



REGISTRATION FORM

REGISTRATION FEE: (This is exclusive of hotel accommodation and air fare)

PMAP MEMBER RATE	EARLY BIRD RATE <i>March 01 - May 31</i> Php 11,000	REGULAR RATE <i>June 01 - August 31</i> Php 13,000	WALK-IN RATE <i>September 01 - 12</i> Php 15,000	CHAPTER RATE <i>February 22 - September 12</i> Php 8,500
NON-PMAP MEMBER RATE	EARLY BIRD RATE <i>February 22 - May 31</i> Php 12,000	REGULAR RATE <i>June 01 - August 31</i> Php 15,000	WALK-IN RATE <i>September 01 - September 12</i> Php 16,000	

DELEGATES DETAILS *(The name that you register is exactly what will be printed in the Conference ID and Certificate of Attendance)*

Please check the appropriate box: PMAP MEMBER NON-PMAP

Delegate 1

Name: _____ Signature: _____ Date: _____
Position: _____ Land Line: _____
E-mail: _____ Cell No.: _____

Delegate 2

Name: _____ Signature: _____ Date: _____
Position: _____ Land Line: _____
E-mail: _____ Cell No.: _____

Delegate 3

Name: _____ Signature: _____ Date: _____
Position: _____ Land Line: _____
E-mail: _____ Cell No.: _____

Delegate 4

Name: _____ Signature: _____ Date: _____
Position: _____ Land Line: _____
E-mail: _____ Cell No.: _____

Delegate 5

Name: _____ Signature: _____ Date: _____
Position: _____ Land Line: _____
E-mail: _____ Cell No.: _____

Please use an additional separate sheet. Provide the complete information requested above for each delegate. Additional registration sheet must also be authorized/signed.

Organization Details

Company Name: _____
Address: _____
Telephone: _____ Fax No.: _____

Authorization

Name: _____ Signature: _____ Date: _____
Position: _____ Land Line: _____
E-mail: _____ Cell No.: _____

Total no. of delegates	Amount of registration fee per delegate	Total amount of registration fee to be paid
	Php	Php

TERMS AND CONDITIONS ON REGISTRATION

- The Delegate is considered officially registered when he/she has fully paid the total registration fee. Sending in the accomplished registration form without the corresponding payment is NOT a guarantee of reservation/registration.
- The Registration Fee covers the following: conference kit, souvenir program, official conference ID, certificate of attendance, and conference meals consisting of five (5) snacks, two (2) lunches, and two (2) dinner. Meals taken outside of the conference proper and hotel room service charges are on the account of the Delegate.
- For Group of affiliated Companies that will register their delegates under just ONE Company Name, a discount of PHP 500.00 on registration fee shall apply starting on the 4th delegate. Please include in a separate sheet the respective company affiliation of each delegate, for mailing purposes of conference announcements and related information. However, Conference IDs and Certificates of Attendance shall reflect the official Company Name used in the registration form and NOT the individual company affiliations.
- Cancellations or changes in registration should be made in writing and should be received by the PMAP Professional Staff on or before July 31, 2012. No refund in conference fee will be made after July 31, 2012. Substitution is allowed.
- Delegates shall pay for the registration fee applicable at the time of payment (i.e. registration fee for period June 01 to August 31 shall be P 13,000.00).
- Delegates registering on or before August 31, 2012 may send their payment to PMAP Center at 670 Lee Street, Addition Hills, Mandaluyong City. All accomplished registration forms without corresponding payment received after August 31, 2012 shall be accommodated as walk-in delegates and shall be charged the walk-in rate.
- Please course your accomplished registration form, payment and other inquiries to the PMAP Professional Staff at 670 Lee Street, Addition Hills, Mandaluyong City at fax no. 726-1530 or e-mail address pmap@pmap.org.ph

HOTEL ACCOMMODATION:

- PMAP shall arrange hotel accommodation of Very Early Bird and Early Bird delegates in PMAP accredited hotels. Please see back page for room accommodation rates and reservation form.

ACCREDITED HOTELS:

A. WATERFRONT HOTEL & CASINO (No. 1 Waterfront Drive, Salinas Drive, Lahug, Cebu City) / Tel. No.(032) 232-6888

ROOM TYPE	ROOM RATE FOR 3 NIGHTS (please check appropriate box and indicate number of rooms)		Total Amount
Standard Room	SINGLE	DOUBLE	
	Php 10,000/room for 3 nights x _____ room (s)	Php 11,000/room for 3 nights x _____ room (s)	
Superior Room	SINGLE	DOUBLE	
	Php 11,000/room for 3 nights x _____ room (s)	Php 12,200/room for 3 nights x _____ room (s)	
Deluxe Room	SINGLE	DOUBLE	
	Php 12,500/room for 3 nights x _____ room (s)	Php 13,500/room for 3 nights x _____ room (s)	

