45th 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 preference 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 & 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 few 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 active learners (graduate students, residents, fellows and medical students associated with anesthesia) who do not attend the event, or faculty and active learners who cancel after Friday, April 26, 2024, will be charged $250, which is the full cost of registration.

If an Anesthesia Assistant does not attend the event or cancels after Friday, April 26, 2024, their respective hospital site will be charged $200.

QUESTIONS

If you have any questions, please contact research.anesthesia@utoronto.ca
REGISTRATION

To start your registration:

- Login to the conference portal: https://shieldsday2024.exordo.com/

- Create a profile in the portal (ExOrdo)

- Locate the “Register” button on the navigation bar 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.

- I'm registering myself
- I'm registering somebody else

Got a discount code?

Continue ➔
Guide for Attendees

Thank you for your interest in attending the 45th Annual Shields Research Day! Please read the following information before you register.

Event Details:
Date: Friday, May 3, 2024
Time: 7:30 a.m. - 7:30 p.m. ET
Venue: The Westin Harbour Castle, Toronto

Billing Information
Please note that during the registration, you will be asked to enter your billing information. Please note that there are no registration fees associated with this event. In this section, please enter your hospital site address.

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.

Attendee Information
• How to use this portal: Before you begin, we recommend that you download our registration guide, which is a detailed step-by-step guide for using the portal.
• 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 anesthesiology). Some spaces have also been reserved for anesthesia assistants.
• External attendees: Individuals who are not affiliated with the Department of Anesthesiology & Pain Medicine at UofT are welcome to register for the event. However, they will be placed on a waiting list, and your registration will be confirmed closer to the event date.
• Presenters: All presenters at the Annual Shields Research Day will be granted registration access.

If you have any questions, please contact research.anesthesia@utoronto.ca.

• Registration Fees and Appointment Status
There is no registration fee for this event.

Please select your appointment category with the Department of Anesthesiology & Pain Medicine. You can select between appointed faculty, resident, fellow, allied professionals (e.g., anesthesia assistants), other trainees (graduate students and medical students), administrative staff and external guests (e.g. keynote speakers).
Dietary restrictions and name badges

Under access requirements, please note whether you have any dietary restrictions (e.g., kosher, vegan, etc.), and then complete your name as you will like it to be displayed on your name badge and CME certificates.

*NOTE: Affiliation = Hospital Site
Are there any dietary restrictions we should be aware of?

Please indicate your dietary restriction, this will enable us to provide the appropriate food selection for you.

No

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.

SHIELDSDAY2024

Name

Affiliation

• 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.
• 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. The ability to edit your registration will end when registration closes.

If you have any questions or issues with your registration, please email research.anesthesia@utoronto.ca

We look forward to seeing you at Shields Research Day 2024!