### **Participation Guideline**

# **7**<sup>th</sup> International Chemistry Tournament

### Part 1. Registration fee payment

The purpose of this guide is to help you with the registration payment process for the *International Chemistry Tournament.* It is suggested that you make the process from your pc so that you can better visualize the web page, and also that you have the pop-up windows option enabled in your browser.

The payment page is administered by the Finance Department of the University of Guadalajara, the official language is Spanish, so there is no English version. But we will try to make sure that, with this guide, language is not an obstacle, so we will try to describe as much as possible the process with indications and images.

Even so, we suggest that you can use the Google browser option to translate the page and make it easier to understand the content.

Registration fee includes local round-trip airport-hotel transportation, cultural visits, 1 meal (lunch) for 4 tournament days, medals, and certificates. Other expenses (awards and special prizes, among others) are covered by our sponsors.

The registration fee must be paid for each team member (including students and teachers).

The registration fee is \$2,060 Mexican Pesos per participant if you pay before the registration deadline, July 7th 2024, if you pay after this date (from July 8<sup>th</sup> to August 11<sup>th</sup>), the registration fee increases to \$3,090 Mexican Pesos per participant.

The payment must be made in Mexican pesos and with a credit card (visa/MasterCard).

### **Directions:**

- 1.1 Enter the link: https://www.sems.udg.mx/torneo-internacional-quimica-sems from your pc browser or mobile device.
- 1.2 The following page will appear: the name of the IChTo in Spanish (a), the amount of the registration fee/ *monto* (b), and a reference number/ *referencia* (e), which will be used to identify your payment. These details should not be changed.

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In the fields: Name/ **Nombre** (c) and email/ **correo** (d), you must enter the participant's name and email address, and click continue/ **continuar** (f).

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1.3 You will be sent to another page, where the name of the University of Guadalajara (Universidad de Guadalajara) and the name of the participant/ nombre del participante will appear (a), a section entitled: payment portal / datos principales portal de pagos (b), where the system will assign you a number/ folio (b.1), the payment concept will appear/ Concepto de pago (b.2), and the amount to be paid / importe a pagar (b.3).

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A new section called: Please complete the following information/ *Favor de completar la información*, will appear. Which again asks you to enter an e-mail address/*correo electrónico* (b.4), which must be that of the person making the payment, and a 10-digit telephone number (b.5), which must also be the mobile phone number of the person making the payment.

Then you must click on continue/continuar(c).

Before selecting: continue, it is important to check that the email address is spelled correctly as the payment voucher will be sent to this address.

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1.4 Next, after the section: payment portal / *datos principales portal de pagos* (b), a new section will appear (c): select a payment method/ *Seleccione un método de pago*, in which you must choose the first option: Visa/MasterCard (c.1).



1.5 Next, the section: select payment option/ **seleccione la opción de pago** (c), will change, giving you two options. Choose the first option which says: credit and debit card Visa or MasterCard/ **tarjeta de crédito y débito Visa o MasterCard** (c.1).

The second option (c.2) is for those who have an account with the bank: BBVA and wish to use the points provided by that bank to pay. If you do not have an account with this bank, this is not a valid option for you.

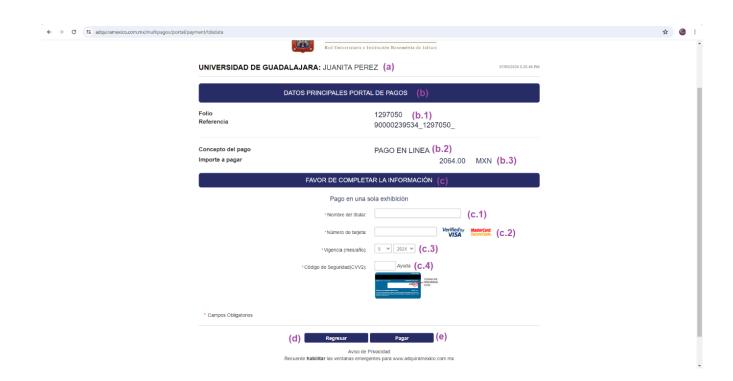


1.6 Then, you will be redirected to another section where you will be asked for your bank details: (c) please complete the information/ *favor de completar la información.* 

You must enter the following information:

- Name of the bank account holder/ **nombre del titular** (c.1)
- Credit or debit card number/ Número de tarjeta, either VISA or Mastercard (c.2)
- Valid thru (month/year)/ *Vigencia* (mes/año) (c.3)
- Security code / **Código de seguridad** (CVV2) (c.4)

