



# PHILIPPINE INSTITUTE OF CIVIL ENGINEERS, INC.

## IMPLEMENTING GUIDELINES FOR 2020 REGIONAL TECHNICAL CONFERENCES BY THE REGIONAL TECHNICAL CONFERENCES COMMITTEE

### A. ORGANIZATION

1. The national regional technical conferences committee (NRTCC) shall provide leadership and management over the conduct of regional technical conferences. All Regional Technical Conferences shall be hosted by the NRTCC.
2. The regional coordinator shall be the chairman of the regional technical conference coordinating council (RTCCC) and the president of the lead support chapter shall be the deputy chairman and shall act as the coordinator with the national secretariat in order to ensure the efficient coordination and conduct of the regional technical conference.

All the chapter presidents in the region shall be members of the RTCCC.

3. The regional coordinator and lead support chapter shall convene and conduct the RTCCC meeting every February of the year or as soon as the Implementing Guidelines of the Regional Technical Conferences are approved by the National Board of Directors.

Schedule of RTC can be anytime from April to November 2020 with a duration of 1.5 days only. No RTC shall be conducted within the convention month and no overlapping of schedule shall be allowed. The NRTCC shall confirm/approve the schedule of each proposed RTC.

4. The RTCCC is responsible to submit the following requirements as part of the proposal to hold a Regional Technical Conference subject for approval of the NRTCC, and the lead support chapter shall ensure its coordination and implementation, to wit:
  - a. Letter of Intent signed by Regional Coordinator and Lead Support Chapter President
  - b. Proposed Date, Venue and Conference Theme
  - c. Proposed budget signed by the Regional Coordinator and all Chapter Presidents in the Region to signify the concurrence of the latter. Formula to compute the Registration Fee per Resolution No. 1204 s.2019 of Professional Regulation Commission:  $\text{Registration Fee} = (\text{Total of Expenses} \times 120\%) \div \text{Target Number of Delegates}$ .
  - d. Signed quotations/contracts on the booking/reservation of conference materials (e.g., bags, pens and notepads, ID Lace with Jacket, Souvenir Program, claim stubs, etc.), venue, food, lights and sounds and other physical arrangement needed
  - e. Selected Module (To follow once finalized by the concerned committees). Region/s must select a module as attached in these guidelines. A standard rate of honorarium per hour of PhP3,000.00 shall be given to speakers.
  - f. Proposed designs of conference flyers, invitation and solicitation letters, ads, campaign for delegates, banner, signs, etc. and shall facilitate printing;
  - g. Proposed booking/reservation of accommodation and travel of speakers, committee/member(s) of the national board of directors and national secretariat.
  - h. Preparation and Production of Conference Materials. Conference bags may be replaced with other locally available souvenir items provided the price is in accord with the approved budget. Souvenir program is optional.

- i. Minor Sponsors, exhibitors, donors, advertisers, etc. PICE National shall provide the principal sponsor for all conferences.
  - j. Setup of kit distribution area with assigned staff, meal stubs, etc.
    - A link will be provided after the presentation of the last topic on day 2 of the conference to download the Technical Papers. Evaluation of the Conference and the Speakers shall also be answered first prior to downloading of the technical papers.
5. The National Regional Technical Conferences Committee (NRTCC) shall provide the following items only:
- a. Approval of all PROPOSALS from the RTCCC/Lead Support Chapter as enumerated in 4.a to 4.h above within ten (10) working days from receipt thereof;
  - b. Approved Modules/List of Topics and Speakers in coordination with ISG Committee (to follow once finalized). Coordination with the technical speakers for the topics on selected modules by RTCCC;
  - c. Facilitate the application of CPD Program Accreditation;
  - d. Secure authority for government engineers to attend the RTC and standard invitation letters;
  - e. Sample only (flyers, program, backdrop, etc.)
  - e. **FULL ONLINE REGISTRATION.** This will be adopted in all regional technical conferences for 2020. The online registration will be through the PICE website: [pice.org.ph](http://pice.org.ph). In this page, the link to register to a particular event/RTC will be shown. After clicking the link, the main registration page will be opened and will show the following:
    1. the event name (Regional Technical Conference.....),
    2. remaining slots for the conference registration,
    3. the necessary fields that you need to submit to register for the event, and
    4. the payment method you wish to use for the registration fee.
 Details/Mechanics will also be discussed by the PICE national secretariat to the RTCCC especially to the lead support chapter. Strictly NO on-site/manual registration is allowed.
 

**IMPORTANT:** The e-mail that will be submitted in the registration page should be correct and accessible. ALL materials and records pertinent to the RTC i.e. Registration Official Receipt will be sent to the said delegate's e-mail. The ID that will be scanned for CPD purposes and the certificate of attendance reflecting the number of hours and actual technical sessions attended will also be sent to that e-mail.
  - f. Provide the RTC Principal Sponsor. **Davies Paints Philippines shall be the Principal Sponsor of all PICE Regional Technical Conferences for the year 2020. NO SPONSOR of the same products/services shall be allowed to participate in all PICE's Regional Technical Conferences.** The amount of principal sponsorship for every RTC conducted shall be determined and approved by the National Board of Directors.
 

A 50% of the total sponsorship shall be released within fifteen (15) working days from the date of approval of RTC Proposal. The remaining 50% shall be released within five (5) working days from date of closure of the online registration or prior to the scheduled RTC, whichever comes first. The following options of sponsorship shall be adopted, as follows:

Option 1: PhP250,000.00 (Maximum) – If the total number of registered delegates is five hundred or more.

