

PARTICIPANT GUIDANCE DOCUMENT

General Attendee Registration Instructions

Registration and payment procedure for attendees without an accepted paper.

Dear Attendee: If you wish to attend keynote presentations, technical tracks, and workshops at CONTIE 2026 as a general attendee, faculty member, student, or professional, follow these instructions to register.

1. Selecting General Attendee Mode

Visit the payment portal (<https://payments.ritie.net/>). In the main box, click the button located beneath the search inputs:

I am not an Author

Figure 1: Interactive 'Not an Author' button to open the individual registration form.

The system will open the individual attendee registration form.

2. Personal Information Section

Enter your information accurately in the first form section:

- **Full Name and Surnames:** As they should appear on your official certificate.
- **Birthdate and Gender:** For accreditation and demographic records.
- **Place of Birth:** Select *Mexico* (state) or *International* (country of origin).
- **Contact Details:** Valid email and telephone number.

First Name(s)	<input type="text" value="Sarah"/>
Paternal Last Name	<input type="text" value="Connor"/>
Maternal Last Name	<input type="text" value="Reese"/>
Date of Birth	<input type="text" value="14/05/1992"/>
Gender	<input type="text" value="Select an option"/>
Place of Birth	<input type="text" value="Select an option"/>

Figure 2: Real capture of the 'Personal Information' form section.

3. Fee Concept and Participation Modality

In the **Payment Information** section, select the General Attendance fee:

INSTITUTIONAL INFORMATION

Faculty / Department (optional)

Academic Program (optional)

Figure 3: Selection of payment concept and confirmation of the total due.

CONCEPT	INCLUDED BENEFITS	AMOUNT
General Attendance (CONTIE 2026)	Access to conferences, workshops, and official certificate of attendance	\$145.00 USD

Select your modality (*In-Person, Remote, or Pre-recorded*).

4. Completing Registration and Payment

Review your information and click the **Complete registration** button at the bottom:

Finalize registration

Figure 4: Official button to transfer to the secure banking payment gateway.

You will be transferred to the secure university gateway to complete card payment. Please retain your digital receipt.

Mexican Tax Invoice Notice (CFDI)

If your institution requires a tax-deductible invoice in Mexico, request it via the billing form before completing card payment.