



# Catholic Educational Association of the Philippines

## 2011 CEAP National Convention Registration Guidelines

Please read carefully and follow the steps correctly to avoid problems with your registration. There are two ways to register for the 2011 CEAP National Convention.

### **ONLINE REGISTRATION**

This option is for registrants with internet access. This is the fastest and surest way to register.

STEP 1. **Fill in the online form** and select appropriate choices at <http://convention.ceap.org.ph>. REGISTRATION IS ON A FIRST-COME-FIRST-SERVED BASIS. The system will automatically compute the registration fee after you have completed the form. PLEASE BE ADVISED THAT THERE ARE LIMITED SEATS IN THE VARIOUS CONCURRENT SESSIONS.

STEP 2. **Please pay the Registration Fee over the counter at any Banco De Oro branch** using the bills payment slip indicating your school reference ID number that we have previously sent you in the space for the SUBSCRIBER's ACCOUNT NUMBER. Please write the name of your school in the space for SUBSCRIBER's NAME. Should you need assistance please call (02)926-0521 or email [registration@ceap.org.ph](mailto:registration@ceap.org.ph). Please make cheques payable to the Catholic Educational Association of the Philippines. Payments may also be made at the CEAP National Office.

STEP 3. After payment, registrants must then **email a copy of the PAYMENT SLIP** to [registration@ceap.org.ph](mailto:registration@ceap.org.ph) or **fax the same** to (02)426-2670. We prefer to receive your payment slips via email. We have had difficulties in the past two convention registrations as 40% of faxed payment slips were unreadable.

**IMPORTANT:** Please indicate name of school, address, number of delegates, contact person's name, email and cellphone number. Failure to send your payment slip with the required details will mean that the payee will not be identified and therefore your registration is incomplete and no OR will be issued.

STEP 4. **Check the Registered Participants page** of the Convention Website for confirmation of your registration. Only paid registrants are guaranteed seats, kits, meals and slots to the Concurrent Sessions.

### **MANUAL REGISTRATION**

This option is for registrants without internet access.

STEP 1. **Fill in the attached form.** Please refer to the Registration Fees matrix found below to calculate your total fee. REGISTRATION IS ON A FIRST-COME-FIRST-SERVED BASIS.

**IMPORTANT:** Please indicate the Concurrent Sessions that you wish to attend – two in the morning and two in the afternoon. The Concurrent Sessions Matrix is included in this Registration kit. PLEASE BE ADVISED THAT THERE ARE LIMITED SEATS IN THE VARIOUS CONCURRENT SESSIONS.

STEP 2. **Please pay the Registration Fee over the counter at any Banco De Oro branch** using the bills payment slip indicating your school reference ID number that we

have previously sent you in the space for the SUBSCRIBER's ACCOUNT NUMBER. Please write the name of your school in the space for SUBSCRIBER's NAME. Should you need assistance please call (02)926-0521 or email [registration@ceap.org.ph](mailto:registration@ceap.org.ph). Please make cheques payable to the Catholic Educational Association of the Philippines. Payments may also be made at the CEAP National Office.

STEP 3. After payment, registrants must then **fax a copy of the REGISTRATION FORM and the PAYMENT SLIP** to (02)426-2670 or **send the same via your preferred courier**. Please make sure that details are legibly written and that your information can be easily read.

**IMPORTANT:** Please indicate name of school, address, number of delegates, contact person's name, email and cellphone number. Failure to send your payment slip with the required details will mean that the payee will not be identified and therefore your registration is incomplete and no OR will be issued.

STEP 4. **Check the Registered Participants page** of the convention website for confirmation of your registration. Only paid registrants are guaranteed seats, kits, meals and slots to the Concurrent Sessions.

## **SOCIALIZED REGISTRATION FEES**

The fees cover lunch -1<sup>st</sup> to 3<sup>rd</sup> day, fellowship dinner-1<sup>st</sup> night, am/pm snacks- 2<sup>nd</sup> day, am snacks – 3<sup>rd</sup> day, conference kits and materials and other related expenses. Participants will have to take care of their own travel and board/lodging arrangements. Included in this registration kit is a list of hotels in Davao City for your reference.

| <b>Participants from</b>    | <b>Early Registration and Payment until July 31</b> | <b>Regular Registration and Payment from Aug. 1-31</b> | <b>Late Registration and Payment from Sept. 1-15</b> | <b>Walk-in Registration and Payment on Sept. 16-23</b> |
|-----------------------------|---|--|--|--|
| NCR and Davao City          | Php 4,400   | Php 4,600  | Php 4,800  | Php 5,000  |
| Regions 1,2, CAR and 4B     | Php 2,750   | Php 2,950  | Php 3,150  | Php 3,350  |
| Regions 3 and 4             | Php 3,025   | Php 3,225  | Php 3,425  | Php 3,625  |
| Regions 6 and 8             | Php 3,300   | Php 3,500  | Php 3,700  | Php 3,900  |
| Regions 7 and 9             | Php 3,575   | Php 3,775  | Php 3,975  | Php 4,175  |
| Regions 10, ARMM and Caraga | Php 3,850   | Php 4,050  | Php 4,250  | Php 4,450  |
| Regions 11 and 12           | Php 4,125   | Php 4,325  | Php 4,525  | Php 4,725  |
| Batanes, Sulu and Palawan   | Php 2,475   | Php 2,675  | Php 2,875  | Php 3,075  |

**Important Reminder:** Please observe the registration deadlines to give the convention organizers enough time to finalize venue/food arrangements, convention kits and materials production, and other convention preparations. **Requests for refund and substitution of participants will be allowed only until August 31, 2011.** Beyond this date, no request for refund and/or substitution of participants will be allowed.