



Instructions for payments on a personal basis:

Following you will find the options to make a payment on a personal basis. When registering, if the value of the fee does not fit your attendee category please contact us at bmanco@eafit.edu.co with your full name and identification number to make the necessary validations and corrections.

Option #1: Payment on website: please [click here](#). This option lets you pay as a person with your own credit or debit card. It is NOT valid for paying as an enterprise, institution or organization.

Option #2: make a **Deposit or Electronic Transfer** to the current account 0019013891-2 from BANCOLOMBIA in the name of Universidad EAFIT (NIT 890901389). The reference is the identification number of the attendee (Colombian identification number or passport) or the tax identification number of the Enterprise. The concept is **CONGRESO TRANSMEDIA** with agreement code 652.

Requirement: send the payment receipt to the email bmanco@eafit.edu.co

Option #3: International transfer. In this case the transfer might generate an additional charge that must be paid by the enterprise and make sure that the net transferred value is the same as the fee you are going to pay.

Beneficiary	UNIVERSIDAD EAFIT
Beneficiary's bank account	102030302
Beneficiary's bank information	Helm Bank (Panamá) S.A.
	Dirección: Torre World Trade Center Piso 19
	Calle 53 Este Marbella Panamá, República de Panamá
	Teléfono en Panamá: (507) 2658220
	Código Swift: BCTOPAPA
Intermediary bank	Citibank N. A. New York
Intermediary's bank account	36225789
Intermediary's bank information	111 Wall Street. New York, N.Y 10043
	Swift CITIUS33
	Chips 0008

ABA code: 021000089

We **require** to receive the payment receipt at bmanco@eafit.edu.co

IMPORTANT: if you have any trouble during the payment process through our website, please fill out the form with your information and, instead of making any payment, send us an email to bmanco@eafit.edu.co, with your full name and identification number so you confirm that you will be making the payment at the event.

This payment will only be received through debit/credit card. If you are going to use cash it must be equal to the registration fee in the local currency (Colombian Pesos). It is essential that you confirm your attendance and that the payment is going to be this way in order to book your place.

In order to guide you through the registration process, we want to invite you to follow the next steps according to your preferred payment method for enterprises, institutions and organizations.

Payment instructions for Enterprises, institutions and organizations:

1. If the payment is going to be assumed by an enterprise, institution or organization, we require a letter with the following information:

MR.
LUIS FERNANDO RENDÓN CORTÉS
CONTINUING EDUCATION DIRECTOR
UNIVERSIDAD EAFIT

We authorize Universidad EAFIT to issue an invoice for the attendance of (Name of the attendee) with identification number (Passport number if foreigner) to the TRANSMEDIA EARTH CONFERENCE.

Please issue the invoice in the name of (complete name of the organization) and send it to (complete address including the city and country).

The value to be issued is \$ XXXXX. (It will be issued in Colombian Pesos COP).

The deadline to receive invoices is XXXX

The person to contact for invoicing is XXXXXX, phone number XXXXXX and email XXX

INSTRUCTIONS:

Please, delete these instructions before sending the letter.

This letter must be written on letterhead paper and signed to be accepted. Afterwards, send it to Mrs. Berta Manco to the email bmanco@eafit.edu.co.

Please, choose the type of attendee and the fee to be paid:

ATTENDEE CATEGORY	Early payment fee (until Sept 15th) – Currency: COP	Full fee - Currency: COP
Bachelor students (from any university)	\$ 174.000	\$ 204.000
Speakers, postgraduate program students (from any university)	\$ 219.000	\$ 249.000
General public	\$ 264.000	\$ 294.000

Entities that belong to the public sector in Colombia and require an invoice, must attach a copy of the Official Resolution and Budget Reserve.

Please be specific if you need original and copies of the invoice, as well as any other exact document.

****Attach a copy of any fiscal or taxpayer document with the correspondent tax identification number issued by your country (mandatory requirement)***

For the case of enterprises, institutions and organizations, do not pay your invoice through the website given that it is an exclusive method for personal payments. Instead, do pay your invoice by deposit or transfer:

Option #1: make a **Deposit or Electronic Transfer** to the current account 0019013891-2 from BANCOLOMBIA in the name of Universidad EAFIT (NIT 890901389). The reference is the identification number of the attendee (Colombian identification number or passport) or the tax identification number of the Enterprise. The concept is **CONGRESO TRANSMEDIA** with agreement code 652.

Requirement: send the payment receipt to the email bmanco@eafit.edu.co

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