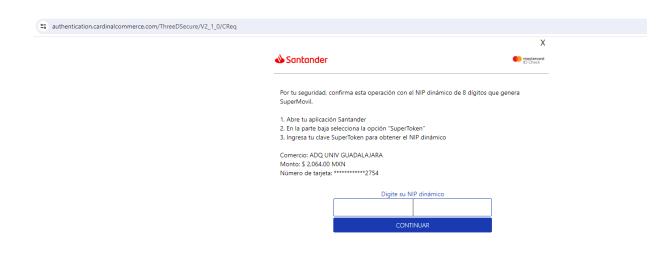
Once you have finished filling them in, select the option: Pay/ *Pagar* (e)



1.7 You will be redirected to the summary of your bank details: Card summary/*Resumen de tarjeta* (c). Check that they are correct, near the bottom of the page, you will be asked: do you wish to continue?/ *¿deseas continuar?* (c.1) and select the option continue/ *continuar* (e), if you wish to continue with the operation.

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1.8 You will be redirected to the bank's website, follow the instructions. And you finish the operation.



- 1.9 It is suggested to take a screenshot showing that the transaction was successful and/or download the payment receipt, if applicable.
  - Also, check the email address provided in step 3 to verify that the payment receipt was sent. If it is not in the inbox, it is suggested to check the spam or junk mail folder.
- 1.10 The payment process must be repeated for each participant.
- 1.11 It is important to report your payment to the following email: montserrat.barragan@sems.udg.mx.
  - Sending the proof of payment (Payment receipt), the name of the participant for whom the entry fee was paid, country, and team name, in order to identify him/her quickly.
- 1.12 **Important:** If you also require an electronic invoice issued by the University of Guadalajara, it is necessary to report the payment the same day it is made, to the email address and with the data requested in the previous point (1.11).
  - In addition to filling out the **Format for requesting the issuance of an invoice**, with the fiscal data of the person or institution to which the invoice will be issued.
  - This email is just for payment and related matters, if you have any questions or concerns regarding another topic, you should send them to torneodequimica@sems.udg.mx.

### **Part 2. Migratory requirements**

The countries that require a Mexican visa are:

Afghanistan, Albania, Angola, Antigua and Barbuda, Saudi Arabia, Algeria, Armenia, Azerbaijan, Bahrain, Bangladesh, Belarus, Benin, Bhutan, Bosnia and Herzegovina, Botswana, Brazil, Brunei Darussalam, Burkina Faso , Burundi, Cape Verde, Cambodia, Cameroon, Chad, China, Comoros, Congo, Ivory Coast, Cuba, Djibouti, Dominica, Ecuador, Egypt, El Salvador, Eritrea, Eswatini (Formerly Swaziland), Ethiopia, Fiji, Philippines, Gabon, The Gambia, Georgia, Ghana, Grenada, Guatemala, Guinea, Guinea-Bissau, Equatorial Guinea, Guyana, Haiti, Honduras, India, Indonesia, Iran (Islamic Republic of Iran), Iraq, Solomon Islands, Jordan, Kazakhstan, Kenya, Kyrgyzstan, Kiribati, Kuwait, Laos (Lao People's Democratic Republic), Lesotho, Lebanon, Liberia, Libya, Madagascar, Malawi, Maldives, Mali, Morocco, Mauritius, Mauritania, Mongolia, Montenegro, Mozambique, Myanmar, Mabia, Nauru, Nicaragua, Niger, Nigeria, Oman, Pakistan, Palestine, Papua New Guinea, Qatar, Sahrawi Arab Democratic Republic, Syrian Arab Republic, Central African Republic, Republic of North Macedonia, Republic of Moldova, Democratic Republic of the Congo, Dominican Republic, Federal Democratic Republic of Nepal, Democratic People's Republic of Korea, Russia (Russian Federation), Rwanda, Saint Kitts and Nevis, Samoa, Saint Vincent and the Grenadines, Saint Lucia, Holy See, São Tomé and Príncipe, Senegal, Serbia, Seychelles, Sierra Leone, Somalia, Sri Lanka, South Africa, Sudan, South Sudan, Suriname, Thailand, Taiwan, Province of China, Tanzania (United Republic of Tanzania), Tajikistan, Timor-Leste, Togo, Tonga, Tunisia, Turkmenistan, Turkey, Tuvalu, Ukraine, Uganda, Uzbekistan, Vanuatu, Venezuela (Bolivarian Republic of Venezuela), Vietnam, Yemen, Zambia, Zimbabwe.

You can send us an email to **torneomexicanodequimica@sems.udg.mx**, indicating your citizenship and we can help you find specific information about the Mexican visa requirements. However, we encourage you as well to contact as soon as possible the Mexican Embassy or consulates in your country through its official channels, thus we can optimize the process while you obtain all required documents to participate in the IChTo 2024.

If necessary, the local organizing institution could elaborate an invitation letter to your team.

