

# GUIDELINES

## To Participants:

Please read with care EVERY item below and be guided therefrom.

1. The Assembly Fee does not cover food. Thus, participants are advised to provide for themselves accordingly. Reasonably priced food shall be available, however, at The Nazarene Catholic School Canteen.
2. Payments and Pre-Registration should be completed by April 20, 2011. Your doing so much ahead of this date shall be greatly appreciated.
  - 2.1 The Assembly Fee is **P800.00** per participant.
    - i) You may pay directly at the MAPSA Office, 6<sup>th</sup> Floor St. John Bldg., Paco Catholic School, 1521 Paz St., Paco, Manila for which an official receipt shall be issued you;
    - ii) or by depositing to MAPSA, Inc. BPI Account # 0051-0553-65, and immediately thereafter e-mailing to popebenedict@mapsa.edu.ph or faxing to (02) 564.3712-13 | 564.9445 the following:
      - Name of participant(s) for whom the payments is/are made
      - Corresponding Deposit Slip
  - 2.2 Bring your official receipt and/or bank deposit slip on May 4 should there be need to reconcile with Registration Committee lists.
3. You may pre-register either via
  - 3.1 Online; via www.mapsa.edu.ph or
  - 3.2 Fax to CFAM Office (02) 564.3650 | 564.4083
4. Should you do so online, enter: website www.mapsa.edu.ph
  - 4.1 Do as there directed
  - 4.2 Go over the brief description of each Concurrent Session (CS). Each covers 3 days of the Assembly and you shall be listed under only one (1).
  - 4.3 If you pre-register early enough, there may be ample time for the Registration Committee to alert you on which CS's are still open in case your choices. 1, 2 and 3 were filled to capacity (40) earlier.
5. Should pre-registration be by fax:
  - 5.1 Re-print enough copies of the Registration Form (RF) herewith for each participant to fill.
  - 5.2 Each participant should fill an RF and choose top three concurrent sessions (CS) preferred assigning numerals 1 (for the topmost choice) and 2 and 3 thereafter.
  - 5.3 Then fax RF(s) to CFAM Office (02) 564.3650 | 564.4083 or email to popebenedict@mapsa.edu.ph

6. Walk-in participants, i.e., those who did not pre-register shall be charged double: **P1,600.00** each.

7. Should you have need for clarification about PBSSFCCF, kindly call:  
**MAPSA Office (02) 564.3712-13 | 564.9445 | CFAM Office (02) 564.3650 |**  
**564.4083**