

## Payment Verification Protocol

Payments for WUDC 2018 are now open. In order to guarantee greater transparency for both the participants and the Organizing Committee, we have created this protocol.

\*Note: Please review closely the WUDC México 2018 Registration Policy for further details on the payment deadlines (<http://wudc2018.mx/registration.html>).

### CONTENTS:

- A. Overview
- B. How to Provide Your Institution's Proof of Payment
- C. How to Retrieve the Applicable FX rate (Mexican Institutions)

**A. Overview:** The payment verification protocol is subject to the deadlines outlined in WUDC 2018 registration policy:

#### 1) Deadlines:

- a) 1st Round of Allocations: Payment deadline of the non-refundable deposits (50%) for the first round of allocations. **Monday May 15<sup>th</sup>.**
- b) 2nd Round of Allocations: Payment deadline of the non-refundable deposits (50%) for the second round of allocations. **Sunday June 16<sup>th</sup>.**
- c) Full registration fee payment deadline and payment deadline for slots of underrepresented countries (50%). **Friday August 11<sup>th</sup>.**
- d) Full registration fee payment deadline for slots of underrepresented countries. **Monday September 11<sup>th</sup>.**

#### 2) Publication of the list of payments:

- a) The first list of payments will be released on **Wednesday May 17<sup>th</sup>.**
- b) The second list of payments will be released on **Monday June 19<sup>th</sup>.**



- c) The list of full registration fee payments and list of payments (50%) for underrepresented countries' slots will be released on **Monday August 14<sup>th</sup>**.
- d) The list of full registration fee payment for underrepresented countries' slots will be released on **Wednesday September 13<sup>th</sup>**.

Teams that go unconfirmed after 72 hours will have their slots reallocated to institutions on the waiting list.

2) **Additional Allocations:** From Monday June 19th to August 11th, and from August 14th to September 30th, the announcements for the first and second round of additional allocations will be made respectively; institutions have 72 hours to confirm allocations and 10 days to issue 50% of the allocation's corresponding deposit.

## **B. How to Provide Your Institution's Proof of Payment:**

### **1) In Case of Deposit/Bank Transfer:**

- Go to <https://www.ticketopolis.com/wudcmexico2018/>
- Click on "Register now".
- Click on "Payment for the 1st Round of Allocations" then click "Continue".
- Complete the form published in *Ticketopolis*, which includes bank details such as the following: Name of organization, address, email, beneficiary, bank name, account name, branch number, place number, CLABE account, Swift or IBAN.
- Then, in the "Payment Method" box please select "Deposit or Bank Transfer" and press "Buy now":



**Payment method**

Select:

☒ Deposit or bank transfer  
You will receive the payment information by email.

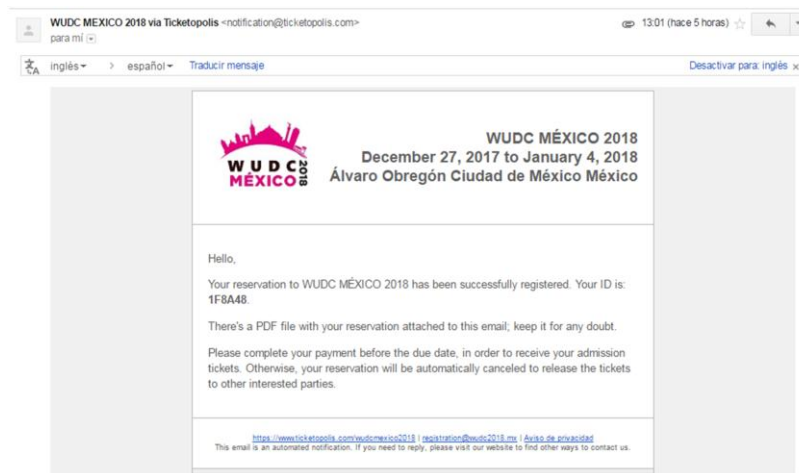
Billing information: Tax ID, Name, Address, City, State, Zip code

☐ I accept the [terms and conditions of the event](#)

[Buy now](#) or [Go back](#)

- You will receive an email with the instructions (attached in a PDF) to complete your payment, in which you will find our bank details to make the deposit,
- In that email you will also receive the link in which you have to upload your proof of payment, click on it and attach your proof of payment.
- In order to upload your proof of payment you will have to login with your *Ticketopolis* username and password.


### Sample email:



Sample PDF (with instructions and links to proof of payment page):

**Reservation**  
ID: 1FBA48  
Name: RODOLFO FLORES

---



**WUDC MÉXICO 2018**  
December 27, 2017 to January 4, 2018  
Álvaro Obregón Ciudad de México México  
<https://www.ticketopolis.com/wudc2018>

**Contact**  
 wudc2018.mx  
 registration@wudc2018.mx  
 wudc2018  
 asociacionmexicanadedebate  
 Mexico2018  
 WUDCMexico2018