### Part 3. Lodging options

#### 3. 1 Windham Garden Acueducto Hotel

**Address:** Avenida Real Acueducto No. 360, Colonia Puerta de Hierro, C.P. 45116, Zapopan, Jalisco.

#### **About the hotel:**

The Windham Garden Acueducto Hotel is located in the municipality of Zapopan, in one of the most luxurious areas of the Guadalajara metropolitan area. It is close to the Andares shopping centre, which makes it a good location that offers several entertainment options, shops and restaurants. The hotel offers amenities, such as: free WiFi, free breakfast buffet, etc. It is located 30 kilometres from Guadalajara International Airport (approximately 50 minutes away).

#### **Amenities:**

- 24-hour front desk
- Fitness Center
- Restaurant
- Wheelchair Access
- Contactless check-in and check-out are available
- Non-Smoking Facility
- Business Center
- Lounge/Bar

#### Single or double room

Cost per night: \$1450.00 Mexican pesos plus taxes (approximate total: \$1725.50 MXN)

Special rate from: August 25, 2024 to August 30, 2024

Check-in: 3:00 p.m. Check-out: 12:00 p.m.

Includes: accommodation for one or two people, with two double beds. Complimentary

American style breakfast per person.

#### **Reservation method:**

You can call or email the Reservations Department:

Phone number: +52 33 3839 4248

E-mail: reservaciones.gdlan@hotelesprisma.com

Or contact the Sales Executive:

#### Azucena Soto

### E-mail: azucena.soto@hotelesprisma.com

At the time of booking it is necessary to mention the booking reference: **SEMS ICHTO Torneo Internacional de Química**. In order for the preferential rate to apply.

### **Important:**

- Only reservations made by telephone or to the above-mentioned e-mail addresses will be considered. The accommodation rate does not apply to reservations made via internet or any other means.
- At the time of booking, the guest's bank details (debit card or deposit) will be requested as a guarantee.

# **Cancellation policy:**

In case the reservation is not cancelled and the guest does not show up, the first night will be charged at the confirmed rate.

# **Method of payment:**

Payment for the reservation can be made by deposit, bank transfer, business card, credit card or cash.

Payment can be made in advance, at check-in or at the end of your stay at the hotel.

Windham Garden Acueducto Hotel bank details:

- Bank: BANORTE

- Account holder's name: FIDEICOMISO IRREVOCABLE DB/1616

- Account Number: 0877926717

- Interbank account number: 072580 008779267174

### 3.2 Country Plaza Hotel

Address: Prolongación Avenida Américas 1170, C. P. 46160, Zapopan, Jalisco, Mexico.

### **About the Country Plaza Hotel.**

Centrally located in Guadalajara's financial district, this hotel offers pleasant facilities and delicious on-site dining options.

The contemporary style of the Country Plaza Hotel is designed to please its guests, regardless of the reason for their trip. Between wooden furniture in mahogany tones and modern facilities with practical and welcoming services, this hotel in Zapopan always offers you the most rewarding lodging experience.

#### **Rooms available:**

Room type	Rate 1 per night. Accommodation only	Rate 2 per night. With buffet breakfast. Cost per person \$300.00 MXN
Standard single room (1 PAX). 1 king size bed	\$1,250.00 Mexican pesos	\$1,550.00 Mexican pesos
Standard double room (2 PAX). 2 double beds.	\$1,250.00 Mexican pesos	\$1,850.00 Mexican pesos
Standard triple room (3 PAX). 2 double beds.	\$1,550.00 Mexican pesos	\$2,150.00 Mexican pesos
Quadruple standard room (4 PAX)	\$1,850.00 Mexican pesos	\$2,450.00 Mexican pesos

<sup>\*</sup>Accommodation rates already include taxes. Breakfast rate does not include service.

**Special rate from:** 25 August to 5 September 2024.

### **Complimentary services:**

Wireless Internet in room and common areas free of charge.

Gym (adults only). Prior reservation.

Indoor and outdoor swimming pool. Reservation required.

#### **Reservation method:**

Reservation by phone:

+52 (612) 175 0860

+52 33 3208 4633

Or via email: <a href="mailto:reservaciones@countruplaza.com.mx">reservaciones@countruplaza.com.mx</a>

When making the reservation it is necessary to mention the reference: **Evento Torneo Internacional de Química**. In order for the preferential rate to apply.

The reservation must be guaranteed with a credit card.

Only reservations made by telephone or to the above-mentioned e-mail addresses will be considered. The accommodation rate does not apply to bookings made via internet pages or any other means.

### **Method of payment:**

Payment of the reservation can be made by electronic transfer. In this case, a copy of the payment, with the guest's details and the date of the event, must be sent to the following e-mail address: eventas2@countryplaza.com.mx, to the attention of: Blanca Milán, Sales Executive.

