

Dear colleagues,

In order to register to the Parícutin Conference you need a UGM (Mexican Geophysical Union) account. The following instructions will guide you to create an account and make payments for your participation to the conference, your accepted abstract (if you submitted one) and as well as a down payment if you want to participate in a pre- and/or post-conference field trip. Note that the price of the registration will rise by 30 USD in February to support early registration.

If you are a student and your registration fee was waived (you will receive a notification on this soon) you still need to create a UGM account and pay for your accepted abstract (steps 1 and 2). All other attendants need to pay the registration fee (steps 1 and 3). The registration fee includes the following: access to the scientific sessions, welcome kit, transportation (both ways) from downtown Morelia to the UNAM campus (Monday), field trip to Parícutin including transport and lunch (Wednesday), lunch buffet (Monday, Tuesday, Thursday), farewell party (Thursday), outreach activities (Friday).

In summary, you need to do the following:

- 1) Create your UGM account (if you do not have one already)
- 2) Register and pay your accepted abstract (if you submitted one)
- 3) Pay your registration (if you will attend to the conference)
- 4) Register your participation in pre- and/or post-conference field trips making a down payment. For complementary payments please contact the field trip organizers (see their emails on the web page).

## 1) Create your UGM account

0. go to <https://raugm.org.mx/usuarios>

1. **Select an account** (Seleccionar el tipo de cuenta)

a. **UGM account** (Cuenta UGM)

b. **UGM account, student** (Cuenta UGM (Estudiante))

**This is important because the registration fee is linked to the account. If you are a student you must choose this option in order to pay a discounted registration fee.**

2. **Personal identification** (Proporcionar datos personales)

a. **Name** (Nombre)

b. **Given name** (Apellido)

c. **Gender** (Género)

d. **Date of birth** (Año de nacimiento)

e. **Academic degree** (Grado académico)

f. **Occupation** (Ocupación)

**If you do not want to answer “e” and “f” you can choose “otro”**

3. **Email** (Proporcionar correo electrónico)

- a. **Main email** (Correo electrónico principal)
- b. **Secondary email, optional** (Correo electrónico alternativo (opcional))
- c. **Subscription to the UGM email list** (Suscripción a la lista de correo electrónico de la UGM)
- 4. **Location** (Proporcionar ubicación)
  - a. **Select your location** (Selecciona tu ubicación)
- 5. **Institution** (Proporcionar datos de institución o empresa)
  - a. **Name, spell out** (Nombre de tu institución o empresa)
  - b. **Acronym, optional** (Siglas de tu institución o empresa (opcional))
  - c. **Select a category** (Selecciona una categoría para tu institución o empresa); **choose University or school** (Universidad o escuela)
- 6. **Field of study** (Proporcionar sección y temas de estudio)
  - a. **Section** (Sección) **choose Solid Earth** (Tierra sólida) **or other** (otro)
  - b. **Topic, optional** (Temas de estudio (opcional))
- 7. **Password** (Proporcionar contraseña)
  - a. **Password for your account** (Proporcionar una contraseña para tu cuenta)
  - b. **Type your password again** (Escribe nuevamente la contraseña para tu cuenta)
  - c. **Type the text you see in the image** (Escribe el texto que aparece en la imagen)

## 2) Register and pay your accepted abstract

Note: Please check the email(s) you received from the organization ([paricutin80@igeofisica.unam.mx](mailto:paricutin80@igeofisica.unam.mx)) to see the type of presentation and session where your abstract was accepted – if you did not receive such email please contact us. The information inserted here should coincide with the abstract you submitted (you may however use this opportunity to make few editing corrections). You can register an abstract for which you are not first author, the system will allow you to specify who will present the work.

00. go to <https://raugm.org.mx/paricutin80/resumenes/account>

01. **Start the process with the email and password set for your UGM account**

02. **Click in** Registrar resumen

03. **Title** (Título), **Main text with less than 500 words** (Cuerpo), **Choose your presentation type** (Tipo de presentación): **oral (Oral) or poster (Cartel)**, **click** siguiente paso

04. **Name** (Nombre), **Given name** (Apellido), **Institution** (Institución), **email** (correo electrónico), **student?** (estudiante), **Add an author** (Agregar Autor). **Click next** (Siguiente paso)

05. **Select your session, A1 through C2. Click next** (Siguiente paso).

06. **If you need a taxed invoice (only Mexicans would need this) click:** (Sí, necesito factura de la inscripción” para generar la factura de la inscripción); **if not, click continue** (continuar).

07. **Check carefully your information, if something is missing or wrong click previous** (Paso anterior). **If everything looks fine, click next** (Siguiente paso).

**08. Credit card information**

- credit card number (número de tarjeta)
- expiration date, mm/yy (fecha de vencimiento)
- security code, 3 numbers (código de seguridad)
- name as it appears in you card (Nombre)

**09. Click register abstract** (Registrar Resumen)

10. Click ready (Listo)

11. Click exit (Salir)

### **3) Pay your registration**

00. go to <https://raugm.org.mx/paricutin80/participantes>

01. **Start the process with the email and password set for your UGM account**

02. **Click on Receipt of payment** (Generar recibo de pago)

03. **Click on Credit card payment** (Pagar con tarjeta de crédito)

04. **If you need a taxed invoice (only Mexicans would need this) click:** (Sí, necesito factura de la inscripción” para generar la factura de la inscripción); **if not, click continue** (continuar).

**If you just need receipt of payment for reimbursement/proof purposes, you can generate this ahead.**

05. **Only for those in need of a taxed invoice** (Proporcionar los datos para la factura de la inscripción)

**06. Credit card information**

- credit card number (número de tarjeta)
- expiration date, mm/yy (fecha de vencimiento)
- security code, 3 numbers (código de seguridad)
- name as it appears in your card (Nombre)

**Proceed with payment** (Realizar el pago)

07. **Successful payment, click accept** (Aceptar)

08. **End session** (Terminar sesión)

### **4) Register your participation for pre- and/or post-conference field trips making a down payment**

00. go to <https://raugm.org.mx/paricutin80/excursiones>

01. **Start the process with the email and password set for your UGM account**

02. **Click Register** (Registrar) **on the field trip of your preference.**

**See web page for details, remember this is only a down payment**

03. **Click on Credit card payment** (Pagar con tarjeta de crédito)

**04. If you need a taxed invoice (only Mexicans would need this) click:** (Sí, necesito factura de la inscripción” para generar la factura de la inscripción); **if not, click Continue** (continuar).

**If you just need receipt of payment for reimbursement/proof purposes, you can generate this ahead.**

**05. Only for those in need of a taxed invoice** (Proporcionar los datos para la factura de la inscripción)

**06. Credit card information**

-**credit card number** (número de tarjeta)

-**expiration date, mm/yy** (fecha de vencimiento)

-**security code, 3 numbers** (código de seguridad)

-**name as it appears in your card** (Nombre)

**Proceed with payment** (Realizar el pago)

**07. Successful payment, click Accept** (Aceptar)

**08. End session** (Terminar sesión)