



# **ADMINISTRATION GUIDELINES**

## **(In-person attendees)**

*62<sup>nd</sup> PMAP Annual Conference Guidelines / October 22-24, 2025  
NUSTAR Resort and Casino, Cebu City*

## ANNUAL CONFERENCE WEBSITE

We will use the PMAP Annual Conference Website (<https://annual-conference.pmap.org.ph/>) for all the sessions from October 22-24, 2025.

## CONFERENCE REGISTRATION

**Registration** for the PMAP Annual Conference will officially open at **10:00 A.M. on October 22, 2025**. All registration counters will be located at the **Gallery Area of the NUSTAR Ballroom**, NUSTAR Resort and Casino, Cebu City.

Directional signages will be available on site. Delegates are kindly requested to proceed to their **designated counters** based on their registration category:

### ● **EARLY BIRD DELEGATES**

Registered and paid **on or before June 30, 2025**

### ● **REGULAR DELEGATES**

Registered and paid **on or before October 10, 2025**

### ● **GOVERNMENT EMPLOYEES, ACADEME, JPMAP, AND STUDENT DELEGATES**

Pre-registered (paid or unpaid) in groups, or registering and paying **on the day of the conference**

### ● **PMAP CHAPTER DELEGATES**

PMAP Chapter officers and members who pre-registered in groups or will register **on Day 1 of the conference**

### ● **WALK-IN DELEGATES**

Registered between **October 11–21, 2025, or on Day 1 of the conference**

## CONCURRENT SESSIONS (CS)

To ensure the smooth and efficient management of our concurrent sessions, all delegates are advised to **register online for their preferred sessions prior to the Conference**. Registration will be facilitated via email and handled on a **first-come, first-served basis**.

Please note the following:

- Delegates who register **on the day of the Conference** may have **limited options**, as session slots will be subject to availability.
- **Concurrent Session Registration** will be conducted through the **PMAP Annual Conference Website**.
- A **separate email** will be sent with detailed instructions on how to register for your chosen sessions.
- **Concurrent Session Rooms** will open **15 minutes before the scheduled start on October 23, 2025**.

## PMAP FELLOWSHIP NIGHT & AWARDS CEREMONIES

The PMAP Fellowship Night is scheduled on 22 October 2025, while the 49<sup>th</sup> Awards Ceremonies is scheduled on 23 October 2025. All registered attendees are welcome to join the said events.

## CONFERENCE ATTIRE

Attire for each day of the Conference is:

### Wednesday (October 22)

The spirit of 'Unleash' is wearing **business-smart attire with a bold twist**. We encourage participants to bring out their energy and confidence through power colors, striking accessories, or a statement piece that reflects sleek professionalism—elevated with touch of daring creativity.

### The theme:

Unleash your presence. Unleash your style.

**Thursday (October 23)      Business Attire and Formal Attire in the Awards Night**

**Friday (October 24)      Smart Casual/PMAP T-shirt**

## FREE SHUTTLE SERVICE (AIRPORT – NUSTAR RESORT AND CASINO – AIRPORT)

1. PMAP has arranged free accredited coaster service.

The Opening Ceremonies of the 62<sup>nd</sup> PMAP Annual Conference will start promptly on October 22 at 1:00 PM. Departure time at Mactan Cebu International Airport going to NUSTAR Resort and Casino will be:

OCTOBER 22, 2025 (Wednesday)
Departure Time at Mactan Cebu International Airport going to NUSTAR Resort and Casino (Note: Departure time will be adjusted in case of delayed flights.)
7:00 AM
8:00 AM
9:00 AM
10:00 AM

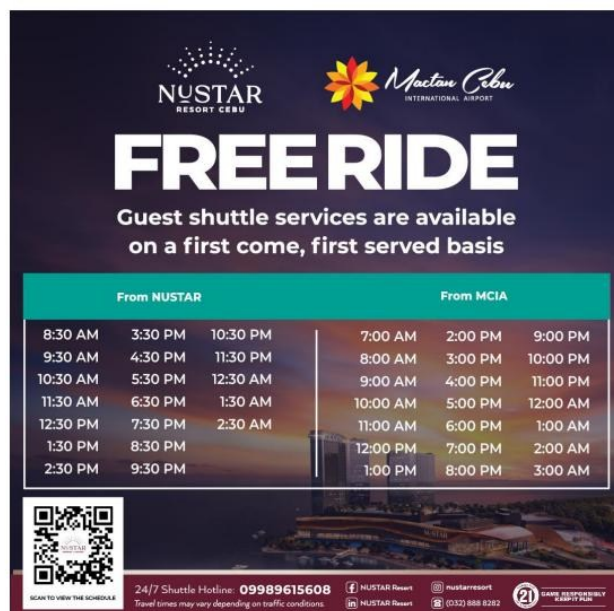
Arriving delegates may avail the nearest available departure time of the shuttle service.

