



International Innovation Summit (IIS) 2019 & International Innovation Awards (IIA) 2019

This manual contains important information is needed during the events.

1. Additional Seats

Should you need any additional seats for either of the events, do let us know by **28 November 2019, Thursday. *T&C applies and subject to availability**

2. Accommodation

If you wish to stay at Resorts World Sentosa (RWS), an **exclusive form** is attached with the **special rate**.

Please fill up the form and send straight to : groups@rwsentosa.com, the reservation team will send the confirmation letter directly to your email.

Kindly note that reservation is subject to room availability.

3. Flights to Singapore

Fly with our official airline partner Singapore Airlines to receive special rate by using the code: **INNOVATION**

Link to purchase: https://www.singaporeair.com/en_UK/promocode/

4. Getting to RWS

Please follow this link and select "Resorts World Convention Centre" and select your method of transport to the venue : <https://www.rwsentosa.com/en/getting-here>



International Innovation Summit (IIS) 2019

Ballroom East 1 & 2, Basement 2, Resorts World Convention Centre, Singapore
4 December 2019, Wednesday (8.00am onwards)

1. Dress Code: Business Smart

2. Registration:

- Registration will begin at **8.00am** and the Summit will begin at 9.00am sharp.
- Kindly note that only **ONE (1)** representative per company is required to register.
- Due to our paperless policy, the representative may register by providing the name of their organisation and their business card.
- Upon registration, you will receive a lanyard from the booth before entering the hall.
- If your passes are **VIP**, kindly note that there will be a priority lane for registration, and seating arrangements will be in the front row. There will also be an exclusive networking session with the speakers & VVIP Guests from 1.45pm - 2.15pm (limited to **2 person per company**)



International Innovation Awards (IIA) 2019

Ballroom East 1 & 2, Basement 2, Resorts World Convention Centre, Singapore
4 December 2019, Wednesday (6.30pm onwards)

1. Dress Code: Black Tie/ Evening Gown/ Traditional Outfit

2. Registration:

- Registration will begin at **6.30pm**
- Kindly note that only **ONE (1)** representative per company is required to register.
- Due to our paperless policy, the representative may register by providing the name of their organisation and their business card.
- Upon registration the representative will be informed on their table number.

3. Trophy Presentation:

Once the Emcee announces the name of your organization and your Winning Entry, your 40 second-video will be played on screen. Upon completion of the video, the Emcee will prompt the representative from your organization to come on stage to receive the trophy, ushered by our team.

Kindly note that a maximum of **THREE (3) representatives from your organisation is allowed to receive the trophy on stage*

4. Interview:

Once the stage photos have been taken by our Official Photographers, your representative will be led by our ushers to the Photowall outside the event hall. Here more photos will be taken and an interview will be conducted by our in-house media team.

For your easy reference, here are some of the questions that may be asked:

- 1) What does winning this award mean to your company?*
- 2) What is the most unique selling point of your innovation?*
- 3) What are your future innovation plans?*



5. Group Photo:

At the end of the evening, there will be a Group Photo session for all Awardees. Kindly ensure you stay on till the very end of the event as the photo will be used for all media publications.

** Limited to **ONE (1)** representative per trophy for each winning programme on stage.*

6. Collection of Trophy Box, Certificate & Additional Publication Materials:

After the event has concluded, kindly collect the Winner's Certificate and/or Trophy Box & Extra Publications materials at the counter outside the ballroom with the **redemption coupon** (which will be handed over during registration).