

# Registration Process (Foreigners):

The registration process consists of the following steps:

1. Participant enrollment in the official website.
2. Payment.
3. Formalization of the registration

**Note:** Only the registrations whose payment supports have been **properly formalized** will be guaranteed. In case you need to reach us, please contact us to [slimicta\\_bog@unal.edu.co](mailto:slimicta_bog@unal.edu.co).

## 1. Enrollment Process:

*For participants and/or panelists:*

Correctly fill the enrollment form that you can find in our official website:

<https://slim.gsica.net/registration-abstract-submission/>.

Consider that it is only possible to upload **as maximum 2** abstracts/contributions per participant.

## 2. Payment:

*Virtual Registration:*

1. Go to the website [www.pagovirtual.unal.edu.co](http://www.pagovirtual.unal.edu.co)
2. Click on the link [Ver Catálogo de Servicios Sede Bogotá](#).
3. Select the “**Ver Portafolio de Servicios**” button.
4. Type “**SLIM**” in the searching bar below the Title “**PORTAFOLIO DE SERVICIOS**” and then “enter”.
5. Select “**Congreso Shelf Life International Meeting – SLIM (International participants/Participantes Internacionales)**” (Second option). A green check sign will appear, so you can click on the right hand button “**+Siguiente**”.
6. Fill your personal information

**Some titles are in Spanish. So, please fill the following gaps as:**

- Tipo de Documento de Identidad (**Type of ID Card**):

Please choose “Pasaporte” (Passport)

- Número de documento de identidad (**ID Number**)
- Nombres y apellidos/Razón social (**First and Lastname/Company name**)
- Departamento (**Department**)

Please choose “Bogotá D.C.”

- Ciudad (**City**)

Please choose “Bogotá D.C.”

- Dirección de Domicilio (**Address**)
- Teléfono fijo (**Land Line**)
- Correo electrónico (**e-mail address**)

- Teléfono celular (**Mobile Number**)
- Tipo de afiliación (**Affiliation Type**)  
If you apply for a discount, please select it in the box “**Tipo de afiliación**” otherwise choose on “**Particular**”. Only when it has been done, a box will show you the registration fee, depending on whether it is Regular or Early Bird Registration.
- Número de Inscripciones (**Number of Registrations**)

Please verify that the amount for the submission is properly displayed, it appears at the top of the pop-up in white numbers with a gray background.

In case the website shows an error message, please click on “**Salida segura**” in the upper right corner.

7. Once the form has been completed, please click on the button “**Agregar**” at the bottom.
8. A chart summary will appear at the right side of the screen, letting you add more articles through the “**+Siguiente**” option. While by clicking on “**Realizar Pago**”, you will be taken to the payment module.

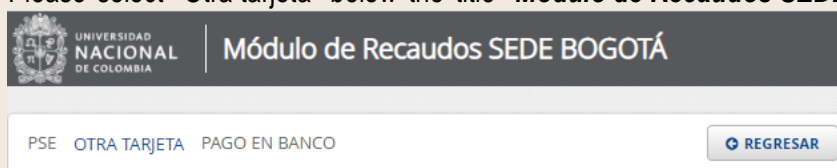
\*In case you need any assistance with the process. Give us a call to [+57 3165000ext.19089](tel:+573165000ext.19089) or send us an e-mail to: [ecp\\_fcabog@unal.edu.co](mailto:ecp_fcabog@unal.edu.co)

# Payment methods:

It is possible to complete your payment by any of the following methods:

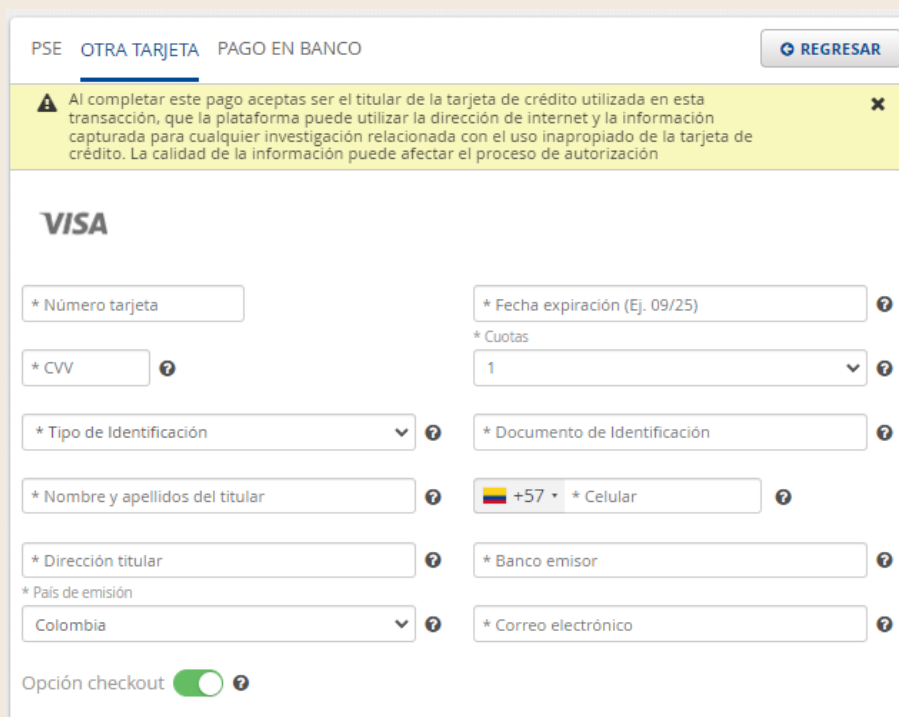
## Credit Card Payments (VISA is the only credit card available for payment from countries other than Colombia):

