

Instructions for the XVII Latin-American Systems Dynamics Conference and XVII Colombian System Dynamics Meeting registration

We are glad to have your participation in the XVII Latin American Conference and the XVII Colombian Meeting of Systems Dynamics. Registration for the Conference must be completed on the CLADS 2019 page through the link <https://clads2019.uniandes.academy/>, and, in order to facilitate this process, a step-by-step process is shown below

CONFERENCE REGISTRATION

1. Enter to the registration process by clicking on the "Inscripciones" tab.



The screenshot shows the top navigation bar of the registration website. The 'INSCRIPCIONES' tab is highlighted with a red box. Below the navigation bar is a purple banner with the text 'XVII Congreso Latinoamericano y Encuentro Colombiano de DINÁMICA DE SISTEMAS'. Below the banner, the text 'FORMULARIO DE INSCRIPCIÓN XVII CONGRESO LATINOAMERICANO Y XVII ENCUENTRO COLOMBIANO DE DINÁMICA DE SISTEMAS 2019' is displayed. At the bottom, the text 'XVII LATIN AMERICAN SYSTEM DYNAMICS CONFERENCE AND XVII COLOMBIAN SYSTEM DYNAMICS MEETING REGISTRATION FORM' is visible.

2. Fill in the information related to your personal information.
 - a. **First name and Last name:** use alphabetic characters. Try not to use special characters unless your first or last name requires them.

1. DATOS GENERALES / GENERAL INFORMATION

1.1 Nombre / First Name:

1.2 Apellido / Last Name:

Departamento de Ingeniería Industrial

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<http://industrial.uniandes.edu.co>

Universidad de los Andes | Vigilada Mineducación. Reconocimiento como Universidad: Decreto 1297 del 30 de mayo de 1964.
Reconocimiento personería jurídica: Resolución 28 del 23 de febrero de 1949 Minjusticia.

- b. **Document type:** by clicking in , select from the drop-down list any of the possible options.

1.3 Tipo de Documento / Document Type:

Seleccione una opción / Select an option 

Seleccione una opción / Select an option

Cédula de Ciudadanía (aplica sólo para colombianos/only applies for colombian citizens)

Cédula de Extranjería (aplica sólo para extranjeros residentes de Colombia/only applies for foreign citizens living in Colombia)

Tarjeta de Identidad (aplica sólo para colombianos/only applies for colombian citizens)

Pasaporte (aplica sólo para extranjeros/only applies for foreign citizens)

- c. **Document number:** use alphanumeric characters, as required by your document type.

1.4 Número de Documento / ID Number:

Escriba su número de documento / Type your ID number

- d. **Email:** use alphanumeric and special characters, as required by your email address.

1.5 Correo / Email:

Escriba Correo / Type your e-mail

- e. **Country of origin:** use alphabetic characters.

1.6 País de Procedencia / Country of Origin:

Escriba País de origen / Type your country of origin

- f. **Institution:** include the name of the university or organization to which you belong. Use alphabetic characters. Try not to use special characters, unless the name of the institution contains them.

1.7 Institución (nombre de universidad u organización a la que pertenece) / Institution (University or organization's name that you represent):

Escriba la Institucion a la pertence / Type the institution to which you belong

- g. **Asociación Colombiana de Dinámica de Sistemas members:** by clicking in , select from the drop-down list any of the possible options.

1.8 ¿Es miembro de la Asociación colombiana de Dinámica de Sistemas? / Are you a member of "Asociación Colombiana de Dinámica de Sistemas"?

Seleccione una opción / Select an option 

Seleccione una opción / Select an option

Sí / Yes

No / No

3. Fill in the information related to your participation in the conference.

- a. **Participant Type:** by clicking in , select from the drop-down list any of the possible options.