Option 2: PhP500.00 per registered delegate – If the total number of registered delegates is below five hundred or a total amount of PhP150,000.00 whichever is higher.

**NOTE:** In the event that the total number of delegates is not materialized based on the submitted and approved proposal, the total sponsorship shall be pro-rated on the actual number of registered delegates and shall be adjusted accordingly in the preparation of the financial report.

- g. Two (2) members from the National Board of Directors (i.e., President and RTC Chairman or their Official Representatives from among the Board and the RTC Committee, respectively) and Two (2) National Secretariat staff to assist in the implementation of the conference program. Additional Secretariat may be requested subject to the approval of the NRTCC/National President.

## **B. FINANCIAL**

Prior to the holding of the conference, the regional coordinator, lead support chapter and all chapter presidents shall prepare the proposed budget for the projected receipts and expenses of the Conference duly signed by the RTCCC (Form 2) as indicated also in item A.4.c. Preparation for the conference shall start only upon approval of the RTC Proposal submitted by the RTCCC. The approved budget shall be the basis for the disbursements for the conference. Expenses shall be within the approved budget plan (Form 2). Any deviation must be justified and presented by the Regional Coordinator and/or Lead Support Chapter President subject for appropriate action by the NRTCC.

The Treasurer of the lead support chapter shall act as the finance officer of the RTCCC. He/She shall be responsible for the timely processing of accounts and ensure an efficient and comprehensive record of the conference.

All collections on Minor Sponsors, exhibitors, donors and advertisers must be remitted/deposited to PICE National for issuance of Official Receipts. All disbursements incurred should have a corresponding approved voucher indicating the payee, date when the expenses were incurred, detailed explanation or description of nature of expenses and signed by the payee. All vouchers should have the appropriate supporting documents like the official receipts or acknowledgement receipts, contracts or quotations. These vouchers should be recommended for approval of the NRTCC by the lead support chapter president or the regional coordinator (to be decided during the RTCCC Meeting).

Payments for all major disbursements such as but not limited to venue rental, service providers, food, hotel accommodation, transportation, etc. shall be prepared/made by PICE National. The Lead Support Chapter, who is responsible in the reservation/negotiation with the suppliers, shall promptly provide all pertinent attachments (e.g. quotations, contracts, invoices, etc. Payment details including the name of payee shall clearly indicate in the contract) of all these major expenses to PICE National for immediate preparation of checks for payments. Processing time of check as payment is fifteen (15) working days from date of receipt of the necessary documents as attachments in processing the check payments.

Correspondingly, all expenses by the PICE National Office for such RTC shall be approved by its committee or approving authority and shall be charged against the funds of the said RTC.

Sharing of Net Proceeds:

Net proceeds of the conference, inclusive of all sponsorships, donations, ads, exhibit fees, shall be shared as follows:

10% - PICE National (Host)

20% - Lead Support Chapter

**2% - Regional Technical Conferences Coordinating Council (Regional Coordinator)**

**68%** - to be shared proportionately by the participating chapters within the region depending on the total number of paying delegates and the generated income from various solicitations of the participating chapters.

The share of each participating Chapter shall be released by the National within fifteen (15) working days from date of receipt of the confirmation of report from the Regional Coordinator and the Lead Support Chapter President or the RTCCC.

When the financial aspect of the conference has failed, the net expenses shall be shared in accordance with the above sharing.

The PICE National through the Regional Technical Conferences Committee after consultation with the concerned Regional Coordinator and President of the Lead Support Chapter reserves the right to cancel or postpone any scheduled Regional Technical Conference if and when the number of registered delegates fall short of the target and the financial aspect of the conference would be severely affected or the preparation works undertaken would not warrant a successful conference.

### **C. SUBMISSION OF FINAL CONFERENCE REPORT**

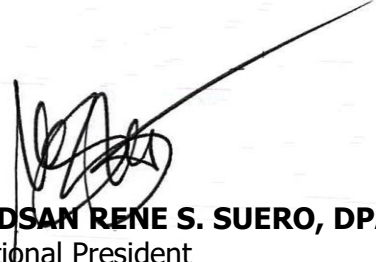
The lead support Chapter/s is/are required to submit a Final Report of the Conference to the National Board of Directors through the Chairman of the Regional Technical Conferences Committee. The said Report must be received by the National Office within ten (10) working days from the date of completion of the Conference both in hard and soft copies.

The Final Conference Report must contain its Financial Report, Photos and Summary of the Conference. The format of the report as provided by the PICE National must be used for uniformity. The Treasurer of the Lead Support Chapter may contact the National Office for guidance in the preparation of the financial report particularly on the supporting documents to be submitted to avoid the possible disallowance in any of the disbursements of the conference.

The PICE National shall prepare and submit to the Regional Coordinator and Lead Support Chapter President the pre-final (consolidated) financial report of the conference within ten (10) working days from date of receipt of the Final Conference Report as submitted by the RTCCC provided all necessary documents for the preparation and finalization (consolidation) of the said report have been submitted by the Regional Coordinator and/or Lead Support Chapter President to the National. The pre-final (consolidated) financial report will be confirmed by the regional coordinator and the lead support chapter president within five (5) working days from date of receipt of said report. There will be no amendments/adjustments to be made in the said report after the confirmation. Then, a check as sharing of the net proceeds shall be prepared by the national based on the sharing as presented above.

#### **Approved for Implementation:**

  
**ALBERT A. PERFECTO**  
National 2<sup>nd</sup> Vice President and Chairman,  
Regional Technical Conferences Committee

  
**ERDSAN RENE S. SUERO, DPA**  
National President

Date approved by the Board: 04 January 2020

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