B. MARCO POLO PLAZA CEBU (Veterans Drive, Nivel Hills, Lahug, Cebu City) / Tel. No. (032) 253-1111

ROOM TYPE	ROOM RATE FOR 3 NIGHTS (please check appropriate box and indicate number of rooms)		Total Amount
Deluxe Room	SINGLE	DOUBLE	
	Php 12,000/room for 3 nights x _____ room (s)	Php 14,000/room for 3 nights x _____ room (s)	

C. CEBU CITY MARRIOTT HOTEL (Cardinal Rosales Ave., Cebu Business Park, Cebu City) / Tel. No. (032) 411-5800

ROOM TYPE	ROOM RATE FOR 3 NIGHTS (please check appropriate box and indicate number of rooms)		Total Amount
Deluxe Room	SINGLE	DOUBLE	
	Php 15,000/room for 3 nights x _____ room (s)	Php 17,000/room for 3 nights x _____ room (s)	

D. CROWN REGENCY SUITES (J. Maximo Patalinghug Jr. Avenue, Lapu-Lapu City) / Tel No. (032)418-8888

ROOM TYPE	ROOM RATE FOR 3 NIGHTS (please check appropriate box and indicate number of rooms)		Total Amount
Deluxe Room	SINGLE	DOUBLE	
	Php 9,500/room for 3 nights x _____ room (s)	Php 11,000/room for 3 nights x _____ room (s)	

TERMS AND CONDITIONS ON ACCOMMODATION:

- PMAP shall arrange accommodations of Very Early Bird and Early Bird delegates at **Waterfront Hotel, Cebu City Marriott Hotel, Marco Polo Plaza Cebu and Crown Regency Hotel and Towers**, until May 31, 2012 subject to availability of rooms.
- Delegates shall be responsible for arranging their own accommodations after **May 31, 2012**.
- **Hotel accommodation shall be on a first paid first served basis.** Only paid and registered delegates will be assured of their room accommodation.
- Rooms of your choice will be considered reserved/booked only when fully paid.
- Payment for the room accommodation should be forwarded directly to PMAP.
- The accommodation package rates are inclusive of the following;
 1. Three (3) days, two (2) nights accommodation. Check-in date is on **September 12, 2012 at 2:00 PM** and check-out date is on **September 15, 2012 at 12:00 PM**.
 2. Daily buffet breakfast. Room service charges are on the personal account of the delegate.
- **PMAP will not arrange partnering for room sharing.** Delegates must provide the names for double and triple sharing rooms.
- Delegates are allowed to make changes in room accommodation (name of delegates and room type) only until May 31, 2012. Changes in room type are subject to availability of rooms.
- Delegates staying at the hotel before or beyond the conference dates may be arranged by the delegate directly with the hotel.
- Bringing unregistered guests into the hotel room is PROHIBITED. The Hotel shall be strictly monitoring the number of guests per room to ensure the specified occupancy number.
- Delegates are also free to make their own accommodation arrangements with other hotels or pension houses of their choice.

TOTAL CONFERENCE FEE

(Add total amount of Registration and Accommodation fee)

Php

This is the total amount that must be paid to PMAP in order to be considered fully registered and with confirmed room booking. Registration Form AND Payment must be received on or before the deadline dates set above in order to be considered officially registered. Please make check payable to: PEOPLE MANAGEMENT ASSOCIATION OF THE PHILIPPINES

PAYMENT OPTIONS:

- **CASH OR CHECKS**
Checks payable to the People Management Association of the Philippines may be sent to PMAP Center or deposited to PMAP bank account (please call the PMAP Secretariat for the account number).
It is important that you fax or email to PMAP the deposit slip in order for PMAP to issue Official Receipt and acknowledge your registration.
- **ON-LINE PAYMENT** through e-store of the PMAP website. Please access www.pmap.org.ph.
- **CREDIT CARD** - Mastercard and Visa cards are accepted at the PMAP center or during PMAP GMMs, or on site for walk-in delegates.

TRANSPORTATION:

A. AIR TRANSPORTATION:

Delegates must arrange and book their flights directly to their preferred airlines. Delegates are advised to book early and take advantage of the promo rates being offered by some airlines.

B. LAND TRANSPORTATION:

PMAP SHALL PROVIDE ROUNDTRIP AIRPORT TRANSFERS – SCHEDULES TO BE ANNOUNCED

Delegates are required to submit to PMAP thru email (cacay.poncedeleon@pmap.org.ph or pmap@pmap.org.ph) their flight details on or before August 31, 2012 to avail of the free shuttle service.

Shuttle service will be for designated schedule:

Arrivals:	September 12	- Mactan airport to accredited hotels
Departure:	September 15	- Accredited hotels to Mactan airport