2. PARTICIPACIÓN EN EL CONGRESO / PARTICIPATION IN THE CONFERENCE

2.1 Tipo de Participante / Participant Type

Seleccione una opción / Select an option 

Seleccione una opción / Select an option

Estudiante de pregrado / Undergraduate student

Estudiante de posgrado / Postgraduate student

Académico / Scholar

Consultor / Consultant

Investigador / Researcher

Funcionario público / Public servant

Empresario / Businessman

- b. **Speaker:** if you are going to present your work, select "Yes", otherwise select "No".

By clicking in , select from the drop-down list any of the possible options.

2.2 Ponente / Speaker:

Seleccione una opción / Select an option 

Seleccione una opción / Select an option

Sí / Yes

No / No

- c. If your last answer was "Yes", write the name of the work you are going to present. Use alphanumeric characters. Do not use special characters unless the name of your work contains them.

2.3 Si la respuesta anterior es sí, escriba el nombre de la ponencia a presentar / If the previous answer is yes, write the name of the paper to be presented

Escriba acá el nombre de la ponencia a presentar / Type the name of the paper to be presented

- d. **Workshop participation:** ¿Will you participate in the "World Climate Simulation" Workshop led by Eduardo Fracassi? (does not have an additional cost): if you are going to participate select "Yes", otherwise select "No". By clicking in , select from the drop-down list any of the possible options.

2.4 ¿Participará en el taller de "World Climate Simulation" liderado por Eduardo Fracassi? (no tiene un costo adicional) / Will you participate in the "World Climate Simulation" workshop led by Eduardo Fracassi? (at no additional cost)

Seleccione una opción / Select an option



Seleccione una opción / Select an option

Sí / Yes

No / No

- e. **CLADS 2019 volunteers:** ¿Do you wish to participate in the Conference as a volunteer? (volunteers will support in logistical aspects that the event requires): if you wish to participate as a volunteer select "Yes", otherwise select "No". By clicking in , select from the drop-down list any of the possible options.

2.6 ¿Desea participar en el Congreso como voluntario? (los voluntarios apoyarán en aspectos logísticos que requiera el evento) / Do you wish to participate in the Conference as a volunteer? (volunteers will support in logistical aspects that the event requires)

Seleccione una opción / Select an option



Seleccione una opción / Select an option

Sí / Yes

No / No

4. Fill in the information related to the payment of your registration to the Conference.
- a. Attendance to the closing dinner event: if you are going to assist to the closing dinner select "Yes", otherwise select "No". By clicking in , select from the drop-down list any of the possible options.

3. CENA DE CLAUSURA / CLOSING DINNER

Se llevará a cabo una cena fuera de la Universidad para dar cierre al evento. Esta cena tiene un costo adicional de \$15.000 pesos colombianos (aprox. US\$5). / A dinner will be held outside the University to close the event. This closing dinner has an additional cost of \$15,000 Colombian pesos (approx. US \$5).

3.1 ¿Asistirá a la cena? / Will you attend the dinner?



- b. **Vegetarians:** if you are a vegetarian select "Yes", otherwise select "No". By clicking in , select from the drop-down list any of the possible options.

3.2 ¿Es usted vegetariano? / Are you vegetarian?



- c. **Dinner transportation:** if you are going to use the free transportation service from the university to the restaurant select "Yes", otherwise select "No". By clicking in , select from the drop-down list any of the possible options.

3.3. Se ofrecerá transporte desde la Universidad al lugar de la cena. Este servicio no tiene un costo adicional. ¿Utilizará este servicio de transporte? / We offer transportation from the University to the restaurant. This service has no additional cost. Will you use this transportation service?

Seleccione una opción / Select an option

Seleccione una opción / Select an option

Sí / Yes

No / No

5. Fill the information related to the authorization of the use of personal data.
 - a. Read the terms and conditions carefully by clicking in the **terms and conditions button**.

4. AUTORIZACIÓN USO DE DATOS PERSONALES/ AUTHORIZATION OF PERSONAL DATA USE

Desplace el cursor sobre la barra inferior para ver los términos y condiciones. / Place the cursor over the bar below to see terms and conditions .

