



INSTITUTE OF ELECTRONICS ENGINEERS OF THE PHILIPPINES, INC

PRC ACCREDITED INTEGRATED PROFESSIONAL ORGANIZATION NO. 03

52A P. Gomez Street, Poblacion, Mandaluyong City 1550

(02) 8687 7187 • GLOBE: +63 927 984 9011 • SMART: +63 968 682 7532

secretariat@iecepnational.com • www.iecepnational.com

ADMINISTRATIVE ORDER No. 010

Series of 2023

THE IECEP VISION

"A world-class organization of humane, competent, virtuous and globally-competitive electronics professionals"

THE IECEP MISSION

"To be the showcase of professional and technical development and a paradigm of excellence in applying the principles of electronics technology for the advancement of humanity"

2023 OFFICERS AND BOARD OF DIRECTORS

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MISHELL D. LAWAS
Immediate Past
President

FOR: **ALL CONCERNED**

SUBJECT: **INSTITUTIONAL EVENTS OPERATIONAL POLICIES AND TRANSACTIONAL PROCEDURES**

DATE **25 APRIL 2023**

These sets of policies are promulgated in reference to institutional events hosted by the National Office, related to various operational processes and transactional procedures.

Institutional events such as Local and International Conferences, Midyear Convention (MIDCON) and Annual General Membership Meeting and Convention (AGM) are offered in Face-to-Face (F2F) and/or Online / Virtual Format.

Participation in institutional events are undertaken by members through (a) registration, via the MyIECEP Portal, and (b) payment, via Digital Payment Solutions (DPS) or Statement of Account (SoA).

1) CANCELLATION OF REGISTRATION

- a) Members / entities may cancel event registration FREE-OF-CHARGE, i.e. NO PENALTIES / SURCHARGES, either through:
 - i) NON-PAYMENT of fees during prescribed settlement period via DPS, excluding SoA, or;
 - ii) VOLUNTARY WITHDRAWAL of consent to participate, through notice to Official Email, provided that no payment has been made yet via DPS
- b) All unpaid registrations, except for those issued with SoA, are deemed cancelled if remains to be unpaid by date of event closure.
- c) As SoA are considered accounts receivables, notice shall be given through an Official Email of the request for cancellation of SoA as a result of cancellation of registration; otherwise, SoA shall be billable with applicable penalties past due date.

2) REQUEST FOR REFUND OF PAYMENTS

- a) Members / entities may request for refunds on COMPLETED FULL PAYMENTS, under the following grounds:
 - i) UNABLE TO PARTICIPATE, provided due notice, at most 30 days prior event date, is sent to the Official Email, and completed Refund and Reimbursement Request (RRR) accessible by the National Website; in this case, if applied and processed within 30 days of payment, and if approved, the payment shall be refunded through the original payment method.
 - (1) Should the period lapse, the National Office will base the beneficiary account indicated in the RRR.
 - (2) All notices received within 30 days of event date shall no longer be processed.
 - ii) MODIFICATION OF PARTICIPATION, under regular circumstances, as a result of intent to attend as F2F instead of Online / Virtual, or vice versa.
- b) FAILURE TO ATTEND THE EVENT or CHANGE OF MIND, either ONLINE or FACE-TO-FACE, without proper notice, within the prescribed period of at most 10 working days prior to the event date, to the Official Email, renders the refund FORFEITED IN FAVOR OF IECEP.



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c) In case of FORCE MAJEURE, resulting to EVENT CANCELLATION / RESCHEDULING / POSTPONEMENT / DEFERRAL / MODIFICATION on the day of event commencement, notice shall be provided to all paid registrations; however, REFUNDS will not be processed outright. The Organizing Committee of the subject institutional events shall offer any or a combination of the following:

