



**38<sup>th</sup> CONFERENCE**  
**COSTA RICA • 2026**

## **REGISTRATION PROCESS**

This document provides a step-by-step guide to the registration process for the PLEA Conference Costa Rica 2026. Its purpose is to clearly outline each stage, ensuring a smooth and accessible registration experience for all participants.



Sistema de Congresos 

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Si olvidó su contraseña presione [aquí](#)

¿No tienes una cuenta todavía? [Regístrate](#)



## Step 1: Select the Language

→ At the beginning of the process, locate the language selector in the upper left corner of the screen.

You can choose between English and Spanish according to your preference. The platform content will update automatically based on the selected language.

## Step 2: Access the Congress System

→ You will be directed to the Fundación UCR – Congress System login page.

If you already have an account:

- Enter your email address in the “Email” field.
- Enter your password in the “Password” field.
- Click “Log In” to continue.

## Step 3: Recover Your Password (if necessary)

→ If you have forgotten your password, click on “Forgot your password? Click here”.

Follow the instructions sent to your email to reset your password.

## Step 4: Create a New Account

→ If you do not have an account yet:

- Click on “Register” at the bottom of the login box.
- Complete the registration form with the required information.
- Once registration is complete, you will be able to log in and proceed with the conference registration.

Identification Type  ①

ID or passport \*  ②

Name \*  ③

First Last Name \*  ④

Second Last Name  ⑤

Gender \*  ⑥

Email \*  ⑦

Attach Identification File   ⑧

Academic Degree  ⑨

Occupation \*  ⑩

Affiliation(as you like it to appear in your conference tag): \*  ⑪

Country or Residence  ⑫

Participant's Modality  ⑬

Invitation  Do you need a Invitation? ⑭

Chronically ill or allergic? It requires medication? specify  ⑮

Do you have any type of dietary requirements or necessities?  ⑯

Would you like to receive information from sites of interest to visit in Costa Rica?  ⑰

⑱

## Identification Type

1. Select your identification type (e.g., National ID or Passport) from the dropdown menu.
2. Enter your ID or passport number exactly as it appears on your document. Click the Consult button to retrieve or validate your basic information (if applicable).

## Personal Information

- Enter your personal details as shown on your identification document:
3. First Name: Enter your given name.
  4. First Last Name: Enter your primary last name.
  5. Second Last Name: Enter your second last name (if applicable).
  6. Gender: Select your gender from the dropdown list.

## Contact and Identification

- Provide your contact details and identification file:
7. Email: Enter a valid email address to receive confirmations and updates.
  8. Upload Identification File: Attach a copy of your ID or passport (PDF or image file).

## Academic and Professional Information

- Enter your academic and professional details:
9. Academic Degree: Select your highest academic degree (e.g., Bachelor's, Master's, Ph.D.).
  10. Occupation: Enter your current occupation or professional role.
  11. Affiliation: Write the institution or organization name as you want it to appear at the conference.

## Participation Details

12. Country or Residence: Select your country of origin.
13. Type of Participation: Choose your participation type (e.g., General Public, Speaker, Student).
14. Invitation: Check the box if you require an invitation letter.

## Health and Dietary Information

15. Medical Conditions or Allergies: Specify any chronic conditions, allergies, or special medication needs. If none, write "N/A".
16. Special Dietary Requirements: Select any dietary needs (e.g., Sugar substitute).
17. Indicate whether you would like to receive information about places of interest in Costa Rica.

## Submit

18. Click the Submit button to complete your registration.

Once all the required information has been completed correctly, the system will display a confirmation message indicating that your registration has been “Successfully registered.”

Successfully registered.

