



FRONTIERS & INNOVATIONS
IN TEACHING

CONFERENCE REGISTRATION PROCEDURE:

1. REGISTER*

- a. OFFLINE REGISTRATION - Download and accomplish the REGISTRATION FORM from fit2014.xs.edu.ph or from the attachments (if emailed to you)
- b. ONLINE REGISTRATION – Accomplish the online registration form on our website: fit2014.xs.edu.ph

*Please note that payment is to be made separately

2. PAY

Pay the REGISTRATION FEE.

- a. Please take note of the pricing schemes and incentive below:
 - i. Early Bird
 1. Discounted rate of P4,500
 2. Eligible for early enlistment into the breakout sessions
 3. Offered to those who pay on or before March 15, 2014
 - ii. Regular
 1. Regular rate of P5,500
 2. Eligible for pre-conference enlistment into the breakout sessions
 3. Offered to those who pay from March 16, 2014 to April 11, 2014.
 - iii. Walk-In
 1. Walk-in rate of P6,000
 2. Admission to breakout sessions is subject to availability of slots on the day of the conference
 3. Offered to those who pay from April 12, 2014-April 23, 2014.
- b. You may pay through the following:
 - i. Directly to Xavier School
 1. Submit payment and registration form at Window 4 of the Xavier School Accounting Office (M-F 7:30AM – 4PM, S 8-11:30AM)
 - ii. Deposit to Bank (then fax deposit slip to TESS ELIZALDE at +63 2 7214173 or email an image to FIT2014payments@xs.edu.ph)
 1. Banco de Oro
Account Name: Xavier School, Inc.
Account Number: 002890125005
 2. UnionBank
Account Name: Xavier School, Inc.
Account Number: 107030003061





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c. For international participants, please email FIT2014@xs.edu.ph to inquire about the payment procedure

3. WAIT

Wait for CONFIRMATION of payment and registration through FAX or EMAIL. The confirmation note will contain the date for enlistment for the breakout sessions, as well as instructions on how to do this online.

4. ENLIST

- a. Go to fit2014.xs.edu.ph to enlist in your choice of breakout sessions.
- b. Early bird registrants may enlist by March 8, 2014. Regular registrants may enlist by March 15, 2014.
- c. Availability of slots for sessions are on a first come first served basis.
- d. PRINT your **Registration sheet** – this should contain your list of selected breakout sessions.
- e. **Enlistment closes on April 15, 2014.** For registrants who fail to enlist, admission to breakout sessions is subject to availability of slots on the day of the conference.

5. PRESENT

Present your **registration sheet** at the registration desk on the day of the conference.

SEE YOU AT THE CONFERENCE!

