



### Guidelines on CPD courses

#### **(A) Punctuality**

All participants of the course are required to fulfill the strict attendance record for the issuance of certificate. Participants should arrive 15 minutes before the course official starting time for registration.

ONE (1) CPD hour will be deducted for any late arrival or early departure for over 15 minutes.

No admission will be allowed if anyone arrives 30 minutes after the course official starting time and, in addition, anyone leaves more than 30 minutes earlier, no certificate will be issued.

*Participants must accomplish satisfied sign-in and sign-out record for issuance of PIBA CPD Certificate.*

#### **(B) Arrangement in times of typhoons and rainstorms**

If the Black Rainstorm Warning and/or the Typhoon Signal No. 8 or above is hoisted within THREE (3) hours before the course official starting time, the course will be cancelled. The administration fee will be refunded accordingly.

#### **(C) Respect the course, respect yourself**

All participants **must** present their HKID card for registration and/or collection of certificate.

All participants must turn off the sound of mobile phones, pagers etc. during the course to avoid disturbance.

Please do not talk, read magazine/newspaper or interfere others during the course.

Please follow the instructions given by the speakers and/or the co-organizers of the course.

Please keep the venue clean and tidy all the time.

You are required to dress properly and decently.

Administration fee of the course must be duly paid before the stipulated deadline.

**PIBA retains the right to deduct the CPD hours or refuse to issue certificate to those who breached any of the above.**