1. Please select “Otra tarjeta” below the title “Módulo de Recaudos SEDE BOGOTÁ”.



2. Please fill the required information.

- Número de tarjeta (**Card Number**. The 16-digit number on the front of the card)
- Fecha de vencimiento (**Expiration Date**)
- Código de Verificación (**CVV Code**. The 3-digit number on the back of the card)
- Número de cuotas (**How many payments?**)
- Tipo de Identificación (**Cardholders' Type of ID Card**)
- Número de Identificación (**ID Number of the Cardholder**)
- Nombres y Apellido (**Cardholder Name** how it appears on the card)
- Celular (**Cardholder Phone Number**)
- Dirección titular (**Cardholder Mailing Address**)
- Banco emisor (**Bank Name** how it appears on the card)
- País de emisión (**Country of issuance**)
- Correo electrónico (**Cardholder's email address**)



**For payments through PSE (Only available for Colombian bank accounts):**

1. Please select the Bank preferred on “Seleccione Entidad Financiera” in the drop-down menu below the PSE Symbol. In this box are only going to be displayed colombian banks.
2. Please choose “Persona natural” for individual registration or “Persona jurídica” for companies.
3. Fill the cardholder’s information
  - Nombres y apellidos del titular (**Cardholder’s First and Last name**)
  - Celular (**Telephone number**)  
Please select your countries area code
  - Dirección del titular (**Cardholder’s mailing address**)
  - Tipo de identificación (**Type of ID**)
  - Documento de identificación (**ID Number**)
  - Correo electrónico (**email address**)
4. Please click on “Realizar pago” to be redirected to PSE website that is going to prompt you to the chosen bank website.

PSE OTRA TARJETA PAGO EN BANCO [REGRESAR](#)

**⚠** Realiza débito desde cuentas corriente y ahorro de bancos en Colombia, una vez seleccione el banco, el sistema PSE solicitará registrar tu correo la primera vez, si ya realizaste este procedimiento solo ingresa el correo electrónico **✕**



\* Entidad Financiera  ? \* Tipo de Persona  ?

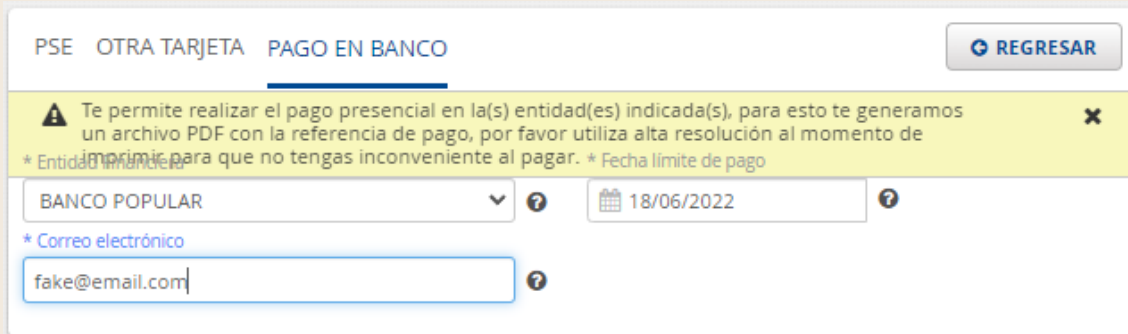
\* Nombre y apellidos del titular  ?  +57 \* Celular  ?

\* Dirección titular  ? \* Tipo de Identificación  ?

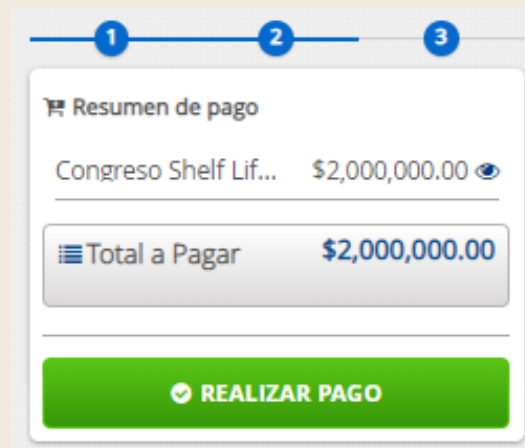
\* Documento de Identificación  ? \* Correo electrónico  ?

### Payment on consignment:

You can make a deposit at “Banco Popular” using cash or management check(s). For this, you will need to choose on “**Pago en Banco**”, type your email address in the “**Correo electrónico**” box, in which you will receive the payment order that is going to be available for only **5 calendar days**.



To continue with the payment procedure, it is necessary to select the “Realizar Pago” button at the right side of the screen,



## 3. How to formalize your registration:

Please send the following documents scanned and saved in **.pdf** format to [ecp\\_fcabog@unal.edu.co](mailto:ecp_fcabog@unal.edu.co), [slimicta\\_bog@unal.edu.co](mailto:slimicta_bog@unal.edu.co), specifying that you are registering for the “Congress Shelf Life International Meeting Registration”:

- Original receipt of consignment or transaction support.
- Legible copy of your passport.
- In case you are eligible for a discount, we need the support of it. For instance, GSICA membership letter, Student ID Card.