



2010 Convention Registration Guidelines

Registration for the 2010 CEAP National Convention may be online or manual as follows:

1. Online Registration

- Fill in the online form and select appropriate choices at <http://convention.ceap.org.ph>. Registration is on a first-come-first-served basis.
- Registration for the Sessions on Schools' Best Practices will be on the afternoon of September 21 and the morning of September 22 at the Registration Area located at the Educator's Exhibit Hall.
- The form will automatically compute the Registration Fee for the completed form.
- Registrants may then pay the Registration Fee by depositing the correct amount to **Banco De Oro Savings Account Number 163006508**, West Avenue East Maya Branch, Quezon City. Please make cheques payable to **Catholic Educational Association of the Philippines or CEAP**.
- Registrants must then fax the deposit/payment slip to (02)426-2670. Please indicate name of school, address, number of delegates, contact person's name, email and cellphone number.
- The Registration Committee shall inform you through email or SMS of the status of your registration. **Only paid registrants are guaranteed seats, kits, meals and slots to the Concurrent Sessions.**

2. Manual Registration

- Fill in the form. Please choose two Concurrent Sessions that you wish to attend – one at 2:30pm and the other at 4:15pm. Attached to the Registration Form is the Concurrent Sessions Matrix. Registration is on a first-come-first-served basis.
- Registration for the Sessions on Schools' Best Practices will be on the afternoon of September 21 and the morning of September 22 at the Registration Area located at the Educator's Exhibit Hall.
- Please compute the Registration Fee based on the attached schedule of fees.
- Registrants may then pay the Registration Fee by depositing the correct amount to **Banco De Oro Savings Account Number 163006508**, West Avenue East Maya Branch, Quezon City. Please make cheques payable to **Catholic Educational Association of the Philippines or CEAP**.
- Registrants must then fax the completed registration form and deposit/payment slip to (02)426-2670. Please indicate name of school, address, number of delegates, contact person's name, email and cellphone number.
- The Registration Committee shall inform you through email or SMS of the status of your registration. **Only paid registrants are guaranteed seats, kits, meals and slots to the Concurrent Sessions.**

Convention Socialized Registration Fees

Covers lunch and snacks from Days 1 to 3, conference kits and materials and other related expenses.

Participants from	Early Registration and Payment until 31 July 2010	Regular Registration and Payment from 1- 31 August 2010	Late Registration and Payment from 1-15 September 2010	Walk-in Registration and Payment on 22 September 2010
Metro Cebu	Php 5,500	Php 5,750	Php 6,000	Php 6,250
NCR and Region 7 except Metro Cebu	Php 4 950	Php 5,175	Php 5,400	Php 5,650
Regions 6,8,10 and CARAGA	Php 4,400	Php 4,600	Php 4,800	Php 5,000
Regions 3, 4A, 11 and 12	Php 4,125	Php 4,300	Php 4,500	Php 4,700
Regions 4B, 5,9 and ARMM	Php 3,850	Php 4,000	Php 4,200	Php 4,400
Regions 1, 2 and CAR	Php 3,575	Php 3,750	Php 3,900	Php 4,100
Batanes and Sulu	Php 3,300	Php 3,450	Php 3,600	Php 3,800

Important: Please observe the registration deadline to give the convention organizers enough time to finalize venue/food arrangements, convention kits and materials production, and other convention preparations.

Refund and/or substitution of participants will be allowed until August 31, 2010. Beyond this date, **no refund** will be allowed, however, substitution of participants will be accepted.

Participants will have to take care of their own travel and board/lodging arrangements. A list of hotels and lodging houses within a radius of seven kilometers from the venue will be provided to enable the participants to make early reservations.

DEADLINE FOR REGISTRATION IS SEPTEMBER 15, 2010.