

APPLICATION FORM FOR MICE¹ PILOT EVENTS

A. INSTRUCTIONS

A joint application including an event itinerary and event proposal must be submitted by the person (including business entities) that provides, in the course of business, the organising of **events (i.e. the Event Organiser)** and the person that provides, in the course of business, of rooms or space at a function centre or the supply of facilities for the operation or conduct of events (**e.g. the Event Venue**) (**collectively “EOs”**) to the Singapore Tourism Board (“STB”) for assessment.

EOs must submit the following documents at least 1 month prior to the commencement of each MICE event to secb@stb.gov.sg. Please note that STB and MTI may take up to 14 business days to assess each application.

1. Completed application form (Sections B – D of this form)
2. Detailed event itinerary² of the event for all attendees. If the event itinerary differs for different zones³ and cohorts⁴, EOs would need to detail the itineraries and movements for each zone and cohort. Should there be changes to the approved event itinerary, EOs are required to inform STB at least 3 days in advance for further review.
3. Event proposal detailing the SMMs that the EOs would be implementing for the event across the pre-event, operations and post-event phases. The event proposal should include floorplans, layouts, seating arrangements, movement flow plans, images and key descriptors on how the desired outcomes and SMMs under STB’s Safe Business Events (SBE) Framework can be met. The SMMs proposed should cover all the touchpoints of the event itinerary.

¹ MICE events: Exclude work-related events targeted at an internal audience (including employees), such as internal conferences and seminars, corporate retreats, Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs).

² Event itinerary must include details on the timing and location of the business event, pre or post event social functions, team-building activities, sightseeing tours, free-and-easy components, any other activities that involve prolonged physical interaction between individuals

³ Zone refers to the attendees at one event space (e.g. function room).

⁴ Cohort refers to a portion of the attendees of a zone who are allowed to intermingle with one another in person. Attendees from different cohorts must avoid intermingling with each other.

B. APPLICANTS' DETAILS

1.	Registered Name of Event Organiser: UEN of Event Organiser: Event Organiser's Address:	
2.	Registered Name of Event Venue: UEN of Event Venue: Event Venue Address: Please add additional rows if there are more than 1 event venue proposed	
3.	Name of Lead Officer (to be jointly appointed by event organiser and event venue):	
4.	Designation of Lead Officer:	
5.	Contact no. of Lead Officer:	
6.	Email Address of Lead Officer: <i>(application outcome will be sent to this email)</i>	
7.	Remarks, if any:	

C. EVENT DETAILS

Please provide the details of the event using the table below. All fields are mandatory.

Event Name			
Event Date	DD-MM-YYYY to DD-MM-YYYY		
Event Owner/ End Client Organisation (i.e.: Name of End Corporate Client; International Association, etc.)			
Name of Contact Person (End Client Organisation)			
Contact Details			
Event Description (to provide information where available) Event description (e.g., background, stature, relevance to the sector/industry, impact to local/regional/international sector) Target attendee profile (e.g. distributors, top performers, firm partners) Profiles of key participating companies			
Number of Attendees Expected (local and foreign) and Source Market of Foreign Attendees	Number of local attendees	E.g. 20	
	Number of foreign attendees	Eg: 20	
	Source of countries/ cities of origin of foreign attendees (please breakdown)	E.g. 10 from Shanghai, 10 from Tianjin	
	Total number of attendees	E.g. 40	
Estimated project costs E.g. Professional services, content development, marketing, social / networking, venue costs			
Is the event held primarily in an enclosed, indoor space?	Choose an item.		

RESTRICTED, SENSITIVE (NORMAL)

If so, please provide details		
Is there a significant number of high-risk participants (e.g. seniors or individuals with underlying chronic medical conditions)?	Choose an item.	
If so, please provide details		
Overall capacity limits: For venues where the total attendee-accessible floor area ⁵ reserved for use for all event spaces exceeds 930sqm, please provide details of any other concurrent events	Number of concurrent events at event venue over the same duration	
	Total number of attendees estimated at event venue over the same duration	
Is consent given for STB to conduct content capture of the event and feature the event for the purposes of future case studies and publicity?	Choose an item.	

⁵ Total attendee-accessible floor area refers to the overall event facility demarcated for use by events including meeting/ convention/ function room areas and any common facilities such as walkways, reception areas within the event facility. The demarcation should be marked clearly.

D. DECLARATION

I declare that I am duly authorised to make this application on behalf of the Event Organiser / End Client / Event Venue.

I declare that the information as set out in this application is, to the best of my knowledge, complete and correct; and that all documents I have submitted or shall submit in support of this application are, to the best of my knowledge, complete and correct.

Event Organiser	
Name: Designation: Date:	Signature:

End Client	
Organisation: Name: Designation: Date:	Signature:

Event Venue	
Event venue: Name: Designation: Date:	Signature: