



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
BUREAU OF IMMIGRATION
MAGALLANES DRIVE, INTRAMUROS
1002 MANILA

ACCREDITATION ADVISORY

ALL registered attendees to the Philippine Immigration Laws, Policies, Procedures and Accreditation Seminar (PILPPAS) scheduled on **28-29 October 2021** are advised to **DOWNLOAD/INSTALL** the **CISCO WEBEX MEETINGS** to attend the webinar.

CISCO WEBEX MEETINGS DOWNLOAD LINKS:

For laptop/desktop:

<https://www.webex.com/video-conferencing>

For tablet/mobile phone:

<https://play.google.com/store/apps/details?id=com.cisco.webex.meetings>

A day before the event, BIAU will send via **email** the Cisco WebEx Meetings link, as well as the Meeting Number and Password.

Attached are the Attendees' Guide and the Program for the two-day PILPPAS webinar for your reference.

For information, dissemination and strict compliance.

21 OCT 2021


ARCHIMEDES G. CANO
Head, BI-Accreditation Unit (BIAU)

Encl: [1] Attendees' Guide to the PILPPAS via Cisco WebEx Meetings
[2] PILPPAS Program of Events for 28 & 29 October 2021

PATRIOTISM • INTEGRITY • PROFESSIONALISM

ATTENDEES' GUIDE TO THE CONDUCT OF THE PILPPAS 2021 VIA CISCO WEBEX ONLINE MEETINGS

28 to 29 October 2021

IMPORTANT

Read and understand carefully the content of this Guide to familiarize yourself with the steps on the online PILPPAS via Cisco WebEx Meetings platform.

You will have to download the Cisco WebEx Meetings application using these helpful links; for laptops and desktop PC: <https://www.webex.com/video-conferencing> and for mobile phones and tablets: <https://play.google.com/store/apps/details?id=com.cisco.webex.meetings>

Registration for the PILPPAS shall begin at 0800H until 0900H, you shall have entered the meeting room by then. At 0901H, the meeting room shall be closed and late entrants shall no longer be allowed to enter.

A Google Form link shall be provided before the end of the seminar for attendees to accomplish; this form shall serve as attendance to the PILPPAS for 28 and 29 October 2021.

BEFORE THE SEMINAR

A. PREPARE THE FOLLOWING:

1. Laptop or Desktop PC or Tablet or Mobile Phone;
2. Camera;
3. Stable internet connection;
4. Cisco WebEx Meetings application; and
5. Familiarize yourself of the Cisco WebEx Meetings platform specifically the Chat Box Section.

B. ATTENDEES ARE REQUIRED TO DO THE FOLLOWING:

1. Your displayed name in the Cisco WebEx Meetings must be in this format: (ID Number_ Last Name_ First Name *e.g.* **TA-2021-001_DELA CRUZ_JUANA**);
2. For waik-in participants use the format (First Word of Company Name_ Last Name) *e.g.* **FACEBOOKINC._ DELA CRUZ**;
3. No sharing of account and log-in details and device; you must use the same device for the entire day of the PILPPAS; and
4. All cameras must be turned on and audio shall remain muted

GUIDELINES DURING THE SEMINAR

1. The seminar will start at 0930H – 1200H and at 1300H – 1630H;
2. You may enter the meeting room by 0800H–0900H; at precisely 0901H, the meeting room shall be closed and late entrants shall no longer be allowed to enter;
3. All cameras must be turned on and audio shall remain muted;
4. Attendees must use the same device for the particular day of the seminar to avoid disconnection/removal from the meeting room;
5. Attendees shall have a one (1) hour lunch break; you should not leave the meeting room during this time to avoid disconnection/removal from the room, you may simply turn off their cameras during the break;
6. Once you have left the meeting room, you can no longer re-enter or be invited back in;
7. Questions shall only be posted via the Chat Box Section; the meeting host shall pick relevant questions posed to the Speaker; and
8. The host/operator shall conduct a group screenshot at the end of every topic of the seminar day; attendees must always turn on their cameras for this purpose.

Important Reminder:

1. As a requirement for the release of Certificates of Participation to the PILPPAS 2021, attendees must present a screenshot of themselves and every speaker as proof of attendance/participation during the conduct of the seminar;
2. Attendees who fail to present screenshots as proof of their attendance shall not be issued a Certificate of Participation; and
3. Unauthorized walk-ins during the conduct of the PILPPAS 2021 shall be kicked-out from the meeting room and shall be imposed with administrative sanctions

*****nothing follows*****