



Asia Pacific Tourism
Training Institute

APPLICATION FOR REGISTRATION

TRAVEL AGENCY OPERATIONS SEMINAR MARCH 23-25, 2011

Name: _____ Sex _____
Last Name First Name Middle
Date of Birth _____ Nickname: _____
Address: _____
Telephone Nos. _____ Fax No. _____
E-mail Address: _____

Dietary Requirement: Non-Pork Vegetarian Diabetic

Educational Attainment:

College _____ Course _____ Major _____
(Name of School)
High School _____ Vocational School _____ Course _____

Work Experience: (Start from the present job)

1. Name of Employer _____
Address _____
Position in the Company _____ Years employed by the company _____
2. Name of Employer _____
Address _____
Position in the Company _____ Years employed by the company _____

Enclosed is my check payable to Asia Pacific Projects, Inc.: _____ (bank, name, check no.)

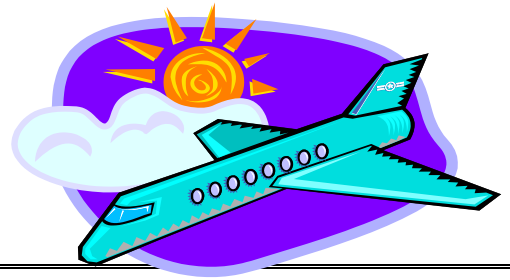
Enclosed is cash: _____

I am depositing my fee to *Asia Pacific Projects, Inc., BPI account No. 3151-0440-84, Aurora Blvd., Quezon City Branch.*

I understand that I need to pay the full amount of PHP8, 500.00 before I can be considered registered for this seminar. I also understand that if I cancel my registration between March 9, 2011 and March 16, 2011 I will receive a refund less 10% administrative fee. If I cancel after March 16, 2011 the fee I have paid is not refundable and may not be applied to the next Travel Agency Operations Course.

Signature of Applicant

TRAVEL AGENCY OPERATIONS COURSE



MARCH 23-25, 2011

Venue : Kaisa Angelo King Heritage Center
Time : 9:00 am – 5:00 pm

The Travel Agency Operations Course is a basic skills training program focusing on outbound travel for new travel professionals. It has been designed to meet the growing demand for well trained staff in the travel industry.

The course materials have been produced by a team of travel professionals and training specialists from the airlines, travel agency, and tour operations businesses and are reviewed periodically in accordance with IATA & ASEANTA standards. Training manuals used are approved by the Association of South East Asian National Tourism Associations (ASEANTA).

The APTTI certificate guarantees a high standard of training and has gained industry recognition and acceptance. The APTTI Certificate is required by the Department of Tourism for travel agencies applying for DOT accreditation

Who Should Attend:

Travel assistants and frontline staff of travel agencies;
Current and future owners of travel agencies;
People working in non-travel related fields who wish to shift to a career in travel;
College students and graduates seeking employment in the tourism industry.

How to Register:

- Call Elli Ella / Tess Pascual at Tel. No. 8134781, Mobile No. 0916-4741701 and reserve a slot for the seminar.
- Fill up registration form which we will fax to you. Please fax it back.
- Pay registration fee of P8, 500.00 cash or check payable to Asia Pacific Projects, Inc. We will send a messenger to your office / house to get the payment. An Original Receipt will be issued to you.
- You may pay at our office at Suite 11-D, 11th Floor, The Valero Tower, 122 Valero Street, Salcedo Village, Makati City. You are considered registered only upon full payment of the registration fee.
- Bring 2 x 2 picture on the first day of classes.

Course Fee: **P8, 500.00**
(VAT inclusive)

- Covers hand-outs, lunch, am & pm snacks and certificate of completion accredited by the DOT.

Cancellation Policy:

⇒ Cancellations made between March 9 and March 16, 2011 are subject to refund less 10% administrative fee.

⇒ Cancellations made after March 16, 2011 are non-refundable and may not be applied to the next Travel Agency Operations Seminar.

DEADLINE FOR REGISTRATION/PAYMENT:

March 16, 2011

SEMINAR SCHEDULE

March 23, 2011 Wednesday, Hrs. 0900 – 1700

- ◇ *How to Open a New Travel Agency*
- ◇ *Accreditation Requirements for a Travel Agency*
- ◇ *Overview of Travel Agency Operations*
- ◇ *Documentation Services*
- ◇ *Other Products and Services Offered By a Travel Agency*

March, 24, 2011 Thursday, Hrs. 0900 – 1700

- ◇ *World Geography*
- ◇ *Itinerary Planning*
- ◇ *Reservations*
- ◇ *Air Fares / Ticketing*
- ◇ *Philippine Geography*
- ◇ *Inbound & Local Tour Operations*
- ◇ *Tour Costing*

* Please bring a mini-edition of Collins World Atlas to class for some exercises on World Geography.
** Please bring calculator for tour costing.

March 25, 2011 Friday, Hrs. 0900 – 1700

- ◇ *Quality Customer Service and Effective Communication*
- ◇ *Telephone Etiquette*
- ◇ *Financial Management and Controls*
- ◇ *Sales and Marketing*
- ◇ *Wrap Up Session*
- ◇ *Awarding of Certificates of Completion*



ASIA PACIFIC TOURISM TRAINING INSTITUTE

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www.asiapacificprojects.com

Venue of Training:

**KAISA ANGELO KING
HERITAGE CENTER**
32 Anda corner Cabildo St. Intramuros, Manila
Room: Research Rm II, 2nd Floor