



# INNOTECH

## TERMS OF REFERENCE





# INTRODUCTION



Rapid technological advancements have fundamentally altered our approaches to life and business. Innovations have become deeply integrated into our daily routines, continually reshaping how we learn, work, and communicate. Consequently, it is essential to stay informed about these **technological advancements** to leverage their potential and enhance our quality of life and productivity.

This is particularly important for undergraduate students pursuing degrees in **management**, **information systems**, and **informatics**. Aspiring graduates must keep pace with the latest developments, understand their practical applications within companies, and gain insights into operational dynamics in professional settings. Mastering these aspects will deepen their knowledge and equip them for future career opportunities.

To provide students with a practical learning experience and expose them to the professional environment, the Student Associations of **Management Study Program**, **Student Associations of Information Systems Study Program**, and **Student Associations of Informatics Study Program of UPH Medan** have collaborated to organize an event titled "**InnoTech**." This initiative aims to provide students with the opportunity to visit **prestigious companies** and **universities** in **Singapore**, allowing them to gain comprehensive insights into the corporate world. Through this event, students can observe industry best practices, understand corporate culture, and develop a better understanding of the professional environment, preparing them for their future careers.

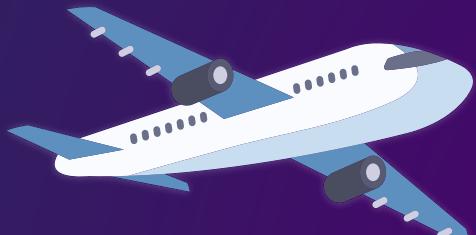


# EVENT PURPOSE



The purposes of this event are as follows:

1. To **inspire** participants by granting them opportunities to observe the operations and practices of overseas companies.
2. To **introduce** participants to prominent and leading companies based in Singapore, fostering industry exposure and networking opportunities.
3. To **equip** participants with comprehensive insights into the professional environment, work culture, and day-to-day experiences of working at prestigious companies.
4. To **provide** participants with a real-world perspective on the dynamics, challenges, and rewards associated with careers at esteemed organizations, empowering them to make informed career decisions.



# EVENT OVERVIEW

INNOTECH



# FORMS OF ACTIVITIES AND FACILITIES

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InnoTech will be held from **July 29 2024 to August 1 2024** for a total of **4 days** and **3 nights** in **Singapore**. Activities done in the company will include touring the company, learning about the history of the company, learning about the departments, and jobs at the company.

- **Registration**

Registration will open from **June 17 2024** to **June 30 2024**. All the participants are asked to upload required documents, such as passport scans, ID card scans, proof of deposit, and CV in pdf format.

- **Technical Meeting**

A technical meeting will be held on **July 1, 2024**, which aims to inform participants about this program's terms and conditions.

## DAY 1

- **Kualanamu Airport to Changi Airport**

The participants and committee members are required to arrive at Kualanamu International Airport. Initially, the facilitators will verify the presence of all participants. Following this, the committee members and participants will check in their tickets and boarding passes and proceed through immigration. Upon arrival at their destination, participants should ensure they have collected all their belongings before moving on to the next stop.

- **Changi Airport to Hotel**

Upon arriving in Singapore, all committee members and participants will proceed to the hotel to check in and place their luggage in their assigned rooms. Each room will accommodate two individuals of the same gender to prepare for the next activity.

# FORMS OF ACTIVITIES AND FACILITIES

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- **Hotel to Merlion and Esplanade Area**

After preparation, the committees and participants will visit Merlion, the iconic symbol of Singapore. Then, they will move on to the Esplanade area.

- **Esplanade to Hotel**

Upon returning to the hotel, participants will have a break to freshen up by bathing, eating, or resting. Participants are allowed to go anywhere as long as they have permission from their facilitators and return before 22:00 SST.

## DAY 2

- **Hotel to Company #1**

Participants are expected to have breakfast at the hotel by 07:00 SST and assemble in the hotel lobby by 08:00 SST to depart for Company #1. The travel time to the company is approximately 30 minutes, with the visit scheduled from 08:40 SST to 12:00 SST. In Company #1, participants will learn about the way employees do their work, the history and the condition of the company, the benefit of the employees, and more. At the end of the event, the committees will present the company with gifts and take pictures. Subsequently, participants will have an hour for lunch around the area of Company #1.