- i) **Transfer of Participation** - This refers to modification from F2F to Online / Virtual, or vice versa, if applicable; may incur additional fee or trigger refund.
- ii) **Advance Payment** - This shall mean that members may have the option to DEFER ATTENDANCE to a future institutional event (either the immediate upcoming / next MIDCON or AGM); may incur additional fee or trigger refund.
- iii) **Partial Refund** - This may be offered in situations when participation is modified from F2F to Online / Virtual, or when an upcoming event is priced lower than the original payment.
- iv) **Full Refund** - This may be offered on a case-to-case basis under the able discretion of the Organizing Committee; in cases where only (i), (ii), and / or (iii) are offered, requests for full refund shall not be processed. However, payments, as approved by the National Treasurer and/or Finance Committee, may be applied as, or a combination of:
 - (1) Digital Marketplace Voucher (to be coordinated with Publications Committee)
 - (2) Membership Renewal Fee (to be coordinated with Chapter)
 - (3) Partial Payment for Life Membership (to be coordinated with National Secretariat for Membership)
 - (4) Donation (to be coordinated with National Support Staff)
 - (5) Other Offers (as may be identified by the Finance Committee)

d) REFUNDS will be NET OF any transaction / convenience fees, levied by the DPS, including applicable processing fees.

e) Refunds cover only full payments, as there may be certain promotional offers that allows partial / downpayment which are non-refundable in nature, based on disclosures.

3) MODIFICATION OF PARTICIPATION

- a) Members / entities who wish to modify their participation under regular circumstances, shall provide a notification to the Official Email, at most 30 days prior event date
 - i) Online / Virtual to F2F
 - (1) If already paid, member to settle difference through a Payment Link prior to the event date; the prevailing registration fee of F2F on the date of payment shall be the basis of computation.
 - (2) If registered only and not paid yet, member to complete registration in MyIECEP Portal under F2F, and proceed with DPS by choosing F2F
 - (3) In cases where payment was processed very recently, within 30 days, member may opt to request for refund, and proceed to (2).
 - ii) F2F to Online / Virtual
 - (1) If already paid, member may request for refund through the RRR prior to the vent date; the prevailing registration fee of Online / Virtual on the date of request shall be the basis of computation
 - (2) If registered only and not paid yet, member to complete registration in MyIECEP Portal under Online / Virtual, and proceed with DPS by choosing Online / Virtual
 - (3) In cases where payment was processed very recently, within 30 days, member may opt to request for refund, and proceed to (2).
- b) Members / entities who wish to modify their participation within 30 days of event date, including on the day, shall be charged based on the published registration fees; hence, no refund shall be processed.



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c) It is hereby clarified that Online / Virtual Participants shall not be admitted to F2F Venue, unless member / entity undertake process of modification and settle any outstanding obligations. If requested on the day or within 30 days prior to the event date, prevailing rates shall apply, and admission shall be subject to discretion of Organizing Committee.

d) It is hereby further clarified that F2F Participants shall likewise not be admitted to the Online / Virtual Conference Platform, unless member / entity undertake process of modification. If undertaken only within 30 days prior to the event date, or on the day, no refund shall be processed, and admission shall be subject to discretion of Organizing Committee.

4) IMPOSITION OF PENALTIES / SURCHARGES

a) SoA of Members / entities who FAILED TO ATTEND the event, or had a CHANGE OF MIND, or without other valid grounds, under regular circumstances, with no prior notice based on prescribed period, shall remain to be billable.

b) Unpaid SoA 60 days after the event closure shall bear a 1% surcharge (negotiable) for every day of non-payment; payment confirmation shall be endorsed to the National Supervising Secretariat for Finance. Subsequent billing of the penalties shall be supervised by the National Auditor.

i) Members / entities with unpaid SoA or delinquencies shall be banned from participating in the immediate upcoming / next institutional event.

ii) IECEP may publish the list of delinquent entities through the MGC, and / or report to proper authorities.

c) Members / entities found to be availing multiple discount incentives, or with payments deemed fraudulent or questionable, i.e. forged confirmation, bounced checks, etc, shall be imposed 100% surcharge (non-negotiable) based on the applicable registration fee.

APPROVED by the National Board of Directors (BoD) this 24 April 2023, effective immediately, and until updated or modified accordingly.

This shall be published in the Medium of General Circulation (MGC), and shall be included as an agreement with members as part of registration and payment procedures.

Notes:

The Official Email addresses are as follows:

Institutional Events: events@iecepnational.com

National Supervising Secretariat for Finance: finance@iecepnational.com

National Treasurer: treasurer@iecepnational.com

National Auditor: auditor@iecepnational.com

Publications Committee: publication@iecepnational.com

Support Staff: support@iecepnational.com

The National Website is accessible via iecepnational.com.

Please be guided accordingly.

Engr. Lyle Anthony Jowill G. Villas



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