Términos y Condiciones / Terms and Conditions

Autorización – consentimiento expreso

La Universidad de los Andes como institución que almacena, y recolecta datos personales requiere obtener su autorización para que de manera libre, previa, expresa, voluntaria, y debidamente informada, permita a todas las dependencias académicas o administrativas, recolectar, recaudar, almacenar, usar, circular, suprimir, procesar, compilar, intercambiar, confirmar, verificar, dar tratamiento, actualizar y disponer a título gratuito de los datos que han sido suministrados y que se han incorporado en distintas bases o bancos de datos, o en repositorios electrónicos de todo tipo con que cuenta la Universidad. Esta información es, y será utilizada en el desarrollo de las funciones propias de la Universidad en su condición de institución de educación superior, de forma directa o a través de terceros. Los datos que incorporen información de terceros fueron autorizados por el titular del dato o son permitidos por la ley. A no ser que usted le manifieste lo contrario de manera directa, expresa, inequívoca y por escrito a la cuenta de correo electrónico dispuesta para tal efecto:

habeasdata@uniandes.edu.

LA UNIVERSIDAD actúa como tercero de buena fe frente a la información que le sea entregada. Usted autoriza que la Universidad de los Andes verifique o confirme toda la información que suministre sin importar que esta obedezca a sus datos o los datos de terceros que por alguna razón informe como consecuencia de exigencias de la Universidad. Para conocer en más detalle visite: <https://uniandes.edu.co/datospersonales>

Tratamiento de Datos Personales

Ley de Protección de Datos Personales:

La autorización suministrada en el presente formulario faculta a nuestra entidad para el tratamiento de datos Personales aquí recopilados, lo cual incluye, entre otros, el envío de información promocional, así como la invitación a eventos.

Authorization - express consent

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- b. Confirm that you have read the terms of agreement by clicking in the check box.

4.1 He leído los términos y condiciones / I have read the terms of agreement: ☐

- c. **Authorization of the personal data registration in the Universidad de los Andes database:** if you authorize the registration of your personal data in the database select "Yes", otherwise select "No". By clicking in , select from the drop-down list any of the possible options.

4.2 ¿Nos autoriza de manera expresa a que sus datos personales sean registrados en la base de datos institucional de la Universidad de los Andes? / Do you expressly authorize us to have your personal data registered in the institutional database of the Universidad de los Andes?

Seleccione una opción / Select an option 

Seleccione una opción / Select an option

Sí / Yes

No / No

*Si la respuesta es no: no autorizo de manera previa, expresa e inequívoca que mis datos personales aquí diligenciados sean tratados conforme a lo previsto en el presente documento y/o autorización. / If the answer is no: I do not authorize previously, expressly and unequivocally that my personal data processed here are treated in accordance with the provisions of this document and / or authorization.

- d. **Authorization for the taking of photographs and for the recording of videos for promotional use of the Conference:** if you authorize the taking of photographs and the recording of videos for promotional use of the Conference, select "Yes", otherwise select "No". By clicking in , select from the drop-down list any of the possible options.

4.3. ¿Nos autoriza a tomarle fotos o grabar videos para uso promocional del Congreso? / Do you allow us to take photos or record videos for promotional use of the Congress?

Seleccione una opción / Select an option 

Seleccione una opción / Select an option

Sí / Yes

No / No

6. Confirm your registration by clicking in the "Enviar/Submit" button.

Para enviar el formulario de inscripción haga clic en el siguiente botón y seleccione la opción de pago correspondiente para oficializar su inscripción. / Click the submit button to submit the inscription form and select the payment option to officialize your inscription.

Enviar / Submit

CONFERENCE PAYMENT

Registration fees: prices for the Conference vary depending on the type of attendee, the attendance to the closing dinner and the date when the payment is done.

Check that the option you select correspond with the activities where you will participate

If you belong to de Colombian Association of Systems Dynamics use the green buttons, otherwise use de purples ones.

