



moodlemoot™

PHILIPPINES 2023

Digital Transformation in Education

JULY 5 - 7, 2023 | CENTURY PARK HOTEL

GENERAL GUIDELINES FOR MOOTPH23 PARTICIPANTS

MoodleMoot Philippines 2023, our highly anticipated face-to-face event, is just around the corner! As the event approaches, we'd like to send you a friendly reminder about the time to arrive and some helpful hints for a successful and happy experience. Please keep the following information in mind:

1. Prior to the event

- 1.1 You have registered to the MootPh23 website at <https://mootph.nephilaweb.com.ph/>
- 1.2 Enrolled at the courses at the MootPh23 website
- 1.3 Generate your Registration QR Code and present it to the MootPh23 team upon your arrival. See SECTION A on how to generate QR Code.

2. Time of Arrival

Please arrive at the venue at least 30 minutes before the scheduled time of the event. This will allow you enough time to register, check-in, and become acquainted with the event layout and facilities. Please see **Item 3** for your reference.

3. Registration Time

- Day 1 (Workshop): 12:00 PM - 1:00 PM
- Day 2 (Congress Proper) 8:00 AM - 9:00 AM
- Day 3 (Capturing of Attendance) 8:00 AM - 8:30 AM

4. Venue Details

MoodleMoot Philippines 2023 will be held at **Century Park Hotel**. Kindly refer below for the address.

599 Pablo Ocampo Sr. Ave., Malate, Manila, Philippines. ([Map](#))



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5. Things to Bring during the Event

MoodleMoot Philippines 2023 is a conference wherein you can network with different EdTech leaders, industry professionals and Moodle enthusiasts.

- Kindly bring your laptop if you have joined the workshop.
- It is advisable to bring own paper and pencil to take notes of the interesting words from our speakers
- Wear a mask and bring a vaccination card. **Please note** that this is not strictly required by the hotel.

6. Food and Accommodation:

Food will be provided during the event;

For Day 1, a PM snack is available.

For Day 2 and 3, there will be AM Snack, Lunch, and PM snack.

Coffee and water is also available.

Note:

Hotel accommodation is not included but Century Park Hotel will offer a discount on their rooms for the MoodleMoot Philippines 2023 participants. You may reach out to this email: jjctan@centurypark.com.ph for accommodations inquiry.

7. Dress Code

Kindly wear **formal/ semi formal attire** all throughout the duration of the event. Please be reminded that wearing shorts, slippers and sando is prohibited inside the venue.

There will be a photo op during closing activity, all participants are expected to wear their MootPh23 shirt.

8. Hotel Guidelines on Covid-19

For your safety, please don't forget to wear your mask at all times and kindly bring your vaccination card just in case.

9. Valid ID

Please bring any valid ID for verification.



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10. Registration QR Code

Kindly present your QR code that was generated at the MootPH23 website upon registration. If you don't have it yet you can see or generate it [here](#). Take a screenshot or save the photo on your devices for easier access on the day. Refer to **Section A** at the last page of this guideline.

11. For Lost Items

The MootPh23 Organizers will not be held responsible for any lost or stolen items. Please do not leave your belongings unattended all throughout the event. **Please be aware that there are CCTVs at the venue.**

If you have any questions feel free to contact us in our telephone number; 8285-7450/ 5310-4286 or email us at moodleph@nephilaweb.com.ph

12. Proper Decorum on the Event

As we prepare for the MoodleMoot Philippines 2023, we kindly ask you to observe the following guidelines to ensure a respectful and professional environment for all the attendees;

- Maintain a professional and courteous demeanor all throughout the event.
- Be respectful to participants, staff, and organizers at all times.
- Harassment, discrimination and any form of disrespectful behaviour will not be tolerated and may result in immediate removal from the event.
- Engaged in meaningful talk and attentive listening during the session. You may ask questions after the session but be mindful of your speaking time. Keep in mind that other participants may want to ask questions.
- While attending the sessions, please be reminded to keep your cellular phone in silent mode or vibrate mode at all times so it won't disturb other participants.
- During MoodleMoot Philippines 2023, abide by all event policies, guidelines, and applicable law. Refrain from unauthorized distribution of copyrighted materials, and complying with all local regulations.

13. Security and Emergency Guidelines.

As we prepare for the MoodleMoot Philippines 2023, we place a higher priority on your security and safety. Please adhere to the following guidelines to ensure a fun and enjoyable experience during the event.

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- Wear your event ID at all times during the MoodleMoot Philippines 2023. This ID will serve as your official identification and grants you access to the event premises. Do not share your identification card with others.
- If you notice suspicious individuals roaming around the event place, immediately report it to the event security or staff. Your vigilance can help the event maintain a safe environment for everyone.
- Please keep a close eye on your personal belongings. MootPh23 organizers will not be held accountable to any lost or stolen items.
- Familiarize yourself with the **EMERGENCY EXITS** of the venue. Rest assured that all emergency exits are visible to the public. In case of emergency, follow the instructions given by event staff and emergency personnel. Re-enter the area only after being given permission.
- Please prioritize your personal safety first when attending MoodleMoot Philippines 2023. Be careful not to act in a dangerous or risky way, and be mindful of your surroundings. If you encounter any safety concerns or emergencies, inform the organizers or security professionals right away.
- Pay attention to any emergency announcements or notifications provided during the event. These may include instructions for shelter, evacuations or other safety procedures. Follow the instructions promptly and help others if needed.
- If you have someone in need of medical assistance, do not hesitate to call for the MootPh23 organizer or emergency personnel to provide assistance.

A. HOW TO GENERATE REGISTRATION QR CODE

1. Login at the MootPH23 Site <https://mootph.nephilaweb.com.ph/> using your credentials.
2. Click on the Registration tab at the header menu. Scroll down to see the “You are now registered” banner. You will see this banner as an official participant of the event.
3. Click on the **Generate QR Code** to be directed to the next page.
4. On the next page, click the **Generate button** to view the QR Code.
5. Take a screenshot or save the file as needed and be ready to show it to the MootPH Team on the day of the event.