---

**Payment information:**

- 1 **Proceed to pay.**  
 The payments can be made in full to the following bank account: Beneficiary's Bank Name: Banco Nacional de Mexico SA, Beneficiary's Bank Address: Suc. 4144 PASEO DE LAURELES, DF PROL. BOSQUES DE REFORMA 1813 LOCAL 1 Col. Vista Hermosa, Ciudad De Mexico, C.P. 5109, Distrito Federal. Beneficiary's Name: ASOCIACION DE DEBATE Y PENSAMIENTO CRITICO DE MEXICO Beneficiary's Address: Montes de Oca 69, interior 602, Col. Condesa, Delegación Cuauhtémoc, Ciudad de México, C.P. 06140 SWIFT: BNMXMXMM IBAN: 021000089 National Account number: 002180701034852564 Note: There is a transaction fee of USD \$17.00 that the bank charges per international deposit. This means participants must assume all transfer costs; the final amount received in our account should be the registration payment in full. E.g "Reg. Fee = 100.00", Deposit required = "117.00", Amount reflected in our account = "100.00".
- 2 **Send your voucher.**  
 After making your payment, please scan or take a picture to the voucher and upload it here:  
<https://www.ticketopolis.com/upload.aspx?eme4648f83-06dc-47f2-8806-358b652420d2&u=82a81317-c225-5ea5-bece-c59d84ad8489&a=1FBA48>
- ⚠ **Reservation subject to timely payment. You should upload your voucher before Thursday April 27 2017 at 11:59 p.m. Otherwise, this reservation will expire and will cease to be valid.**
- 3 **Wait for authorization.**  
 After uploading your voucher, you have to wait for the organizers of the event to confirm that they have successfully received your payment in their bank account. As soon as they confirm it, you will receive your authorization by email. This process can take from a few hours to a few days, but your place will remain reserved even if the expiration date arrives.

- Once we have received your proof of payment, we will verify it is correct, and inform you via email whether it has been authorized or not according to our registration policy. Please keep in mind the payment deadlines mentioned on our website, **teams that go unconfirmed after 72 hours will be reallocated to institutions on the waiting list.**

2) In Case of Payment with Credit Card Via Paypal:

- Complete the form published in *Ticketopolis*, which includes bank details such as the following: credit card number, expiration date, last three security digits found on the back (on the side of the holder's signature).



- Choose the option to make your payment with a credit card, once you click “Buy Now” it will redirect you to the *Paypal* website to proceed with your payment.
- Credit card has to be *VISA, Master Card or American Express*.
- Register the form with the ID of the ticket that the payment refers to.
- Note: If the *Paypal* payment proceeds, *Ticketopolis* will automatically confirm the payment and you will receive an email (regardless of the amount paid). **However**, this does not mean the WUDC finance team has confirmed the payment, please await for email confirmation from the WUDC Finance team that your deposit was fully verified (including transfer fees/costs).

### C. How to Retrieve the Applicable FX rate (Mexican Institutions)

We are able to issue invoices only in USD, given that it is the “functional” currency for registration fee accounting. Yet, if you are a Mexican institution and want to make the transfer/payment in Mexican pesos for practical/financial purposes, **please translate the registration fee payment amount in USD to Mexican pesos taking into account the FX published by Mexico’s Central Bank the day prior to the date in which you will realize the payment.**

**Note:** If you are paying on a weekend, the FX rate that must be taken into account is that of the Friday immediately before.

According to Mexican GAAP the aforementioned FX rate is to be used by Mexico-based legal entities to translate accounts (payables, receivables, deposits, etc.) in USD to Mexican pesos. In addition, it is our Bank’s accounting policy as well and it helps to avoid under- or overpayment issues.



To retrieve such FX information please refer to the following official webpage from Mexico's Central Bank: <http://www.banxico.org.mx/portal-mercado-cambiario/index.html> and check the FX rate labeled “Publicación DOF” for the date immediately prior to the date in which you will make the payment. For example, if the payment was to be made on 23/04/2017, the FX rate would be \$18.8187 Mexican pesos per USD, and if the payment was to be made on the 21/04/2017, the FX rate would be \$18.8374 Mexican pesos per USD:

Example:



The screenshot shows the 'MERCADO CAMBIARIO (TIPOS DE CAMBIO)' section of the Banco de México website. It includes a navigation menu on the left with categories like 'POLÍTICA MONETARIA E INFLACIÓN', 'SISTEMA FINANCIERO', 'SISTEMAS DE PAGO', and 'BILLETES Y MONEDAS'. The main content area provides information about the exchange rate policy and a table of rates for USD obligations.

**Tipo de cambio para solventar obligaciones denominadas en dólares de los E.E.U.U.A., pagaderas en la República Mexicana <sup>1/</sup>**

Fecha Inicial	Fecha Final	Formato	
dd/mm/aaaa	- dd/mm/aaaa	HTML	Consultar series

Fecha	FIX <sup>2/</sup>	Publicación DOF <sup>3/</sup>	Para pagos <sup>4/</sup>
23/04/2017	N/E	N/E	18.8187
22/04/2017	N/E	N/E	18.8187
21/04/2017	18.8413	18.8187	18.8374
20/04/2017	18.8187	18.8374	18.4863
19/04/2017	18.8374	18.4863	18.5582
18/04/2017	18.4863	18.5582	18.7528
17/04/2017	18.5582	18.7528	18.7646

1/ Para mayor información sobre este tipo de cambio consulte: El Título Tercero, Capítulo V de la Circular 3/2012 del Banco de México.  
2/ El tipo de cambio FIX es determinado por el Banco de México los días hábiles bancarios con base en un promedio de las cotizaciones del mercado de cambios al mayorero para operaciones liquidables el segundo día hábil bancario siguiente. Dichas cotizaciones se obtienen de plataformas de transacción cambiaria y otros medios electrónicos con representatividad en el mercado de cambios. El Banco de México da a conocer el FIX a partir de las 12:00 horas de todos los días hábiles bancarios.  
3/ El tipo de cambio DOF es emitido por el Banco de México en el Diario Oficial de la Federación.  
4/ El tipo de cambio para pagos es el tipo de cambio que se aplica para el pago de las obligaciones denominadas en dólares de los E.E.U.U.A. pagaderas en la República Mexicana.

If you have any questions regarding lists of payments or this protocol, please contact us directly at [finance@wudc2018.mx](mailto:finance@wudc2018.mx), with “CC” to [registration@wudc2018.mx](mailto:registration@wudc2018.mx)