The following table shows the detail of the registration fees:

PAGO DE INSCRIPCIÓN AL EVENTO / EVENT REGISTRATION FEE

Precio de Inscripción/ Registration fees					
Dólares / US dollars					
Tipo de asistente/ Type of attendee		Inscripción anticipada (antes de 7 de octubre) / Early registration fee (before october 7)	Inscripción normal (después del 7 de octubre) / Normal registration fee (after october 7)	Botones de Pago / Payment button	
Estudiantes	Students	Sí asiste a la cena / Attends dinner	US \$ 39	US \$ 49	Opción de Pago A
		No asiste a la cena / Does not attend dinner	US \$ 34	US \$ 44	Opción de Pago B
Profesores, consultores, público general	Teachers, consultants, general public	Sí asiste a la cena / Attends dinner	US \$ 113	US \$ 155	Opción de Pago C
		No asiste a la cena / Does not attend dinner	US \$ 108	US \$ 150	Opción de Pago D

* Los miembros de la Asociación Colombiana de Dinámica de Sistemas tendrán un descuento del 50% en estas tarifas.

Opción de Pago A

Opción de Pago B

Opción de Pago C

Opción de Pago D

PAGO DE INSCRIPCIÓN PARA MIEMBROS DE LA ASOCIACIÓN COLOMBIANA DE DINÁMICA DE SISTEMAS / EVENT REGISTRATION FOR MEMBERS OF THE COLOMBIAN ASSOCIATION OF SYSTEMS DYNAMICS

Opción de Pago A

Opción de Pago B

Opción de Pago C

Opción de Pago D

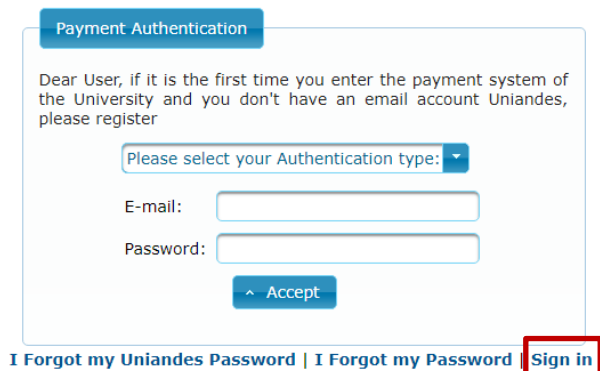
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CONFERENCE REGISTRATION AND PAYMENT SYSTEM

- Once you click your payment link, it will redirect you to the Uniandes payment system called SIRE. You will have to create an account to make your payment. Below the "Payment Authentication" section you will find a "Sign in" button. Click it and you will be redirected to a sign-in form. Though the page is in English, not all the options will be in English.



Payment Authentication

Dear User, if it is the first time you enter the payment system of the University and you don't have an email account Uniandes, please register

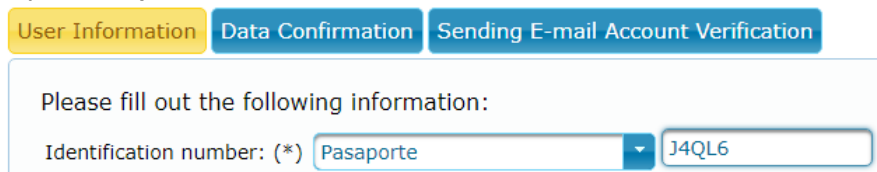
Please select your Authentication type:

E-mail:

Password:

[I Forgot my Uniandes Password](#) | [I Forgot my Password](#) | **[Sign in](#)**

- In this page you will have to fill the three tabs with your personal information. The first one is the "User Information" tab. Consider this advice for the following fields:
 - Identification number:** if you are coming from abroad and don't have a Colombian ID, check the 'Pasaporte' option from the drop-down menu and fill next to it the passport number (see example below).



User Information | Data Confirmation | Sending E-mail Account Verification

Please fill out the following information:

Identification number: (*)

If you have a Colombian ID, check one of the options from the dropdown-menu and fill the number next to it.

