

## EVENT GUIDELINES

The VAW Experiential Museum is an interactive and walk-through event. It involves going through various rooms of the building, climbing up and down staircases from first to second floor, and walking on rocky terrain in an outdoor location. Participants are advised to ensure that they are healthy and fit to participate in this type of activity.

There is an available building elevator in the venue which may be utilized by persons with disability (PWD), senior citizens, and pregnant women. Sign language interpreters are also available onsite; please notify the organizer upon online registration and claiming of tickets at the venue.

### Screening Schedule

Screenings shall be held from December 4 to 7, 2018 at the Mowelfund Plaza located at No. 66 Rosario Drive corner Ilang-Ilang Street, Cubao, Quezon City. **Only screenings from December 5 to 7 are open to the public.**

There shall be three (2) screenings per day from December 4 to 7, as follows:

December 4 (Tuesday)	
<i>First screening</i> (includes the VAW Experiential Museum Opening Program)	8:00 AM to 12:00 PM
<i>Second screening</i>	1:30 PM to 3:30 PM
December 5 to 7 (Wednesday to Friday)	
<i>First screening</i>	10:00 AM to 12:00 PM
<i>Second screening</i>	1:30 PM to 3:30 PM

Doors will open 30 minutes before the screening time and close exactly at the scheduled screening time. Each screening can accommodate a maximum of 150 persons.

### Participant Registration

To register, participants must be 13 years of age or older on the screening date. Registrants under 13 years of age must be accompanied by a parent or guardian.

#### Online pre-registration

Interested participants can register online through the following:

- a. Submission of their confirmation slips – This is intended for invited participants only (Confirmation slips must be submitted to [events.pcw@gmail.com](mailto:events.pcw@gmail.com) before the indicated deadline)
- b. Online Registration – This is intended for the general public (Form available at <https://tinyurl.com/VAWExperientialMuseum2018>). Participants from schools, universities, and youth organizations registering through the Official Google Form are allowed to register a maximum of ten (10) individuals. Meanwhile, participants from agencies and other organizations registering through the Official Google Form are allowed to register up to five (5) individuals.

Participants who have successfully pre-registered online shall be notified via email; after which, transfer of schedule will no longer be allowed.

### ***On-site registration and claiming of tickets***

Only individuals/agencies/organizations that have successfully pre-registered can claim their tickets at the venue. Agencies/organizations are advised to assign one (1) team leader or representative to claim their entry tickets.

On-site registration and ticket booths shall be open one (1) hour before each screening. Participants are advised to claim their tickets at least thirty (30) minutes before their scheduled time of screening.

No show or non-appearance at the registration area ten (10) minutes before the scheduled time of screening means forfeiture of tickets.

### ***Walk-in registration***

Once online registration closes, interested participants who wish to register beyond the deadline may only do so via walk-in registration which will be made available ten (10) minutes before the screening, subject to the availability of tickets. Due to the nature of the activity and considering crowd safety, the PCW cannot assure that all walk-in participants could be entertained.

### **Seating**

Free-seating shall be observed, except for seats duly marked as reserved by the organizers. Early arrival means better chances of getting the seat of your choice. There are specific areas in the journey which has limited seating capacity. Younger participants are encouraged to give way to the elderly, PWDs and pregnant women.

### **Program**

The entire program (briefing, journey proper and debriefing) shall last for **two hours**. Participants are required to complete the Museum tour and take part in the commitment ritual. **A simple souvenir shall be given to those who will complete the journey and put their commitment in the commitment box.**

### **Photo and video coverage**

Participants are requested to **avoid taking photos and videos during the show** to ensure the smooth flow of the performances and to keep all participants focused on the journey.

Members of the media are requested to contact the organizers to arrange media coverage of the performances.

### **Parking**

The venue offers on-site visitor parking for free on a first-come, first-served basis.

### **Attire**

Participants are advised to wear comfortable shoes and light clothing. Participants are also encouraged to use the campaign shirt during the event. Design of the official 18-Day Campaign shirt can be downloaded at <https://www.pcw.gov.ph/VAWfreePH2018>. In case participants are not able to acquire the prescribed shirt, they may wear any orange shirt/blouse/polo instead.

**Since there will be one outdoor location near a garden, participants are advised to bring sun block and mosquito repellent.**

### **Other Reminders**

- Bringing of food and drinks are not allowed inside the venue and its premises. Participants may consider arranging their delegation's meals in nearby establishments.
- Bringing of pets, alcoholic beverages, illegal substance, oversized bags, and deadly weapons that may cause harm to others are also strictly prohibited.

- To maintain cleanliness of the venue, participants are requested to refrain from littering and vandalizing the area before, during, and after the activity.
- Participants are advised to prepare emotionally before attending the screening since the scenes, images, and other content depicted may contain sexual violence and assault that might be difficult for some people to address. Should a participant feel that the content may be too disturbing or triggering, he or she may approach the organizers for assistance.
- Participants with special needs are advised to coordinate with the PCW beforehand for necessary arrangements. Please refer to the contact number indicated below.
- The event is a peaceful and politically-neutral gathering of people and organizations sharing the common vision of addressing Violence Against Women and making our community VAW-free. In keeping with the goal of the campaign, all participants are requested to help the organizers maintain an environment of mutual respect and sensitivity before, during and after the event. Any form of VAW committed during the event cannot be tolerated.

***The PCW reserves the right to refuse service to individuals who do not abide by these guidelines. For further inquiries and other details, please contact the PCW-Corporate Affairs and Information Resource Management Division (CAIRMD) at Tel. Nos. 735- 8509 or 735-1654 local 131 or email [events.pcw@gmail.com](mailto:events.pcw@gmail.com).***