



29th ATC CONFERENCE GUIDE

Dear Delegates,

For a more convenient and pleasing experience, please be guided by the following:

- Visit visita.baguiogov.ph to schedule your visit and for the issuance of your QR-Coded Traveler’s Pass (QTP). For those entering Baguio on June 25 (starting date of the conference), you will find “Hotel Supreme” in the List of DOT-accredited hotels. For those delegates who will enter Baguio on an earlier date, you need to select the name of the DOT-accredited hotel you already booked for your early stay in Baguio. It will be the first lodging facility that will approve your travel and upon approval, a QTP will be issued to you. For details, please visit the Public Information Office - City of Baguio Facebook page.
- Please follow the existing health protocols. Observe physical distancing and properly wear your mask.
- Registration starts at 7:30 a.m. and the Opening Ceremonies will begin at 1:00 pm on June 25.
- Business attire is the conference dress code except for the afternoon of Day 2 (June 26) when you are to wear your conference shirt.
- Your conference kit contains the following: bag, ATC T-shirt, conference guide, conference program, ballpen, paper, pre- and post-test questions, and evaluation forms. The souvenir program will be mailed to your school at a later date.
- Breakfast shall be served as early as 6:30 a.m. at the hotel on Day 2 and Day 3 of our conference.
- Let us pay courtesy and respect to our speakers and presenters who have diligently prepared for our sessions.
 - Let us come punctually and finish the session. Attendance sheet will be placed near the entrance of the hall.
 - Let us turn our mobile phone to silent mode while a session is going on.
 - Your participation is of utmost value for a dynamic discussion. If you are hesitant to stand up and personally ask your question, you may write your question or comment on a sheet of paper and hand it over to the ushers or Session Facilitator.
 - Please accomplish the pre- and post-test questions and the evaluation form for each session. The forms are already included in the conference kit.
- For the teamwork enhancement workshop, the color of your team has been pre-determined. The accent color of your conference shirt should match your team color.
- Freebies and prizes are in store. Only those who are physically present shall have the opportunity of winning.
- Your Certificate of Participation shall be distributed on Day 3, **after the closing ceremonies.**
- Please report to the organizer if you have symptoms of Covid-19 for necessary measures to be undertaken.

Thank you very much for your continued support to our organization.

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