



INSTITUTE OF ELECTRONICS ENGINEERS OF THE PHILIPPINES, INC

PRC ACCREDITED INTEGRATED PROFESSIONAL ORGANIZATION NO. 03

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

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BOARD RESOLUTION No. 041

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"

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SUBJECT: **INSTITUTIONAL EVENTS OPERATIONAL POLICIES AND TRANSACTIONAL PROCEDURES ON CANCELLATION, REFUND AND MODIFICATION**

DATE **25 APRIL 2023**

WHEREAS, the Institute of Electronics Engineers of the Philippines (IECEP), Incorporated is a duly registered organization with the Securities and Exchange Commission (SEC) and the Accredited Integrated Professional Organization of Electronics Engineering Professionals by the Professional Regulation Commission (PRC);

WHEREAS, IECEP Inc. hosts various institutional events, including the Midyear Convention (MIDCON) and the Annual General Membership Meeting and Convention (AGM), both offered in Face-to-Face (F2F) and/or Online/Virtual Format;

WHEREAS, it is necessary to establish clear policies and procedures regarding registration, payment, cancellation, refunds, modifications, penalties, and surcharges for these institutional events;

NOW, THEREFORE, BE IT RESOLVED, that the IECEP Inc. and its Board of Directors hereby approves the following policies and procedures for institutional events:

1. CANCELLATION OF REGISTRATION

- a) Members/Entities may cancel event registration free-of-charge, with no penalties/surcharges, through the following methods:
 - i) Non-payment of fees during the prescribed settlement period via Digital Payment Solutions (DPS), excluding Statement of Account (SoA);
 - ii) Voluntary withdrawal of consent to participate, through notice sent to the Official Email ([Email Address]), provided that no payment has been made yet via DPS.
- b) All unpaid registrations, except for those issued with SoA, shall be deemed cancelled if they remain unpaid by the date of event closure.
- c) SoA, which are considered accounts receivables, notice shall be given through an Official Email of the request of cancellation of registration. Failure to provide notice shall render the SoA billable with applicable penalties past the due date.

2. REQUEST FOR REFUND OF PAYMENTS

- a) Members/Entities may request refunds on completed full payments under the following grounds:
 - i) Unable to participate, provided due notice, at most 30 days prior to the event date, is sent to the Official Email, and completed Refund and Reimbursement Request (RRR) accessible through the National Website. If the request is applied and processed within 30 days of payment and approved, the payment shall be refunded through the original payment method. Should the period lapse, the National Office will base the beneficiary account indicated in the RRR. Requests received within 30 days of the event date shall not be processed.
 - ii) Modification of participation, under regular circumstances, as a result of intent to attend in 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, shall result in the forfeiture of the refund in favor of IECEP Inc.
- c) In the case of FORCE MAJEURE, resulting in event cancellation, rescheduling, postponement, deferral, or 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



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of the institutional events may offer any or a combination of the following:

- i) **Transfer of participation** - modification from F2F to Online/Virtual, or vice versa, if applicable, which may incur additional fees or trigger a refund.
 - ii) **Advance payment** - the option to defer attendance to a future institutional event (either the immediate upcoming/next MIDCON or AGM), which may incur additional fees or trigger a refund.
 - iii) **Partial refund** - offered when participation is modified from F2F to Online/Virtual or when an upcoming event is priced lower than the original payment.
 - iv) **Full refund** - offered on a case-by-case basis under the discretion of the Organizing Committee. However, payments, as approved by the National Treasurer and/or Finance Committee, may be applied as, or in combination with:
 - (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. Refunds cover only full payments, as partial/down payments based on certain promotional offers may be non-refundable, as disclosed.

3. MODIFICATION OF PARTICIPATION

- a) Members/Entities who wish to modify their participation under regular circumstances shall provide notification to the Official Email at most 30 days prior to the event date.
 - i) Online/Virtual to F2F:
 - (1) If already paid, the member/entity must settle the difference through a Payment Link prior to the event date. The prevailing registration fee for F2F on the date of payment shall be the basis for computation.
 - (2) If registered only and not paid yet, the member/entity must complete registration in the MyIECEP Portal under F2F and proceed with DPS by choosing F2F.
 - (3) In cases where payment was processed within the last 30 days, the member/entity may opt to request a refund and proceed to (2).
 - ii) F2F to Online/Virtual:
 - (1) If already paid, the member/entity may request a refund through the RRR prior to the event date. The prevailing registration fee for Online/Virtual on the date of the request shall be the basis for computation.
 - (2) If registered only and not paid yet, the member/entity must complete registration in the MyIECEP Portal under Online/Virtual and proceed with DPS by choosing Online/Virtual.
 - (3) In cases where payment was processed within the last 30 days, the member/entity may opt to request a refund and proceed to (b).
- b) Members/Entities who wish to modify their participation within 30 days of the event date, including on the day of the event, shall be charged based on the published registration fees. No refunds shall be processed in such cases.
- c) It is clarified that Online/Virtual participants shall not be admitted to the F2F venue unless the member/entity undergoes the process of modification and settles 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 the discretion of the Organizing Committee.
- d) It is further clarified that F2F participants shall likewise not be admitted to the Online/Virtual Conference Platform unless the member/entity undergoes the process of modification. If undertaken only within 30 days prior to the event date or on the day of the event, no refund shall be processed, and admission shall be subject to the discretion of the Organizing Committee.

4. IMPOSITION OF PENALTIES/SURCHARGES

- a) SoA of Members/Entities who fail to attend the event, have a change of mind, or lack valid



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grounds, under regular circumstances, with no prior notice based on the prescribed period, shall remain 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, and 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.

NOW, THEREFORE, BE IT RESOLVED THAT these policies and procedures are approved by the Board of Directors as well as included as an agreement with members as part of the institutional events registration and payment procedures.

RESOLVED FURTHER, that this resolution be published in the Official Website and furnished to all Accredited Chapters, the National Specialty Societies and the General Membership for guidance and reference of all concerned;

Approved this 24th day of April 2023 through Online Meeting.

Certified Correct:

KRIS ANDREW B. TRINIDAD, PECE, ASEAN Eng.
Secretary General

Attested By:

LYLE ANTHONY JOWILL G. VILLAS, PECE, ACPE, FACPE
National President and Chairman of the Board