

CONVENTION INFORMATION/GUIDE

LLPDCPI 32nd ANNUAL CONVENTION

December 5-9, 2022

IEC CONVENTION CENTER OF CEBU, POPE JOHN PAUL II, MABOLO CEBU CITY

1. The LLPDCPI 32nd Annual Convention will be for five (5) days and four (4) nights, starting on December 5 (Monday) and ends on December 9 (Friday @ 10:00AM)
2. Venue will be @ the IEC Convention Center of Cebu, Pope John Paul II Avenue, Mabolo, Cebu City. Transportation from airport/seaport will be handled by the participant.
3. Convention fee is @ 10,000.00 PhP per member inclusive of costs of accommodation and food.
4. Cultural heritage educational/learning tour is voluntary and at the expense of the participant. However, a meal allowance of Php500.00 will be given for all participants for that day.
5. Opening Ceremonies/Program will be held on December 6 at exactly 9:00am. Attendance of all registered delegates is a MUST.
6. All are encouraged to wear barong or Filipiana attire on the day 2, the Opening Ceremony Day. Day 3, all members are encouraged to wear their respective regional uniforms.
7. Transportation will be provided for Bai Hotel occupants only since it is 5km away from the venue. Other hotel accommodations (Mezzo, Elizabeth, etc.) are walking distance or one-ride away from the venue (less than 1 km).
8. Live out rate is 8,000.00 PhP per pax for Pre-registrant only. Walk-in participants must pay for the full Convention Fee of 10,000 PhP. Walk-in participants with non-member companions **MUST** provide the total number of participants to the Convention Secretariat **not later than November 30, 2022** to book enough room accommodation for all. The Convention Secretariat shall not be held liable for any accommodation problem that may arise due to late requests.
9. Please confirm your participation not later than November 30, 2022 as this would be the basis in determining the final convention kit and room requirements for the contract signing. Pre registration will be entertained until November 21, 2022 thru this pre-registration link below: <https://forms.gle/pDYe4QM1DnyJ13h16>
10. Room reservation will only be accorded to pre-registered delegates. Accommodation for pre-registered participants shall be “first-come-first-served basis” unless opted by concerned, so do with accommodation for on-site registrants will be on a “first-come-first-served basis”.
11. All payments should be made to LLPDCPI Cebu Chapter. Payment may be deposited to Metrobank account # 330-3-33090226-5 under the account name **League of Local Planning and Development**

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Coordinators of the Phils., Inc. and send the validated deposited slip thru the online registration, link: <https://forms.gle/pDYe4QM1DnyJ13h16> or email to llpdcp32natcom@gmail.com

12. Hotel accommodation is effective only on December 5 (evening) until 11:00AM of December 9, 2022. Check-in time is 2:00pm of December 5, 2022. Check out time is 12noon of December 9, 2022. Any room accommodation prior and beyond the scheduled dates of the convention shall be charged against the personal account of those concerned. No meals will be provided on December 5, 2022. Likewise, no lunch will be provided on December 9, 2022.

13. For pre-registered delegates, an express lane will be provided. Please have your respective proof of payment ready for presentation and verification to specifically assigned staff during registration. On-site registrants will be by region.

14. Hotel/Inn Admission Slip and Official Receipt will be presented to Billeting Counter for your respective room assignment.

15. All other hotel/inn expenses such as use of telephone, laundry services, bar drinks, extra orders, request for room update, late departure, lost key/s or non-expendable supplies, and all other extras, will be personally shouldered by the concerned participant.

These extra charges must be paid/settled directly at the hotel/inn upon check out.

16. Meal tickets will be issued, along with the convention ID. Please personally take care of these tickets as same will collected by the waiters prior to each meal and snack serving.

17. Certificate of Participation and Appearance will be issued to all participants at the respective Hotel/Inn assignments' front desk upon check out.

18. DILG Memorandum Circular No. 96-16, entitled "Policies and Guidelines on the Utilization of Local Funds Relative to Attendance to Conventions, Seminars and Similar Activities Conducted by Associations of Professional, Foundations, Non-Government Organizations and other Organized Groups has been amended by [DILG Memorandum Circular No. 2010-139](#), copy attached, hence, no authorization from DILG is necessary.

19. For further inquiries and other concerns about the convention, you can email the host chapter at llpdcp32natcom@gmail.com. For inquiries and confirmation, please contact the Secretariat, EnP Jojie Watin at 09173127373 and EnP Susan Cataylo at 0906-4863177/ 0947-4856777 or EnP Christine Homez @ 0917-3255709.
For your support and cooperation, our sincere thanks. Mabuhay!