WORKSHOP ADVISORY: Regional Workshop on the Use of R for Statistical Business Processes on April 8-18, 2024

Dear Participants:

Warm greetings from the Philippine Statistical Research and Training Institute!

In relation to the conduct of the Regional Workshop on the Use of R for Statistical Business Processes on April 8-18, 2024, please take the time to read and note the following reminders:

I. **Workshop Venue:**
   - Title: Regional Workshop on the Use of R for Statistical Business Processes
   - Date & Time: April 8-18, 2024 | 9:00AM – 5:00PM
   - Location: PSRTI Ceferino S. Sinskioco Room, 15th Floor, The Upper Class Tower, Quezon Avenue corner Scout Reyes Street, Barangay Paligsahan, Quezon City

   ![Map of The Upper Class Tower](image)

   *Landmarks: Beside Popeye’s Quezon Avenue; Across Shakey’s Quezon Avenue.*

II. **Entering The Upper Class Tower/PSRTI Premises**
   - Step 1: Present a valid ID at the reception desk for identification and for access to the 15th Floor.
   - Step 2: At the 15th Floor, proceed the room and sign the attendance sheet.
   - Step 3: Participants will receive RFID cards for building and elevator access throughout event days. Keep your card with you at all times.
III. House Rules

1. DURATION. The Regional Workshop on the Use of R for Statistical Business Processes will be conducted for nine (9) days, on April 8-18, 2024 (excluding Saturday and Sunday), 9:00 am to 5:00 pm at the PSRTI Ceferino S. Sinsioco Room, 15th Floor, The Upper Class Tower, Quezon Avenue corner Scout Reyes Street, Barangay Paligsahan, Quezon City.

2. BUILDING ACCESS. Entry to The Upper Class Tower and elevator access are restricted by RFID. Workshop coordinators will issue RFID cards to participants upon arrival. Please return these cards to the coordinators on the final day of the workshop. Lost or unreturned cards will incur a replacement fee of PHP 500.00 (USD 10).

3. PUNCTUALITY. Participants are enjoined to observe punctuality at all times. On the first day of the workshop, participants are expected to be at the venue as early as 8:00 am to take the pre-test. For succeeding days, they must be inside the room at least two (2) minutes before each scheduled session and/or activity.

4. ATTENDANCE. Attendance will be checked daily. All absences shall be charged against the attendance of the participant concerned.

5. NAME TAGS. For proper identification, participants are required to wear their name tags at all times within the premises.

6. CLOTHING ATTIRE. As a standard policy, please wear appropriate and decent attires, with closed shoes or formal sandals. Wearing of shorts, sandos and slippers is prohibited. The building also restricts bringing and using wet wipes inside the comfort rooms.

7. WORKSHOP MATERIALS. All workshop materials will be provided to participants through Google® Drive during the session.

8. VIDEO/AUDIO RECORDING. Video or audio recording of the workshop proceedings is STRICTLY is strictly prohibited.

9. SNACKS. Snacks will be observed at the workshop venue at PSRTI. It will be served on the following schedule: Coffee break is at 10:00 am to 10:15 am and 3:00 pm to 3:15 pm.

10. LUNCH. The participants shall be responsible for their own lunch which is scheduled from 12:00 nn to 1:00 pm. They may go out and eat at nearby restaurants from the venue or may opt to have their food delivered via online food delivery applications such as Grab and Foodpanda. The participants are advised to download these app through the links below.

   Grab: https://www.grab.com/ph/food/
   Foodpanda: https://www.foodpanda.ph/

11. NO SMOKING. The PSRTI abides by the non-smoking policy of the government.

12. CLEARANCE. All other matters pertaining to the workshop shall be coursed through the coordinators and the secretariat team for clearance.

IV. Equipment and Internet Connection

1. PSRTI Laptops will be lent to the participants for the duration of the workshop to ensure the compatibility of the software applications that will be used. The participants are not allowed to bring the PSRTI laptops outside the venue.

2. Internet connection is available at venue through WiFi connectivity. However, connection of personal devices is highly discouraged to ensure network security.
V. **Course Enrollment**

1. All participants will be enrolled by an authorized PSRTI staff in the PSRTI Online Training Registration System (OTRS) to give access to the pre-test and post training evaluations.
2. During the encoding of the participants' details in our OTRS they will receive an email confirming the successful enrollment to the course.
3. Further details on the registration system including USERNAME and PASSWORD of will be discussed during the preliminaries on day one of the workshop.