PACAM 2027

PAN-AMERICAN CONGRESS OF AEROSPACE MEDICINE

STANDARD OPERATING PROCEDURE No. 001/2026

PACAM 2027 ATTENDANCE AND PRESENCE CONTROL

Field	Details
Responsible entity	PACAM PARAGUAY E.A.S.
RUC	80173825-3
Internal code	SOP-FREQ-001/2026
Related document	Academic Regulation No. 001/2026 — Attendance, Academic Workload and Certification
Event	PACAM 2027 — Pan-American Congress of Aerospace Medicine
Dates	April 23, 24 and 25, 2027
Venue	Rafain Convention Center — Foz do Iguaçu, Paraná, Brazil
Current scientific-academic workload	18 hours and 50 minutes
Minimum attendance for general certificate	75% — operational minimum of 14h10 under the current schedule
Issued	October 7, 2026

Version 1.0 | Document for approval, team training and institutional records

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PREAMBLE

PACAM PARAGUAY E.A.S., RUC No. 80173825-3, as the promoting and organizing entity of PACAM 2027, establishes this Standard Operating Procedure (SOP) to implement, uniformly and in an auditable manner, the attendance control provided for in the Academic and Scientific Project and Academic Regulation No. 001/2026.

This SOP is an internal operational instrument for the congress. Its purpose is to ensure that certified academic hours correspond to participation that has actually been documented, with sufficient traceability for audits and subsequent certificate validation. This procedure does not replace any applicable legal, professional or regulatory obligations.

Article 1 — Purpose

This Procedure defines control points, check-in and check-out times, team responsibilities, operational tolerances, contingencies, failure handling, auditing, daily closing and final consolidation of PACAM 2027 attendance records.

Article 2 — Scope

These rules apply to the general scientific program and, where applicable, to workshops, practical activities, parallel sessions and other certifiable activities. Activities with their own certification may have a supplementary procedure, provided it is no less rigorous than this SOP.

Article 3 — Operational principles

- Individual identity: every record must be linked to an identified participant and may not be transferred to another person.
- Traceability: every entry must identify the participant, date, time, control point, device or responsible agent, and corresponding activity or block.
- Time correspondence: only time consistent with documented presence during the official activity or block period will be counted.
- No double counting: overlapping time periods may not be counted twice.
- No upward rounding: undocumented minutes will not be added to artificially reach the minimum attendance threshold.
- Dual validation of exceptions: manual changes after provisional closing require documentary justification and approval by two authorized roles.

Article 4 — Roles and responsibilities

Role	Operational responsibility
Academic Coordination	Approve academic rules, decide exceptional cases and authorize changes affecting certifiable workload.
Academic Secretariat	Administer registrations, consolidate records, receive appeals, issue reports and prepare the certification database.
Attendance Supervisor	Coordinate control points, train agents, validate operational incidents and sign daily closing reports.
Control Agents	Operate scanners, guide participants, record incidents, check credentials and immediately report anomalies.
Technology Team	Maintain devices and systems, synchronize records, manage permissions, create backups and preserve technical logs.
Academic Committee	Review relevant appeals, interpretive conflicts and situations that may affect certification entitlement.
Participant	Use only their own credential, complete required controls and report failures within the deadlines in this SOP.

Article 5 — Participant identification

Primary control will use an individual PACAM 2027 credential containing a QR Code or electronic identifier linked to the participant's registration. The code must point to a unique internal identifier and must not publicly display CPF numbers, identity-document numbers or other unnecessary personal data.

§ 1. The credential is personal and non-transferable. Sharing or lending it, photographing it for use by a third party, or attempting to register attendance for another person may result in preventive blocking and fraud review.

§ 2. At initial registration, the organization may check an official photo ID. Random identity checks may be performed at control points during the event.

§ 3. If a credential is lost, the Secretariat must deactivate the previous identifier and issue a replacement after verifying the participant's identity.

Article 6 — Physical control points

The main check-in and check-out points will be installed near the entrance and exit of the auditorium or room where the certifiable academic block is taking place, positioned to support orderly flow without obstructing emergency routes.

§ 1. For parallel programming, each room will have its own control point and distinct activity or block code.

§ 2. The QR Code must be scanned using an official device operated by an authorized agent or an authenticated official event solution. Screenshots, photographs of another person's QR Code, or records made outside official channels will not automatically be accepted as proof of attendance.

§ 3. Control points must be visibly labeled ENTRANCE / CHECK-IN and EXIT / CHECK-OUT when these functions are separate.

