

# REGISTRATION PROCEDURE 2018 CEAP NATIONAL CONVENTION

## PRE-REGISTERED AND PAID

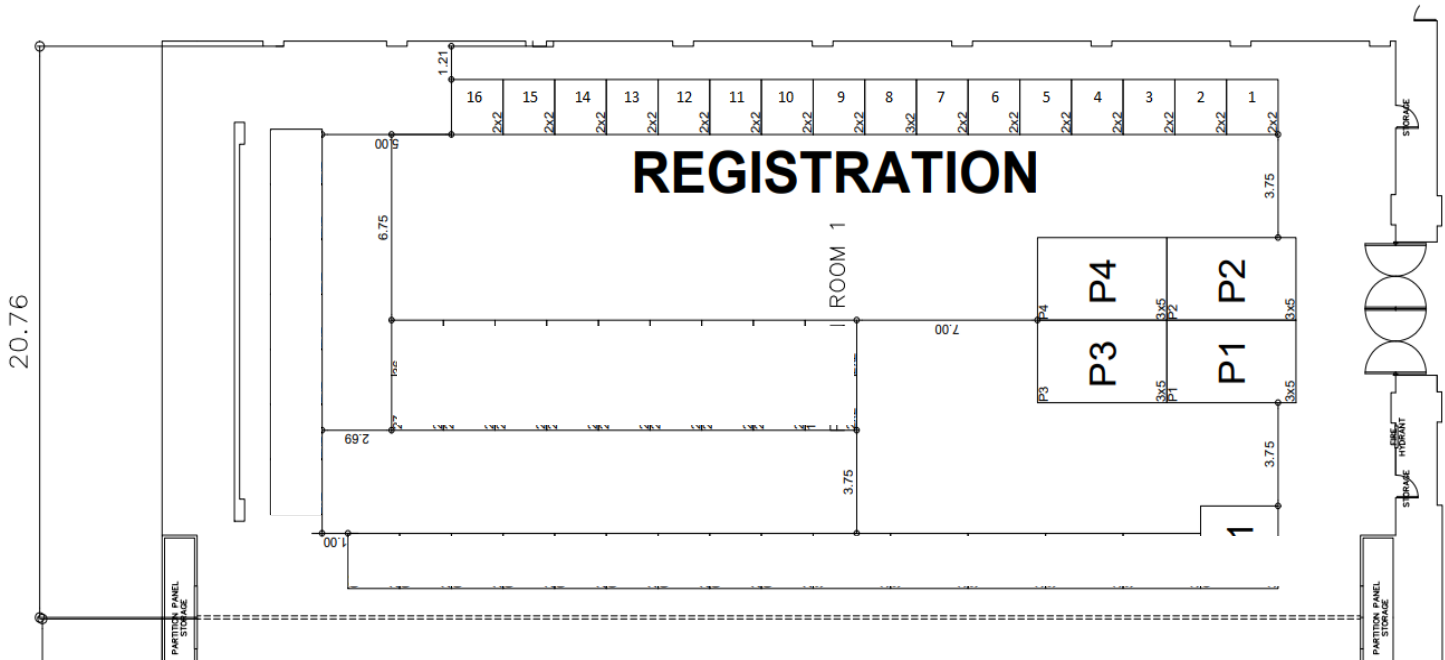
1. Present OR/Payment Slip/ID to the assigned counter of your region.
2. Registration Staff (RS) will verify/check the name of the participant.
3. If confirmed, RS will tag the name of the participant and release: official receipt, convention kit, ID set, and Program Guide.
4. RS will ask the participant/representative to acknowledge receipt of items by signing on the masterlist.
5. If not confirmed/not paid, RS will direct the participant to the Verification/Cashier counter.

## PRE-REGISTERED BUT NOT PAID

1. Proceed to the Verification/Cashier counter for payment.
2. Cashier will verify/check the name of the participant.
3. If confirmed, Cashier will collect payment and issue official receipt.
4. Cashier will tag the name of the participant and release: convention kit, request for ID printing, ID lace, and Program Guide.
5. Cashier will ask the participant/representative to acknowledge receipt of items by signing on the masterlist.
6. Direct the participant to PhilSmile counter for the printing of ID.

## REFUND

Refund will be released on the afternoon of October 4 (Day 2). Please present your official receipt to the Cashier/Verification Counter.



| Booth # |                 |    |  |
|---------|-----------------|----|--|
| 1       | Cashier/Info    | 7  | Region 1                               |
| 2       | Cashier/Info    | 8  | Region 3 (A-O)                         |
| 3       | Cashier/Walk-in | 9  | Region 3 (P-Z)                         |
| 4       | NCR/Rizal (A-M) | 10 | Region 4 (A-M)                         |
| 5       | NCR/Rizal (N-Z) | 11 | Region 4 (N-Z)                         |
| 6       | CAR & Region 2  | 12 | Regions 5 & 6                          |
|         |                 | 13 | Region 7                               |
|         |                 | 14 | Regions 8 & NIR                        |
|         |                 | 15 | Regions 9, 10, & 11                    |
|         |                 | 16 | Regions 12, CARAGA, ARMM, & NON-MEMBER |