

REGISTRATION AND PAYMENT PROCESS FLOW

Responsible	Process	Work Instruction
Participant	<pre> graph TD Start([Start]) --> Filling-out[Filling-out of Conference Registration Form] Filling-out --> In_order{In order?} In_order -- No --> Notify[Notify the registrant of his/her deficiency/ies for appropriate action] In_order -- Yes --> Submission[Submission of pre-recorded presentation video] </pre>	<p>1.1 Accomplish the Conference Registration Form and wait for the Confirmation of Participation to the Conference</p> <p>1.2 Contact the following for queries and clarifications:</p> <ul style="list-style-type: none"> • You may call UMPS Research Office @ 09465664203/ 09501662004 and/or (082) 297-6115 • You may email: conference@umindanao.edu.ph
R&P Committee	<p>Notify the registrant of his/her deficiency/ies for appropriate action</p>	<p>2.1 Validate the payment made to SAO</p> <p>2.2 Confirm the participation of the registrant to the conference and send the zoom link</p>
Participant	<p>Submission of pre-recorded presentation video</p>	<p>3.1 Comply with the requirements for the actual presentation during the conference. These may include the following:</p> <ul style="list-style-type: none"> • Pre-recorded video not exceeding 10 minutes and email to conference@umindanao.edu.ph using the format in the subject field: VIDEO_ PARTICIPANT'S CONFERENCE CODE
R&P Committee	<p>Prepare conference evaluation</p>	<p>4.1 Prepare conference evaluation and forward to the technical team for deployment at the end of the parallel sessions</p>
R&P Committee	<p>Prepare and issue e-certificate</p>	<p>5.1 Prepare and issue e-certificate to conference participants</p>
R&P Committee	<p>Issue payment receipt</p>	<p>6.1 Coordinate with and request to Cashier receipt for the payment made by the participants</p> <p>6.2 Issue receipts to conference participants</p>

