

PAM Events Guideline (effective 5 November 2012)

- i) Registration for PAM's event is through online only. PAM will acknowledge receipt of registration and payment via e-mail respectively.
- ii) Payment can be made through online payment gateway or cash/cheque payable to "PERTUBUHAN AKITEK MALAYSIA". Payment need to be paid to PAM before or latest on the event day.
- iii) Participants are still required to sign-in the attendance list before the commencement time of the seminar/event. If the participants arrive after the commencement time, participants may not be admitted and not eligible for CPD Point.
- iv) Participants of the seminar are required to sign-out the attendance to be eligible to be accredited with CPD point. The sign-out would be at the end of the seminar. If the participants sign-out earlier, participants may not be eligible for CPD points. Those who did not sign-out the attendance list will be considered as not complying with the procedure and not eligible to be accredited with CPD points.
- v) PAM Members are given the privilege of four (4) free-registrations per year (for half day session) and two (2) free-registrations (for full day session) for PAM monthly CPD Seminar and Design Lecture Series organised by PAM Centre in KL and the respective PAM Chapters. Any free-registration received will be considered to be utilised, even if the member does not attend without informing PAM of the cancellation.
- vi) The limited capacity of the respective venue means most events are over-subscribed and based on first-come-first-served basis. As such walk-in registrations are not recommended.
- vii) At times, due to unforeseen circumstances, if the event has to be cancelled or rescheduled, PAM Secretariat will inform all registered participants accordingly. However, to avoid any inconvenience, members may check the status of the event via PAM website two (2) days prior to the event at www.pam.org.my or call PAM Secretariat 03-2693 4182.
- viii) Attendance to the events will be updated in PAM CPD Attendance Report based on the sign-in and sign-out attendance list provided at each event. The Report can be downloaded at PAM website at www.pam.org.my.
- ix) Participants are to wear smart casual attire for attending the seminars and lectures.

If you require further clarification or assistance on your registration for event, please contact PAM Secretariat (Ms. Suryati / Ms. Aisyah) at +603-2693 4182 or email to cpd@pam.org.my.