



## 4<sup>th</sup> GAD Focal Point Assembly Administrative Note

September 9-10, 2014 | Beyond Compliance: A Commitment to Gender-Responsive Governance | TBA

### 1. Registration Fee and Terms of Payment to the 4<sup>th</sup> GFP Assembly

Registration fee is P 3,500 per person inclusive of the following packages:

- 2-3 star accommodation (triple sharing; 1 night and 2 days),
- Breakfast on September 10
- Snacks (AM/PM) for 2 days on September 9-10;
- Set lunch for 2 days on September 9-10;
- Set dinner on September 9;
- Socials on September 9; and
- Assembly kit

In case participants prefer live-out arrangement, the registration fee is P 2,500 inclusive of snacks (AM/PM) for 2 days (September 9-10), lunch for 2 days (September 9-10) and assembly kit. Transportation shall be shouldered by the participants.

Registration without appropriate payment will not be honored until full payment is received on or before August 15, 2014 to commence the operational preparation for the assembly. PCW will issue a CONFIRMATION SLIP by email upon receipt of payment in full. The official receipt will only be issued upon presenting the Confirmation Slip and Deposit Slip on-site.

On-site registration will also be accepted but it will not guarantee best accommodation.

### 2. Assembly Materials

All assembly materials inclusive of the 4<sup>th</sup> GFP program, bag, USB, GAD materials and ID will be handed out on-site at the registration desk on the first day of the assembly.

### 3. Cancellation Policy for Agency Registration

In the event of agency/participant cancellation, the registration fee shall be refunded in full within 3 working days upon receipt of the notice of cancellation after the payment deadline (August 15, 2014). The costs already incurred for the assembly will be deducted upon the cancellation notice from August 21-25, 2014 only. No refunds will be given in respect to agency cancellation 10 working days prior to the assembly in view of the conditions of the contract between PCW and contractors.

If the original participant is unable to attend, a representative may attend in her/his place.

### 4. Cancellation of the 4<sup>th</sup> GFP Assembly

In the event that the assembly cannot be held or is postponed due to events beyond the control of the organizers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the organizers, PCW cannot be held liable by participants for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, costs for additional orders, financial losses among others.

Under these circumstances, the organizers may either retain the entire registration fee and to credit it for future assembly or to reimburse the participants after deducting costs already incurred for the assembly which could not be recovered from third parties.

***I have read, understood and agreed to the 4<sup>th</sup> GFP Assembly Administrative Note as outlined above.***

Printed Name and Signature of Agency Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Agency: \_\_\_\_\_