# **Country Plaza Hotel bank details:**

- Bank: Santander

- Account holder name: ADMINISTRACION DE HOTELES TAPATIOS SA DE CV

- Account number 65-50477268-8

- Interbank account number: 014320655047726882

### Part 4. Program of the tournament

#### 4.1 Arrival

Please, as soon as you have your flight tickets we encourage you to share with us the details on your arrival and departure by sending an email to **torneomexicanodequimica@sems.udg.mx.** Also, specify if all the team members are traveling together or on different flights and schedules.

The location of the Airport of Guadalajara, Mexico can be consulted in the following link: https://maps.app.goo.gl/xNAMrcnXyZ9hnVg16

Upon your arrival, members of our staff will pick you up and take you to your booked hotel.

#### 4.2 Schedule of the Tournament

The International Chemistry Tournament will be carried out in the Mexican State of Jalisco within the Guadalajara Metropolitan Area in the University Cultural Center of the University of Guadalajara:

https://maps.app.goo.gl/JSdm3czqKfMPkrf36



# The following table summarizes the schedule of the Tournament:

	Monday August 26 <sup>th</sup>	Tuesday August 27 <sup>th</sup>	Wednesday August 28 <sup>th</sup>	Thursday August 29 <sup>th</sup>	Friday August 30 <sup>th</sup>
9:30-10:30		2 <sup>nd</sup> round	3 <sup>rd</sup> round	4 <sup>th</sup> round	
10:30-11:30	Check in	2 <sup>ra</sup> Touriu	3.º Tourid	4 Tourid	
11:30 -12:00	Opening	Coffee break	Coffee break	Coffee break	
12:00-13:00	Ceremony	2 <sup>nd</sup> round	3 <sup>rd</sup> round	4 <sup>th</sup> round	
13:00-14:30		Departure or			
14:30-16:30	1 <sup>st</sup> round		Cultural tour	Final round	Casa Herradura trip (OPTIONAL and FREE)
16:30-17:00	Coffee break	Cultural tour		Coffee break	Í
17:00-18:00	1 <sup>st</sup> round			Final round	
18:00-19:00				Clasina savananu	
19:00-20:00				Closing ceremony	

Note: This schedule may be subject to change by the Organizing Committee members of the International Chemistry Tournament.

**Transportation** from the hotel to the venue and vice versa is included if you book one of the lodging options proposed in this document. If you booked somewhere else, please, take into account the traffic to avoid delays at the time of each tournament activity.

#### 4.3 Cultural tours

The cultural tours included in the program on Tuesday and Wednesday are yet to be determined. However, we want to assure you that you will experience an enriching and full of our Mexican culture experience.

#### 4.4 Casa Herradura visit

Casa Herradura - Brown Forman Mexico is a company that produces Tequila in Amatitán, Jalisco, Mexico.

https://maps.app.goo.gl/enwYtsFAU1y7r4Lc9

They are glad to be sponsors of the IChto 2024 and will offer a free trip to its facilities and their Agave Equilana Weber fields on the 30th of August to share with the participants the engineering and science behind tequila production, which is one of the most important beverages from Mexico.

This is an optional activity and you should consider staying at least an extra day in Guadalajara if you want to attend it. As an important note, take into account that the required lodging and meals will not be covered by the registration fee. However, transportation from Guadalajara to Amatitán and vice versa will be covered by Casa Herradura.





To be considered for this activity send an email to: torneomexicanodequimica@sems.udg.mx

### 4.5 Departure

As stated in point 4.1 the details of your departure have to be shared with us.

Members of our staff will take you from the hotel to the airport on the specified date provided.

### Part 5. Recommendations when visiting Guadalajara, Mexico

The weather in Guadalajara is warm in August with high probabilities of rain which tend to lower the temperatures. Therefore, we encourage you to bring light cotton-based clothes and a sweater or jacket. Also, bring an umbrella in case there is rain.

Traffic in the area becomes chaotic during 7:30 - 9:00 a.m. and 4:00 - 8:00 p.m. We suggest you take this into account in case you have to take independent transportation anywhere.

Your important personal belongings should be kept safe when you go out and you should be aware of your surroundings at any moment.

Unlike other countries, tap water is not drinkable in Mexico. Therefore, we suggest you buy bottled water. In case you want to save money in this matter, you can buy the presentation of 20 L and fill up smaller bottles.

Notify tournament staff at all times if you have any special health conditions or any special dietary requirements. Also, please let us know if you have any interest in visiting or shopping at a particular location in our state.

# **Local Organizing Committee**

Dra. Sandra Jara Castro Mtra. Andrea Arreola Vargas Ing. Saúl Pérez Arana

Mtra. Karem Isabel Escamilla Galindo Lic. María Montserrat Barragán Rosales

Dr. Eduardo Santana Castellón Mtra. Gabriela Vaca Medina























