

WE MAKE CHANGE: WOMEN INSPIRING WOMEN FORUM 8 March 2018, GSIS Theatre Pasay City, 1:00 – 5:00 PM

Guidelines for all participants:

1. The forum is open to the public for free. Interested individuals, parties, organizations, or agencies may register online at <https://tinyurl.com/WomenInspiringWomenSeriesLuzon>.
2. **Registration is accepted on first come, first served basis. You will receive an e-mail informing you of the status of your registration.**
3. Once your registration is approved, a confirmation email will be sent to your registered email address. Said confirmation email, along with the list of participants signed by the Head of the Agency/Organization, should be printed and presented at the registration area in the venue.
4. The venue has limited seating capacity. **Maximum of 10 persons per participating agency/organization shall be allowed.**
5. Free-seating shall be observed, except for seats duly marked as reserved by the organizers. Early arrival means better chances of getting the seat of your choice.
6. Please be at the venue by 12:30PM. The program will start at exactly 1PM.
7. Participants are encouraged to use the campaign shirt during the event. Design of the official 2018 NWMC shirt can be downloaded at <http://pcw.gov.ph/WomenMakeChange2018>. In case participants fail to produce the prescribed upper attire, they may wear Violet/purple shirts instead. Participants are likewise advised to bring ballpens which will be used for the Commitment Ritual.
8. Bringing of food and drinks are not allowed inside the theater. Bringing of pets, alcoholic beverages and deadly weapons that may cause harm to others are also strictly prohibited.
9. Free parking is available outside the GSIS office on first come, first served basis.
10. Ramps and wheelchair area are available inside the theatre. Participants who are accessing these provisions are requested to advise PCW in advance so we can notify the venue of such.
11. To maintain cleanliness of the venue, participants are requested to refrain from littering before, during and after the activity.
12. In case of emergency, please proceed to the clinic within the theatre's vicinity.
13. **For further details, contact the PCW-Corporate Affairs and Information Resource Management Division (CAIRMD) at Tel. Nos. 735- 8509 or 735-1654 local 131 or e-mail events.pcw@gmail.com.**