Article 7 — Control by academic blocks

The general program will primarily be controlled through continuous academic blocks bounded by breaks, lunch and non-certifiable institutional activities. This model reduces queues without compromising workload traceability.

Each block normally requires one check-in and one check-out. Validated time is the interval actually evidenced by these records, limited to the block's official start and end.

§ 1. Check-in before the official start does not generate additional minutes; counting begins no earlier than the official start time.

§ 2. Check-out after the official end does not generate additional minutes; counting ends no later than the official end time.

§ 3. For late arrival or early departure, the system must use the actual recorded time, except where a queue or operational failure has been formally recognized under this SOP.

Article 8 — Check-in and check-out windows

Check-in for each block opens 15 minutes before its official start. The device remains available during the block to record late arrivals. Check-out takes place at the end of the block and must also be available to participants who need to leave early.

§ 1. Early opening is solely for orderly flow and does not advance the start of academic-hour counting.

§ 2. If a queue formed within the official control area prevents timely registration, the Attendance Supervisor may apply an operational tolerance of up to 5 minutes to participants demonstrably present in the queue, provided a group incident is recorded in the system or a designated form.

§ 3. No automatic tolerance applies to a participant who arrives late.

§ 4. Short temporary absences will be managed by the door team. An absence exceeding 10 minutes, when identified and documented, may result in a corresponding deduction from certifiable time.

Article 9 — Calculation of individual time

For each block, valid time is calculated as the intersection between the officially certifiable interval and the interval during which the participant's presence is actually documented. The system must store timestamps with sufficient precision for auditing. Academic consolidation will count complete minutes, disregarding fractions of less than one minute, without rounding upward.

Example: in an official block from 14:00 to 16:00, a participant checking in at 14:07 and checking out at 15:52 will ordinarily have 105 documented minutes.

Article 10 — Official matrix of blocks and control points

For the current Official Scientific Schedule, controls must follow the matrix below. Times may be adjusted only following a formal program change; the Secretariat must record the version actually delivered.

Date	Block	Academic period	Workload	Check-in opens	Check-out reference	Control point
Date to be confirmed	B1	08:45–10:05	1h20	08:30	10:05	EAD — Virtual Room
Date to be confirmed	B2	10:35–12:35	2h00	10:20	12:35	EAD — Virtual Room
Date to be confirmed	B3	14:00–16:00	2h00	13:45	16:00	EAD — Virtual Room
Date to be confirmed	B4	16:30–17:50	1h20	16:15	17:50	EAD — Virtual Room
Date to be confirmed	B1	08:20–10:20	2h00	08:05	10:20	EAD — Virtual Room
Date to be confirmed	B2	10:50–12:50	2h00	10:35	12:50	EAD — Virtual Room
Date to be confirmed	B3	15:20–16:40	1h20	15:05	16:40	EAD — Virtual Room
Date to be confirmed	B4	17:00–19:10	2h10	16:45	19:10	EAD — Virtual Room
Date to be confirmed	B1	09:20–10:40	1h20	09:05	10:40	EAD — Virtual Room
Date to be confirmed	B2	11:00–12:20	1h20	10:45	12:20	EAD — Virtual Room
Date to be confirmed	B3	13:30–15:30	2h00	13:15	15:30	EAD — Virtual Room

The sum of the blocks above corresponds to 18 hours and 50 minutes of current scientific-academic workload. Registration, coffee breaks, meals, ceremonies, awards and institutional announcements are not included in this certifiable-hours matrix.

Article 11 — Standard procedure at the start of each block

- The Supervisor must position the team and scanners at the control point at least 20 minutes in advance.
- The Technology Team must verify battery, connectivity, device clock, block code and offline capability before check-in opens.
- The agent must select the correct block on the device and visually confirm the date and time before the first scan.
- The participant presents their credential; the agent scans it and checks for visual or audible confirmation of a valid record.
- If a credential is invalid, duplicated or blocked, the participant is directed to the Attendance Desk without interrupting the main queue.
- When requested, the participant presents photo identification for verification.

Article 12 — Standard procedure at the end of each block

- Agents must be positioned at exits before the final certifiable activity in the block ends.
- Participants must check out when leaving the block. The system records the actual departure time.
- Early departure is recorded normally and ends time counting at that time, with no additional penalty beyond the corresponding reduction in minutes.
- After the main flow, the agent checks whether synchronization is complete or records remain pending.
- The Supervisor records queues, outages, schedule changes or other incidents that may affect calculation.

