

## Event Registration Policy for Staff Events

To allow for an even distribution of selected attendees per region for Philips ELIITE Academy Staff events, the following guidelines apply within the initial 2-weeks of open registration:

- Cardiology staff courses, 2 attendees per region
- Peripheral staff courses, 3 attendees per region

If a region signs up more than the allotment above, they should designate the priority order of their candidates as the remaining customers will be placed on a waiting list until other regions have a chance to submit attendees.

This process will be in place for the first two weeks (10 business days) of open sign up. After this time, the Medical Education team will either begin to select and confirm candidates from the waiting list or accept new registrants until the course is full.

In the event the course has less than 15 seats available, attendee selection will begin across all regions on a 1<sup>st</sup> come, 1<sup>st</sup> serve basis.

*Because of limited seat availability for some events, we do not recommend signing up more than 2 candidates from one account, and we suggest gaining lab manager approval before committing the candidate to the course.*

Please refer to each course's maximum participant number on the Training Schedule or on the event invitation. Our goal is to keep the courses to manageable numbers to ensure we allow for adequate hands-on time for each participant.

Thank you for your cooperation with this policy. **Please note that this applies only to Nurse/Tech courses.** If you have any questions, please reach out to Susan Emanuele, David Reichel or Lisa Rothmund.