

REGISTRATION AND CONVENTION GUIDELINES

Dear Delegates,

Thank you for your commitment to continuous learning and for joining our 2017 PPhA National Convention. In order to facilitate a smooth and efficient convention program, we would like to request for the cooperation and discipline of everyone.

Kindly observe the following guidelines:

1. STRICTLY NO ON SITE REGISTRATION.

2. Registration Venue/Time:

Asturias Hotel

May 24, 2017 8am to 5pm

May 25, 2017 8am to 12pm

3. Present the following during registration:

- Original deposit slip. For multiple delegates in one deposit slip, provide copies of deposit slip to each of the delegates to facilitate distribution
- Print out of email confirmation with registration number. If no email confirmation was received, please follow up with PPhA secretariat (please call 02 3100850 or email to ppha2017natcon@gmail.com and look for Paolo) to confirm your email address so that email confirmation can be resent. Some email addresses were incorrect and the email confirmation bounced back.
- **Registration number** is needed to know which lane you will claim your OR, Convention ID and Souvenir Kits.

4. Certificate of Attendance/Appearance are already provided in your souvenir program.

5. **Certificate of Completion** with CPE units

- Certificate of Completion is pre-printed with names of delegates. It's non-transferable.
- **Distribution will be on the last day of convention, Saturday, May 27, 2017 after the last session and ONLY when attendance is complete as documented in the barcoding of entrance and exit during the 3-day convention. If the attendance is incomplete, only the Certificate of Attendance and Appearance will be received.**
- To claim the Certificate of Completion, kindly personally present your convention ID to the assigned area and submit the Convention Evaluation Form.
- **Distribution will be according to assigned registration number. Claiming in group is not allowed.**

6. **Attire** during convention: wear something comfortable. **Wear smart casual.** Shorts, sando, or slippers are not allowed. No theme attire during fellowship night.

7. **Exhibit Booth** viewing venue/time: Asturias Hotel, May 24, 2017 from 9am to 5pm and May 25, 8am to 12pm.

8. **Research Poster Exhibit** Area/time: Convention Lobby, May 25, 2017 @ 8am to May 27, 2017 12pm

9. **Eucharistic Celebration:** May 24, 2017, 10am @ Immaculate Concepcion Cathedral, Rizal Avenue, Puerto Princesa City

10. **Senior Citizen** will have a special lane during Registration and Releasing of Certificates. Please take note that the lane will still be in the assigned booth where their registration number will be served. An area for Senior Citizen, PWD and Pregnant will be provided in the Coliseum, on a first come first served basis.

11. **Lunch out** is discouraged in order to start the next sessions on time and to utilize the food provided for the delegates.

12. There is no **seat assignment**. First come first served. In order to be fair to all, no reservations is allowed.

Thank you very much and looking forward for a successful, meaningful and memorable convention!

PPHA National Convention Organizing Committee