- **All registered delegates** are requested to confirm their seat reservation by emailing **Mr. Alexander Guinto** at [alexander.guinto@pmap.org.ph](mailto:alexander.guinto@pmap.org.ph) on or before **6:00 PM** of **October 17, 2025 (Friday)**.
- **Mr. Alexander Guinto** will send email confirmations to the registered delegates who reserved seats on or before the deadline. An **official list of**

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confirmed registered delegates will be provided to the **bus marshal** for control and security purposes. **Priority will be given** to those with confirmed reservations.

- **Arriving delegates should proceed to the designated Bus Bay Area of the airport.** The accredited shuttle service will be marked with the **official 62<sup>nd</sup> PMAP Annual Conference logo**.
- **Alternatively, for delegates booked at Fili Hotel or NUSTAR Hotel may avail the free shuttle service** provided by **NUSTAR Resort and Casino**. For inquiries, please contact the **shuttle service hotline +63998 961 5608**. Schedule are as follows:



**NUSTAR FREE RIDE**  
Guest shuttle services are available on a first come, first served basis

From NUSTAR			From MCIA		
8:30 AM	3:30 PM	10:30 PM	7:00 AM	2:00 PM	9:00 PM
9:30 AM	4:30 PM	11:30 PM	8:00 AM	3:00 PM	10:00 PM
10:30 AM	5:30 PM	12:30 AM	9:00 AM	4:00 PM	11:00 PM
11:30 AM	6:30 PM	1:30 AM	10:00 AM	5:00 PM	12:00 AM
12:30 PM	7:30 PM	2:30 AM	11:00 AM	6:00 PM	1:00 AM
1:30 PM	8:30 PM		12:00 PM	7:00 PM	2:00 AM
2:30 PM	9:30 PM		1:00 PM	8:00 PM	3:00 AM

24/7 Shuttle Hotline: **09989615608**  
Travel times may vary depending on traffic conditions.

SCAN TO VIEW THE SCHEDULE

NUSTAR Resort & Casino  
Mactan Cebu International Airport

What	Free guest shuttle service to and from NUSTAR & MCIA
Schedule	Daily - Every hour from 7:00 AM to 3:00 AM
Transportation Unit	Black Toyota Coaster
Unit Seating Capacity	17-seater w/ luggage compartment
Airport Ambassadors	Stationed at T1 & T2 to promote and guide the guests



- **For delegates booked in other hotels, no shuttle service will be provided from NUSTAR Resort and Casino to the accredited hotel.** Grab Transport may be availed and pick-up will be at the venue's main driveway.
2. **Delegates who will avail the free shuttle service from NUSTAR Resort and Casino to Mactan Cebu International Airport on October 24 (Friday afternoon) will be required to register until October 23, 2025 before 6:00 PM through Mr. Alexander Guinto at [alexander.guinto@pmap.org.ph](mailto:alexander.guinto@pmap.org.ph).**

**Registration will be on a first come, first served basis** to ensure proper seat allocation for each delegate.

**Registered delegates are required to be at the lobby of the venue at least fifteen (15) minutes before the departure time.** Refer to directional signage going to said area.

**Non-PMAP AC delegate is not allowed to avail the shuttle service.**

**Last minute change in boarding time of any registered delegate shuttle rider on 62<sup>nd</sup> PMAP Annual Conference Guidelines / October 22-24, 2025 NUSTAR Resort and Casino, Cebu City**

**October 24 will not be allowed** as it will affect the pre-arranged guaranteed seat of each registered delegate.

**The dispatch time of the accredited shuttle going to Mactan Cebu International Airport will be:**

<b>OCTOBER 24, 2025 (Friday)</b>
<b>Departure Time at NUSTAR Resort and Casino going to Mactan Cebu International Airport</b>
<b>4:00 PM</b>
<b>5:00 PM</b>

***Important:***

- ***Departure time is subject to change depending on latest traffic advisory, traffic situation and weather condition.***
- ***Each shuttle will be dispatched based on departure time of each trip.***
- ***No last-minute change in boarding time.***
- ***Attach securely your bag tag on your luggage(s)***

<b>CERTIFICATE OF PARTICIPATION</b>
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- Certificate of Participation and Conference materials can be downloaded from <https://annual-conference.pmap.org.ph>

***Thank you for your cooperation!***  
***Have a worthwhile learning experience during our Conference. Be safe always.***