- **Company #1 to Temasek Polytechnic**

The next destination is Temasek Polytechnic. During this main event, participants will have the opportunity to immerse themselves in the atmosphere of the campus and engage in comparative studies. They will learn about and experience the environment at Temasek Polytechnic.

- **Temasek Polytechnic to Hotel**

After the trip to Temasek Polytechnic, all committee members and participants will return to the hotel for a break. Participants are allowed to go anywhere as long as they have permission from their facilitators and return before 22:00 SST.

## DAY 3

- **Hotel to URA Gallery**

Participants are expected to have breakfast in the hotel at 07:00 SST and must have assembled in the hotel lobby at 08:00 SST to board the bus to Company #2. The approximate travel time is 30 minutes and the estimated visit time is 08:40 SST to 12:00 SST. During this main event, participants will learn about Singapore's history and future plans. Participants will be given an hour to have lunch around the area.

- **URA Gallery to Company #2**

In Company #2, participants will learn about the way employees do their work, the history and the condition of the company, the benefits of the employees, and more. At the end of the event, the committees will present the company with gifts and take pictures.

- **Company #2 to Company #3**

In Company #3, participants will learn about the way employees do their work, the history and the condition of the company, the benefits of the employees, and more. At the end of the event, the committees will present the company with gifts and take pictures.

- **Company #3 to Hotel**

Upon returning to the hotel, participants will have a break to freshen up by bathing, eating, or resting. Participants are allowed to go anywhere as long as they have permission from their facilitators and return before 22:00 SST.

## DAY 4

- **Hotel**

Participants will enjoy breakfast and assemble at the hotel's lobby. They will have the opportunity to select their preferred destinations in groups, accompanied by their facilitator. However, these chosen destinations must be registered and approved by the responsible committee. All expenses incurred for these excursions, including fees, must be covered by the participants and their facilitators.

- **Back to the Hotel and Ride to Changi Airport**

Participants are required to return to the hotel's lobby before the specified time. Upon arrival, they will proceed to pack their belongings, take a shower, and prepare for check-out. Subsequently, both participants and committee members will travel to Changi Airport.

- **Changi Airport to Kualanamu Airport**

At Changi Airport, participants will undergo ticket, luggage, and boarding pass checks. Following this, they will proceed to immigration and wait at the gate for their flight back to Kualanamu Airport. Upon arrival, participants will report to the committees and will then be permitted to return home.



# TARGET PARTICIPANTS



The target participants for InnoTech consist of a maximum of 30 students from Management, Information Systems, and Informatics Study Program, along with 13 committees from the respective student associations. Additionally, there will be members from the Student Representative Board, as well as the Department Chair of Management Study Program of UPH Medan Campus, the Department Chair of Information Systems Study Program of UPH Medan Campus, and the Department Chair of Informatics Study Program of UPH Medan Campus. Participation in this event is limited to active students enrolled between the intake years 2021 and 2023. It's important to note that attendance at this event is voluntary, and slots will only be provided to participants who meet the specified criteria.



# TIME & PLACE



## DAY 2

- **First Trip**

Day, Date : Tuesday, 30th July 2024

Time : 09.00 SST - 11.00 SST

Place : Company #1, Singapore

## DAY 3

- **First Trip**

Day, Date : Wednesday, 31st July 2024

Time : 12.00 SST - 14.00 SST

Place : Company #2, Singapore

- **Second Trip**

Day, Date : Wednesday, 31st July 2024

Time : 14.30 SST - 16.30 SST

Place : Company #3, Singapore



# CLOSING



Thus, we have compiled these Terms of Reference and conveyed them to the relevant parties for the smooth preparation and continuity of the **InnoTech event**. For further information and data submission, please send it via **email to HMPSM UPH Medan Campus ([hmpsm.uphmc@uph.edu](mailto:hmpsm.uphmc@uph.edu))** or contact **Cleon Dai Kumuda Aulia (+6287766496245)**. Thank you for your attention and support. God bless!



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