Article 13 — Internal validation during a block

To reduce the risk of attendance records without actual continued presence, the organization may conduct random checks during each block, including visual credential checks, room counts, sample intermediate scans or attendance validation during transitions between lectures.

Intermediate validation does not automatically replace check-in and check-out, but may serve as supplementary evidence when investigating inconsistencies.

Article 14 — Parallel activities, workshops and separate rooms

Parallel activities must have their own identifiers and control points. Participants must register entry to and exit from the room they actually attend.

§ 1. The system or audit must block or flag records that are temporally incompatible across rooms.

§ 2. Workshops or practical sessions requiring 100% attendance may use their own check-in, intermediate checks and check-out, independently of the general program matrix.

§ 3. The same time interval may not be counted twice between the general program and a parallel activity or workshop.

Article 15 — Internet unavailability

Control devices should preferably operate offline, locally storing the participant identifier, activity, date, time, record type and device identifier for later synchronization.

§ 1. In offline mode, the team will continue recording attendance normally and mark the incident in the contingency log or digital form.

§ 2. Synchronization must take place as soon as the connection is restored and, whenever possible, before provisional daily closing.

§ 3. Device clocks must be synchronized in advance with the official time adopted by the organization. Manual clock changes are restricted to the Technology Team and must be recorded in a log.

Article 16 — Complete failure of the system or scanners

If electronic scanning is impossible, the block's Official Contingency List will be activated. It must be printed or generated in advance and contain the participant identifier, name, check-in and check-out fields, signature or initials, and fields for agent validation.

§ 1. The list must be controlled by at least two identified team members, who record the start and end of the contingency.

§ 2. Check-in and check-out must be recorded with times. A signature without a time reference does not guarantee full workload credit.

§ 3. Contingency data will later be entered by one operator and checked by a second operator or Supervisor before consolidation.

§ 4. The original paper list must be archived with the daily report; it may not be replaced by a copy without preserving the original.

Article 17 — Individual scanning failure

If a credential cannot be scanned, the agent must try once more, visually check the code and, if necessary, direct the participant to the Attendance Desk for a search by identifier or name.

The Desk may create an Attendance Incident Record stating the participant, block, time, reason, available evidence and agents involved. An incident record does not automatically constitute attendance; it initiates the validation process.

Article 18 — Missing check-in or check-out

A block with only one of the required records will remain PENDING until reviewed. Full workload will not be presumed.

Supplementary evidence may include scanner logs, offline queues, intermediate records, an incident report signed by an agent, room-control records, contingency lists and other official records produced by the organization.

A photograph, messaging-app message, social media post or unilateral statement by the participant will not, on its own, constitute sufficient evidence to add retrospective academic hours.

Article 19 — Deadline for reporting inconsistencies

Participants must report a recording failure as soon as they notice it and, preferably, before leaving the event venue. The following maximum ordinary review deadlines apply:

Date of incident	Ordinary appeal deadline
Incident on April 23, 2027	By 12:00 noon on April 24, 2027
Incident on April 24, 2027	By 12:00 noon on April 25, 2027
Incident on April 25, 2027	By 12:00 noon on April 26, 2027

Later requests may be reviewed only before final certificates are issued and only if supported by sufficient objective evidence, at the discretion of the Secretariat and Academic Coordination.

Article 20 — Automated and manual audit

The Academic Secretariat and Technology Team must conduct daily consistency checks, including at least:

- Duplicate records within incompatible intervals
- Simultaneous presence in different rooms
- Check-out earlier than check-in
- Times outside the physical event window
- Credentials with an abnormal number of attempts
- Manually entered records without justification
- Blocks with only one scan
- Devices with clock discrepancies or pending synchronization

Article 21 — Provisional daily closing

After each day’s program ends, the Secretariat must generate a provisional closing of records, preserving the appeal period established above.

The provisional report must show total participants, valid records, pending items, incidents, contingency records, manual adjustments and pending synchronizations. The Attendance Supervisor and a representative of the Academic Secretariat must initial or electronically validate the report.

Whenever technically available, exported files must receive a version identifier and an integrity hash or equivalent mechanism, demonstrating that the file later audited is the same file closed at that time.

Article 22 — Final closing and locking of changes

After the ordinary appeal period has expired and known incidents have been reviewed, the Secretariat will finalize each day’s records. Later changes may be made only by formal decision of Academic Coordination, recording the reason, user, date, time, previous data and corrected data.

