

**10TH CONGRESS OF THE INTERNATIONAL SOCIETY
OF DACRYOLOGY AND DRY EYE
WITH THE
2011 PHILIPPINE ACADEMY OF OPHTHALMOLOGY (PAO)
ANNUAL MEETING**

Important Information

1) CONGRESS VENUE

2nd Floor, SMX Convention Center
Seashell Lane, Mall of Asia Complex
Pasay City, 1300 Philippines
Tel. #: (632) 556.88.88 local 117 and 118

*** take the right side escalator and elevator when entering the convention center from street level

2) CLAIMING OF DELEGATE BADGE, MEAL TICKETS, BAG AND CONGRESS MATERIALS

Kindly present your confirmation letter or identification card at the “**International Delegates, Already Registered Counter**” for checking-in and collection of delegate badge, meal tickets, bag and congress materials.

Your Congress Badge (*full program registrant*) entitles you to access:

- Attendance to all Scientific Program Sessions
- Exhibits at Function Room 4
- Opening Ceremony

Your full meal tickets (*3 breakfasts, 4 lunches, 2 snacks, 1 welcome reception and 1 fellowship gala dinner*) will be attached in your delegate badge. They will be collected by the waiters before each meal.

You will be required to wear your badge at all times during the Congress and PAO Annual Meeting. You will not be admitted into the Meeting and Exhibit Areas without the proper badge.

Please be informed that USD 15.00 administrative charge will be applied for re-issuing of new badge/s and meal tickets under any circumstances.

The International Delegates Counter is located at the lobby of Meeting Room 1, near the escalators and elevators. Claiming of delegate badge, meal tickets, bag and congress materials will be on:

29 November, Tuesday from 2:00 PM – 8:00 PM
Meeting Room 11, 2nd Floor, in front of elevator

30 November to December 3, Wednesday to Saturday from 7:00 AM – 5:00 PM
Lobby of Meeting Room 1

The Official Receipt of your payment will be attached in your delegate badge (*except for the delegates with waived registration fees*). Certificate of Attendance will be processed upon request at the Registration Area.

Day Registration

Day registration entitles the participant to receive a delegate badge valid only for the specific day with access to the Scientific Sessions and the Exhibits on the same day only.

Accompanying Persons Registration

Participants may register a companion as an accompanying person entitling the person to a badge with access to the Exhibits and the Fellowship Gala Dinner only.

3) SOCIAL PROGRAMS

a. Cocktail Reception and Welcome Dinner *(by invitation only)*

Date: 29 November 2011, Tuesday
Time: 6:30 PM – 10:00 PM
Venue: UST Quadri-Centennial Hall
University of Santo Tomas
Sampaloc, Manila

b. Opening Ceremony and Welcome Cocktails

Date: 30 November 2011, Wednesday
Time: 5:30 PM – 10:00 PM
Venue: Function Rooms 2 and 3
2nd Floor, SMX Convention Center

c. Fellowship Gala Dinner

Date: 2 December 2011, Friday
Time: 6:00 PM – onwards
Venue: Function Rooms 2 and 3
2nd Floor, SMX Convention Center

4) PAO SHUTTLE SERVICE SCHEDULE

PAO Shuttle Service will be provided for attendees between the official hotels listed below and the SMX Convention Center from November 29, Tuesday to December 3, Saturday.

Additional shuttle information and updates will be available at your hotel and at the Congress Communication and Information Counter, SMX Convention Center.

PAO Shuttle Service Schedule			
Date / Day	Time	Route	Route Code
29 November, Tuesday	4:30 – 5:00 PM	SMX Convention Center, Heritage Hotel, Microtel and to UST (Bus A)	
		Sofitel Hotel to UST (Bus B)	
	10:00 PM 10:30 PM	UST to Sofitel Hotel, Heritage Hotel and Microtel (Bus A and B)	
30 November, Wednesday	7:00 AM - 9:30 PM	Sofitel Hotel – SMX Convention Center – Sofitel Hotel	Route #1, Green
		Heritage Hotel – SMX Convention Center – Heritage Hotel	Route #2, Yellow

PAO Shuttle Service Schedule			
Date / Day	Time	Route	Route Code
1 December, Thursday	7:00 AM – 6:30 PM	Sofitel Hotel – SMX Convention Center – Sofitel Hotel	Route #1, Green
		Heritage Hotel – SMX Convention Center – Heritage Hotel	Route #2, Yellow
2 December, Friday	7:00 AM - 9:30 PM	Sofitel Hotel – SMX Convention Center – Sofitel Hotel	Route #1, Green
		Heritage Hotel – SMX Convention Center – Heritage Hotel	Route #2, Yellow
3 December, Saturday	Official Hotel Shuttle Service (<i>Sofitel and Heritage</i>) will be solely used on this day		

Please note that the abovementioned PAO Shuttle Service Schedules are in addition to the shuttle service to be provided by your respective hotel which is inclusive of your hotel accommodation package.

During peak hours (7:00 AM to 9:00 AM and 5:00 PM to 6:30 PM) shuttles will run every 15 minutes. During non-peak hours Route #1, Green shuttles will run every 30 minutes while Route #2, Yellow will run every 1 hour.

End time denotes last departure from the congress venue -- **SMX Convention Center**.

Boarding locations will be located at the loading / unloading areas of the official hotels and SMX Convention Center. Color coded signages per route will be available at the SMX Convention Center.

Remarks:

The abovementioned schedules were planned as of October 2011 and subject to change without prior notice. Further updates or changes will be posted at the Communication and Information Counter.

5) COMMUNICATION AND INFORMATION COUNTER

We will provide **free WiFi internet connections** within the congress venue throughout the whole duration of the meeting. Likewise, **telephone lines for local calls** will be available for free.

English speaking Secretariat and staff will readily assist you regarding shuttle service schedules, hotel accommodation, shopping, travel and tours and any relevant queries about the meeting.

The **Communication and Information Counter** is located between the Registration Counters of International and Local Delegates near the escalators and elevators.

6) SPEAKER'S PREVIEW / READY ROOM

All oral presentations must be pre-loaded into the Congress computers prior to the talks. No personal laptops will be allowed during the sessions. Please check-in at the Speaker Preview / Ready Room at least 8 hours prior to your presentation to test compatibility of your audio-visual materials.

The Speaker Preview / Ready Room working hours are:

29 November, Tuesday from 2:00 PM – 8:00 PM
Meeting Room 11, 2nd Floor, in front of elevator

30 November to December 3, Wednesday to Saturday from 7:00 AM – 5:00 PM
Meeting Room 10, 2nd Floor