ConTraLog MexCan 2025
Registration Guide

A. FEES

Each presentation requires a separate registration. The registration fees are shown in Table 1.

Table 1. Registration fees

Participant type *	Before August 17, 2025 (Canadian Dollars)	Between August 18 and October 12, 2025 (Canadian Dollars)
Speakers	150	205
Attenders	150	205
Doctoral students **	120	160
Master's students **	90	120
Undergraduate students **	85	110

NOTE: Students must send a valid proof of enrollment to the email: contralog2025@pumas.iingen.unam.mx, with the subject "proof of enrollment," to receive a special discount code.

B. STEPS FOR REGISTRATION AND INVOICING

1. Go to the congress webpage: https://giitral.iingen.unam.mx/Eventos/contralog2025/inicio_en.html#registro

2. Select "Registration". This option is shown at the lower left of Figure 1.
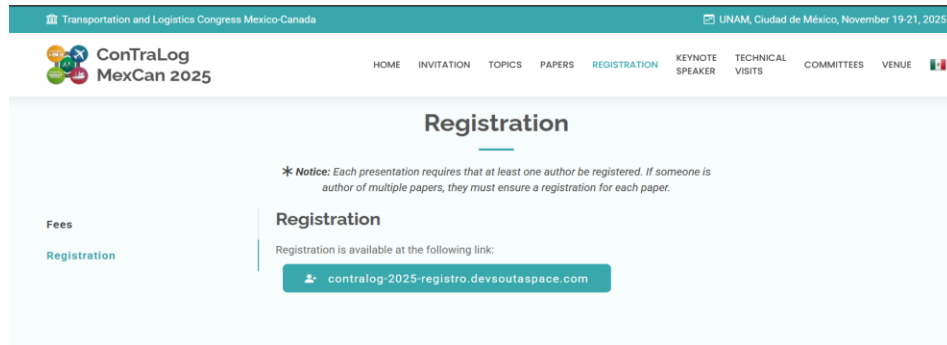
Figure 1. Registration section

3. Select the green rectangle that says "contralog-2025-registro.devsoutaspace.com" (Figure 1). Then, the screen shown in Figure 2 will appear.

4. In the window shown in Figure 2, select "Attendee Registration", which applies to everyone, whether speakers or attendees. Enter the required information. Part of this information is shown in Figure 3. Among the required information is a password, which can be used later for matters related to payment and invoicing.

Figure 2. Presenter or Attendee Information Registration

Figure 3. First part of the required information for attendee/speaker registration

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INSTITUTO DE INGENIERÍA UNAM

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5. Once you have entered the required information, the window shown in Figure 4 will appear on the right side. There, you must choose the type of registration (presenter or speaker, attendee, etc.) and click the button that says, "**Go to Payment Section**".

Proceed with the payment of your registration

You have not yet completed the payment.
In order to access the event, complete your payment.

Take advantage of the reduced price by paying early.
See pricing information for more information

Select an enrollment category

Select an enrollment category

Go to checkout section

Figure 4. Registration Payment Window

6. <u>Students</u> must upload a document that verifies their student status. The file must be in .jpg, .jpeg, or .png format (see Figure 5).

Esta categoría de inscripción requiere información extra

Por favor seleccione una foto de su credencial de estudiante vigente

Formatos permitidos: jpg, jpeg, pdf

Seleccionar archivo   Ningún arch…eleccionado

Siguiente

Figure 5. Document for proving student status

7. Payment can be made via <u>bank transfer or PayPal</u> (see Figure 6). Once the corresponding payment has been made, the receipt must be uploaded to the system (according to the selected payment method). The payment details will appear in that section.

Payment methods

Payment Method 1

PayPal

Payment Method 2

By transfer or deposit

CLABE 112180000035982998
Bank: MONEX
Owner: Ajedrez-Eventos y Soluciones SA de CV

Send proof of payment

Figure 6. Payment Methods

8. Once the process is complete, an administrator will review your information. Afterwards, you will receive a confirmation message in your registered email (see Figure 7).

Figure 7. Confirmation Email

9. If you require an invoice, once you have received the confirmation email, you must log **back into the registration page** and go to the section shown in **Figure 8**. There,

you will find the link to request your invoice. You will be asked for billing information and the corresponding CSF file.

Note: Do not forget that <u>the invoice must be</u> requested <u>on business days before the end of the month</u> in which the <u>payment was made</u>.
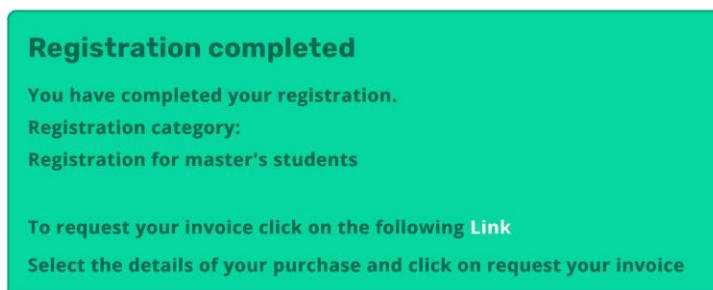

Figure 8. Invoice request

10. **Presentation Registration.** Do not forget to register the Title and ID of your work (see Figure 9).

Figure 9. Presentation Registration (example)

Registration Completed

You are now part of ConTraLog Mex-Can 2025!

We look forward to seeing you in **November, from the 19th to the 21st**, to share knowledge about transportation and logistics, and to contribute to the advancement of research in Mexico and Canada.