- E-mail/ username:** this e-mail account will be your login in the payment system
- E-mail confirmation:** please use the same e-mail of the previous field. You will receive a confirmation message. Please check that sire@uniandes.edu.co is not in your spam folder.

Example:

Name(s): (*)	PAULO A
Last Name(s): (*)	CARDOSO
Gender: (*)	Male
E-mail / Username: (*)	paulocardoso@icemail.club
E-mail Confirmation: (*)	paulocardoso@icemail.club

d. Country: the drop-down menu lists country names in Spanish (even with some acronyms).

Here are some examples:

- Belgium: "Bélgica"
- Czech Republic: "República Checa"
- Denmark: "Dinamarca"
- Germany: "Alemania"
- Japan: "Japón"
- Korea: "Corea"
- Lebanon: "Líbano"
- Morocco: "Marruecos"
- Netherlands: "Países Bajos"
- Russia: "Federación Rusa"
- Sweden: "Suecia"
- Switzerland: "Suiza"
- United Kingdom: "Reino Unido"
- United States of America: "EE.UU."

Example:

Country: (*)	EE.UU.
Department: (*)	Texas
City: (*)	Austin

e. Department: this field refers to the political/geographical division of your country. Choose any option.

f. City: choose any option.

g. Phone/ Mobile Number: type only the local number without country or area code.

Example:

Address: (*)	Rua Selma Bandeira 1257
Phone Number: (*)	8130494690
Mobile Number: (*)	8130494690

- Once you finish filling this information, click on the "Continue" button at the bottom. You will be prompted with the information you filled. Click the "Continue" button to confirm the information. You will receive an e-mail from sire@uniandes.edu.co.

User Information
Data Confirmation
Sending E-mail Account Verification

Confirm the following information before creating your account

Identification number: (*) Pasaporte J4QL6

Student Code:

Name(s): (*)	PAULO A
Last Name(s): (*)	CARDOSO
Gender: (*)	Male
E-mail: (*)	paulocardoso@icemail.club
Country: (*)	Brasil
Department: (*)	Brasília
City: (*)	Brasília
Address: (*)	Rua Selma Bandeira 1257
Phone Number: (*)	8130494690
Mobile Number: (*)	8130494690

- You will then receive a message to the e-mail with a link to continue with the sign-in process.

User Information
Data Confirmation
Sending E-mail Account Verification

Your registration has been successfully completed.

Please check your e-mail address and follow the instructions we sent you.

Confirmación de cuenta SIRE

From: Sistema Institucional De Recaudos - Sire <sire@uniandes.edu.co>

Date: Mon Mar 18 2019 20:26:17 GMT-0700

Haz click aquí para confirmar tu cuenta de usuario SIRE
https://sire.uniandes.edu.co/pagos/activacion-cuenta-usuario?user=paulocardoso@icemail.club&token=Pmp4*Y%235

- Click or copy your confirmation link to your browser. You will be redirected to a section where you can set a password for your account.

Password creation for SIRE account

Complete the following information to set up your password:

The password must have between 6 and 8 characters, one lowercase and a number.

Password	
Confirm Password	

- Click on the "Accept" button and your account will be ready. You can go ahead and complete the payment or continue with it later.

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Password creation for SIRE account

Your SIRE Password was successfully created

Finish

7. With this account you can now log in to the payment system. From the log in dropdown menu please select the "User without a Uniandes email address" and type your e-mail and password.

Payment Authentication

Dear User, if it is the first time you enter the payment system of the University and you don't have an email account Uniandes, please register

Please select your Authentication type:

Please select your Authentication type:

User with a Uniandes email address

User without a Uniandes email address

Accept

Payment Authentication

Dear User, if it is the first time you enter the payment system of the University and you don't have an email account Uniandes, please register

User without a Uniandes email address

E-mail: paulocardoso@icemail.club

Password:

Accept

[I Forgot my Uniandes Password](#) | [I Forgot my Password](#) | [Sign in](#) | [I Forgot my Uniandes Password](#) | [I Forgot my Password](#) | [Sign in](#)

8. Please double check that the "**Product**" corresponds to the registration type from the "Registration" section of the CLADS site <http://CLADS2019.uniandes.academy> . If it does not correspond, you can choose the proper "CLADS 2019" options listed in the drop-down menu. The products that have "Acds" on their names corresponds to the payment of persons who belong to the Colombian Association of Systems Dynamics.

