee Information

- **Spaces for this event are limited.** Precedence will be given to University of Toronto appointed faculty and active learners (graduate students, residents, fellows and medical students associated with anesthesia).
- Individuals who are not affiliated with the Department of Anesthesiology & Pain Medicine at UofT and/or are allied health professionals are welcome to register for the event. Some places have been reserved for Anesthesia Assistants. However, others will be placed on a waiting list, and your registration will be confirmed closer to the event date.
- All presenters at the Annual Shields Research Day will be granted registration access.

If you have any questions, please contact [research.anesthesia@utoronto.ca](mailto:research.anesthesia@utoronto.ca).

[Next: Registration Fees](#) →

### • Registration Fees and Appointment Status

There is no registration fee for this event.

Faculty, learners, specially invited guests (e.g. keynote speakers) and administrative staff may select “Regular Fee”. Only Anesthesia Assistants should select “Anesthesia Assistant”.

Please select your appointment with the Department of Anesthesiology and Pain Medicine. You can select between Faculty, Resident, Fellow, Graduate Student, External Guests (e.g. keynote speakers), Administrative Staff or Anesthesia Assistant.

**Registration Fees** - Only 280 spaces left.

**\*\*IMPORTANT INFORMATION, PLEASE READ\*\***

**Fees**

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If an Anesthesia Assistant does not attend the event or cancels after Monday, April 24, 2023, their respective hospital site will be charged \$200.

**Anesthesia Assistants**

A number of spaces at this event have been reserved for Anesthesia Assistants.

Anesthesia Assistants should indicate their interest in attending to their respective hospital sites, who will confirm their attendance. Anesthesia Assistants are asked to delay registering until this confirmation is received.

Thank you,  
**The Department of Anesthesiology & Pain Medicine**

Regular Fee	240 remaining	\$0.00
Anesthesia Assistants	20 remaining	\$0.00

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**Please select your appointment status to the Department of Anesthesiology & Pain Medicine, University of Toronto:**

Select Option ▾

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Next: Additional Information →

- **Access Requirements and Name Badge**

Please complete your name as you will like it to be displayed and note any access requirements or dietary restrictions.


**\*NOTE: Affiliation = Hospital Site**

## Access Requirements

Tell the organisers about any dietary or access requirements.

## Name Badge

Here's the information that will appear on delegates' name badges. Click the badge to add delegate information.



SHIELDSDAY2023

Name

Affiliation

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Next: Billing Information →

- **Billing Address**

Please complete with your hospital information. If you are a resident, graduate student, research associate, please complete with your lab address.

**\*NOTE: please ignore the PO number option at the bottom of the page.**

## Billing Address

These are the details that will appear on your registration confirmation receipt.

Affiliation

University of Toronto

e.g. University or organisation.

Address Line 1

123 Edward Street

Address Line 2

City

Toronto

State

Country

Canada

ZIP Code

If you don't have a ZIP code, leave this blank.

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## PO Number

Need your invoice to contain a purchase order (PO) number? Add it here. Otherwise skip this step.

PO Number

Don't know your number? You can add this later.

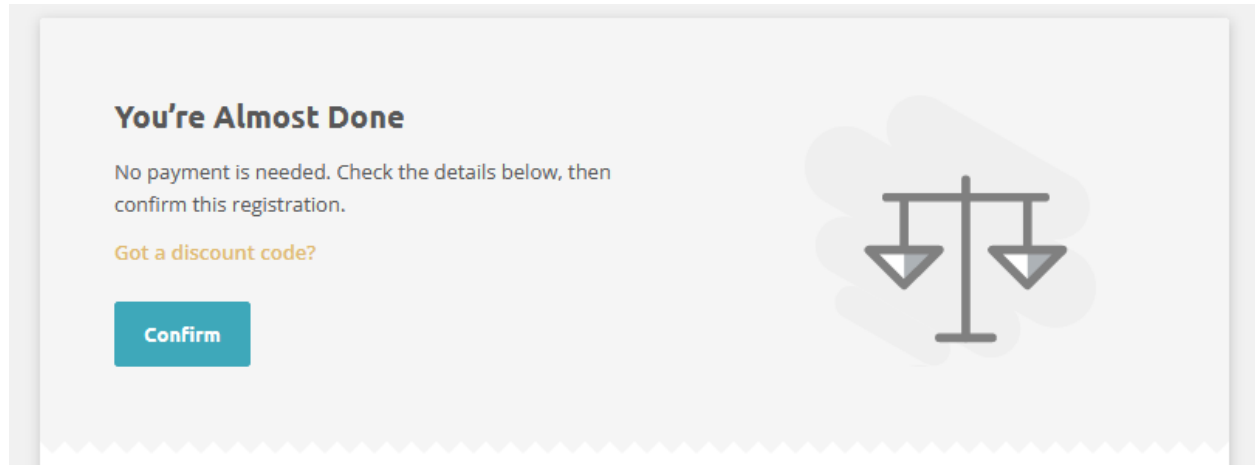
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Next: Checkout →

- **Confirm Registration**

A confirmation receipt will be sent to your email and a registration receipt will appear on your dashboard. Please select what is appropriate and ignore the “got a discount code?” option.

You will be able to edit or cancel your registration at any time.



If you have any questions or issues with your registration, please email [research.anesthesia@utoronto.ca](mailto:research.anesthesia@utoronto.ca)

We look forward to seeing you at Shields Day 2023!