

**Guidelines for Information and Compliance  
of Participating Institutional Members/ Training Participants**

**Title of Training: Module 1: Video Conferencing: Basics and Essentials Using Zoom**

*(Organized jointly by the Philippine Statistical Association, Inc. and  
the Philippine Statistical Research and Training Institute)*

**Training Schedule: Date - Wednesday, 2 September 2020**

**Time - 9:00 a.m. – 12:00 NN; 1:00 – 4:00 p.m.**

**Resource Persons: Ms. Junelle B. Barcena and Mr. Kevin Esguerra of the Philippine Statistical Research and Training Institute**

1. Institutional Members who have not availed of their one (1) free slot per year are entitled to send one (1) participant at no cost; however, additional participant/s shall be charged PHP1,500.00 per participant. Deadline for registration is on **Wednesday, August 26, 2020**.
2. Technical requirements to enable participation to the course are reiterated as follows:
  - a. Use their own laptop/desktop;
  - b. Have stable internet connection with at least 2 MBPS (LAN connection is highly suggested for stable connection); and
  - c. Use their headphones/earphones (for better reception) with built-in microphone as we may require participation from attendees.
3. Issuance of Certificates:
  - a. Certificate of Completion will be issued only to participants who fulfil the required number of training hours (90% of the total training hours) and pass the post-test.
  - b. No Certificate of Completion will be issued to those who will not be able to pass the post-test and do not complete the required 90% of the total training hours.
4. Training participants (both paying and non-paying) shall be accepted on a first come, first served basis to ensure compliance with the requirements on the use of the Zoom facilities.
5. All interested participants are enjoined to pre-register, and official registration to the online course shall be subject to confirmation upon receipt by email of their respective proof of payment/bank deposit through any of the following:

Land Bank of the Philippines (LBP)  
Account No.: 0702-1039-32  
Account Name: Philippine Statistical Association, Inc.  
Branch: QC Circle Branch  
Bank Address: PCA Building, Commonwealth Avenue, Diliman, Quezon City

Bank of Philippine Islands (BPI)

Account No.: 2283-1078-52

Account Name: Philippine Statistical Association, Inc.

Branch: UP Techno Hub Branch

Brand Address: U.P. North Retail Science and Technology  
Center Commonwealth Avenue, Diliman, Quezon City

All checks should be made payable to the Philippine Statistical Association, Inc. (PSAI), and participants are enjoined to deposit their payments direct to the above noted banks.

6. All confirmed payments shall be issued a PSAI Official Receipt and e-copy shall be emailed by the PSAI Secretariat to the payor.
7. All participants accepted to the course shall be informed accordingly and shall be provided with pertinent details.
8. Inquiries/clarifications may be emailed to the PSAI Secretariat at the following:  
[secretariat@psai.ph](mailto:secretariat@psai.ph) (cc: [psai.secretariat1952@gmail.com](mailto:psai.secretariat1952@gmail.com) and [psai.secretariat@gmail.com](mailto:psai.secretariat@gmail.com))