Payment Information

Please fill out the following information:

Unit (*) FAC DE INGENIERÍA

Department DPTO DE ING INDUSTRIAL

Product (*) Clads 2019 Acds Estudiante/student Sin Cena

Description:

Select

Clads 2019 Acds Estudiante/student Con Cena

Clads 2019 Acds Estudiante/student Sin Cena

Clads 2019 Acds General/regular Con Cena

Clads 2019 Acds General/regular Sin Cena

Clads 2019 Estudiante/student Con Cena

Clads 2019 Estudiante/student Sin Cena

Clads 2019 General/regular Con Cena

Continue

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9. In the “basic Information” section, you will be asked to confirm your account’s data. Please confirm with the “Continue” button.

Basic Information
Payment Information
Regulatory information

Please fill out the following information:

Identification number: (*) Pasaporte J4QL6

Name(s): (*) PAULO A

Last Name(s): (*) CARDOSO

Gender: (*) Male

E-mail / Username: (*) paulocardoso@icemail.club

Country: (*) Brasil

Department: (*) Brasília

City: (*) Brasília

Address: (*) Rua Selma Bandeira 1257

Phone Number: (*) 8130494690

Mobile Number: (*) 8130494690

Continue Cancel

10. In the “Event Information” section, you would have to fill information about your affiliation and position. Please confirm with the “Continue” button.

Basic Information
Event Information
Payment Information
Regulatory information

Occupation (*) Student

Company or University (*) Custom Lawn Service

Position or Career (*) Analyst

Would you like to receive information from the University? We would like to keep your personal data in order to send you information of academic events, postgraduate studies, newsletters and announcements, among others. ☒

Continue Back Cancel

11. Select the currency that you are going to use for the payment. If you select “Peso Colombiano” you will have the option to pay through PSE or with credit card. If you select “Dolar” you will only be allowed to pay through an international bank transfer.

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Basic Information | **Payment Information** | Invoice | Regulatory information

Currency used for payment:

Payment Type:

Value of Product:

Discount:

Amount due:

Basic Information | **Payment Information** | Regulatory information | Transfer Information

Currency used for payment:

Payment Type:

Value of Product:

Discount:

Amount due:

12. In the "Invoice" section you can specify if you want a receipt with another name on it. If you are not from Colombia and you don't want a receipt made out to another person or entity, please select "NO" in the "Great taxpayer" field and "Not responsible" in the "Tax class" field. Otherwise, you will have to fill the information about the entity who is paying. If you have any doubts on this part, you can e-mail us to mic2019@easychair.org

Basic Information | Event Information | Payment Information | **Invoice** | Regulatory information

Request Receipt made out to another person or entity
☒ Yes ☐ No

Please fill out the following information:

Great taxpayer: (*)

Tax class: (*)

Commercial Registry:

Email for Electronic Invoicing: (*)

13. Finally, please accept the terms and conditions. If you click on "Make a payment" you will be redirected to make your payment.

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Basic Information

Event Information

Payment Information

Invoice

Regulatory information

I accept the terms and conditions: (*) ☒ [See Terms and Conditions](#)

The Universidad de los Andes will not share your information with third parties. You may request to update, correct, or delete it at any time. [See Data Processing Policy](#)

Back

Cancel

Make a payment

1 Your data [Edit my information](#)



PAULO A. A. CARDOSO
paulocardoso@icemail.club

2 Select payment method

Credit card

VISA





14. Once your payment is successful, you will receive a confirmation e-mail with your invoice.

For any further questions, please don't hesitate to email us to clads2019@uniandes.edu.co.