No door agent or technology operator may independently change a record that has already been locked.

Article 23 — Final consolidation for certification

After all three days, the Secretariat will add the valid minutes from all blocks for each participant, deducting overlaps and unvalidated incidents. The result will constitute the participant’s individual workload for the general program.

For the General Certificate, the operational minimum established by the Academic Regulation is 850 minutes, equivalent to 14 hours and 10 minutes under the current 18h50 schedule.

The certificate will state the individual workload actually documented. Participants who meet the minimum threshold will not automatically receive a certificate for all 18h50.

Article 24 — Minimum records to be retained

The attendance documentation set must include, as applicable: participant registration, credential identifier, check-in and check-out logs, contingency lists, incident records, audit reports, closing versions, correction decisions and the final database used to issue certificates.

Data will be processed only for purposes compatible with event organization, security, auditing and certification, with access restricted to authorized roles. The public certificate-validation page must disclose only data necessary to confirm authenticity.

Article 25 — Suspected fraud

Evidence of credential sharing, forgery, attempted remote attendance registration or attendance manipulation must be preserved and referred to the Academic Secretariat and Academic Coordination.

The organization may provisionally block a record or certificate until the review is complete, ensuring that no academic hours are credited on the basis of evidence deemed invalid.

Article 26 — Team training

All agents involved in attendance control must receive training before the event begins. Training must cover scanner use, queue flow, credential verification, offline contingency, participant assistance, data protection, incident recording, fraud prevention and emergency procedures.

The organization must archive the list of agents who completed training.

Article 27 — Final provisions

Omitted cases will be decided by Academic Coordination, after consultation with the Academic Secretariat and, when necessary, the Technology Team or Attendance Supervisor.

This SOP takes effect upon institutional approval and remains applicable to PACAM 2027 until the certification process is complete. It may be formally revised whenever the schedule, control system or operational methodology changes.

APPENDIX I — ATTENDANCE INCIDENT RECORD

Minimum template for documenting an individual failure, contingency, queue, lost credential or other situation that may affect attendance calculation.

Field	Entry
Incident number	
Date	____ / ____ / _____
Time	
Participant	
ID / registration number	
Block / activity	
Type	[ ] Scan failure [ ] System offline [ ] Credential [ ] Queue [ ] Other
Description	
Official evidence reviewed	
Responsible agent	
Supervisor	
Decision	[ ] Validated [ ] Partial [ ] Denied [ ] Pending
Minutes recognized	_____ minutes

APPENDIX II — CONTROL-POINT OPENING CHECKLIST

- [ ] Device charged and identified.
- [ ] Device clock checked.
- [ ] Correct date, block and room selected.
- [ ] Connectivity tested and offline mode available.
- [ ] Contingency list available.
- [ ] Agents identified and positioned.
- [ ] ENTRANCE / CHECK-IN and EXIT / CHECK-OUT signs installed.
- [ ] Queue flow arranged without obstructing emergency exits.
- [ ] Contact channel with the Supervisor and Technology Team tested.

APPENDIX III — BLOCK / DAY CLOSING CHECKLIST

- [ ] Scanners synchronized or offline queues recorded.
- [ ] Open incidents identified.
- [ ] Contingency lists collected and signed.
- [ ] Duplicates and overlaps flagged.
- [ ] Record report exported.
- [ ] File version recorded.
- [ ] Backup stored in an authorized institutional location.
- [ ] Supervisor and Secretariat validated provisional closing.
- [ ] Pending items referred for a decision before final closing.

APPENDIX IV — MINIMUM ELECTRONIC LOG FIELDS

- Internal participant ID
- Event ID
- Activity or block ID
- Event type (IN / OUT / MANUAL / CONTINGENCY)
- Timestamp
- Device or station ID
- Agent ID, where applicable

- Online/offline mode
- Synchronization status
- Reason and approvers for manual changes, if any

APPENDIX V — SUGGESTED OPERATIONAL CODES

Code	Situation	Treatment
OK	Valid electronic record	Count according to recorded time.
PEND-1	Check-in only	Await supplementary evidence.
PEND-2	Check-out only	Await supplementary evidence.
OFF	Offline record	Synchronize and audit before closing.
MAN	Authorized manual record	Require justification and dual validation.
CON	Contingency list	Enter data and have a second responsible person verify it.
OVR	Overlapping activities	Block double counting and review.
FRA	Suspected fraud	Provisionally block and refer for review.
INV	Invalid record	Do not count.