**Application Form for MICE[[1]](#footnote-1) PILOT events**

1. **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](mailto: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 – E of this form)
2. Detailed event itinerary[[2]](#footnote-2) of the event for all attendees. If the event itinerary differs for different zones[[3]](#footnote-3) and cohorts[[4]](#footnote-4), 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 in Section E can be met. The SMMs proposed should cover all the touchpoints of the event itinerary.
4. **APPLICANTs’ DETAILS**

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| 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:  *(application outcome will be sent to this email)* |  |
| 7. | Remarks, if any: |  |

1. **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. |
| 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]](#footnote-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. |

1. **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.

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| --- | --- |
| Event Organiser | |
| Name:  Designation:  Date: | Signature: |

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

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

1. **checklist on Safe Management Measures (SMMs) for the piloting of mice events**

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| **Key Outcome 1: Implement infection control measures before and after event** | | |
| S/N | SMM | Please indicate which part of the event proposal demonstrates that the SMM is met |
| S/N 1- 3 below applies in the event that there are foreign attendees | | |
| 1. | EOs must arrange pick up for all foreign attendees by private transport upon arrival at Changi Airport and between the locations within the event itinerary. |  |
| 2. | Organise a pre-departure briefing for foreign attendees approved under the green / fast lane or air travel pass arrangements. |  |
| 3. | Ensure that all foreign attendees adhere to the requirements of green / fast lane or air travel pass arrangements[[6]](#footnote-6). |  |
| 4. | Ensure that all attendees download, complete the registration, and keep the TT app activated. Alternatively, local attendees can collect a TT Token from the community centres in their constituency when it’s available. Attendees who do not have the TT app or the TT Token will still be allowed entry to the event by using their NRIC/FIN/Passport details to check in SafeEntry at the event before the full implementation of TraceTogether-only SafeEntry. After TraceTogether-only SafeEntry is fully implemented at a later date, the use of the TT app or TT Token only will be required for SafeEntry check-in to the event. The TT app is available on Apple, Google and Huawei app stores for all countries. |  |
| 5. | Ensure that all attendees are aware of the SMM requirements prior to the event. EOs are to develop a signage plan and implement signs reminding attendees to practise safe distancing and good hygiene practices at the event. |  |
| 6. | EOs are required to submit 2 post-event reports to STB. The first report must be submitted 1 day after the end of the event. The second report must be submitted 14 days after the end of the event (ie on the 15th day). |  |
| 7. | Remind foreign attendees to activate their TT app for the duration of the event, and while they are in Singapore. |  |
| 8. | Remind all attendees at the end of the event to monitor their health for COVID-19 symptoms[[7]](#footnote-7) for 14 days and to request all attendees to report to EOs within this period if any of them has displayed the symptoms, and encourage them to test for COVID-19 if they do have any such symptom. |  |
| 9. | Any other SMMs that EOs would like to propose |  |

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| **Key Outcome 2: Limit overall density of persons, especially in enclosed areas** | | |
| S/N | SMM | Please indicate which part of the event proposal demonstrates that the SMM is met |
| 1. | Design and configure the space such that attendees and EO staff (which includes contractors) maintain at least 1m spacing between individuals at all times |  |
| 2. | Ensuring attendees and staff maintain at least 1m spacing between individuals at all times |  |
| 3. | Ensure that event meets operating capacity of 8sqm per attendee where the total attendee-accessible floor area[[8]](#footnote-8) reserved for use for all event spaces exceeds 930sqm. |  |
| 4. | Implement solutions to monitor and control the operating capacity within the event venue to ensure capacity does not exceed the allowable operating capacity |  |
| 5. | Implement a one-way traffic flow at the event space as well as exclusive entry and exit points for each zone, where practicable. |  |
| 6. | Identify hotspots for potential bunching (e.g. entry/exit points, toilets) and propose a control mechanism to prevent/disperse crowds (e.g. frequent reminders over public announcement system, staff to manually disperse crowds, provision of visual markers for safe distancing). |  |
| 7. | Any other SMMs that EOs would like to propose |  |

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| **Key Outcome 3: Limit opportunities for and number of close contacts between individuals (incl. attendees and staff)** | | |
| S/N | SMM | Please indicate which part of the event proposal demonstrates that the SMM is met |
| 1. | Limit number of attendees in each zone to ≤ 50 pax (excluding EO staff) at any one time, and to ≤20 pax within each cohort. Within each cohort and zone[[9]](#footnote-9), individuals must continue to maintain at least 1 metre spacing between individuals at all times. |  |
| 2. | Maintain composition of individuals within each cohort throughout the event with no intermingling allowed[[10]](#footnote-10) between cohorts at any time. EO staff attached to each cohort must also avoid intermingling with attendees or EO staff of other cohorts at any time. |  |
| 3. | Limit the number of unmasked speakers to be ≤10pax at any one time with at least 1 metre spacing between the unmasked speakers at all times. Ensure no intermingling between the unmasked speakers and attendees during the event proceedings. |  |
| 4 | In the event that the unmasked speakers are from different cohorts/zones, they must be seated at least 2 metre apart on stage during the event proceedings. |  |
| 5. | Implement a safe distance of at least 3 metre between the stage and the audience. If the stage height places speakers at a higher vantage point, it is encouraged for the safe distance of more than 3 metre to be implemented between audience and speakers as the trajectory of droplets projection would likely be further. Venues without a clearly defined stage area should have floor markings to demarcate the 3 metre boundary. |  |
| 6. | During networking sessions, food and drinks should not be served to and/or allowed to be consumed by attendees. Removal of masks when consuming food and drinks, combined with individuals speaking to each other, increases risk of transmission. |  |
| 7. | For all meals and other scenarios where individuals are permitted to remove their masks (with the exception of outcome 3, point no. 3), the following shall apply:   1. The number of attendees in each group must not exceed 8; 2. The composition of each group of 8 attendees must be maintained throughout the MICE event; 3. Each group of 8 attendees must not intermingle with any individual of another group; and 4. All attendees and staff must maintain at least 1 metre distance between individuals at all times. |  |
| 8. | Where approval has been given for events with multiple zones:   * + 1. Stagger the movement of attendees to/from each zone to ensure that attendees of each zone will not meet attendees from other zones and     2. Cordon off or otherwise physically segregate the zones. Ensure that a solid partition with height of at least 1.8m is used to segregate attendees of different zones. In the event that a solid partition is not practicable, ensure that other physical barriers such as queue poles or cones are used to clearly demarcate at least 3m spacing between zones. |  |
| 9. | Arrange for attendees to register online, print their name badges, and assemble their name badges and lanyards in advance of the event, where reasonably practicable. Utilise technology where reasonably practicable to enable touch-less interactions e.g. e-registrations, e-ticket sales, e-forms, e-declarations. |  |
| 10. | For events with sightseeing tours, save that the EO must ensure that there is a distance of at least 1 metre between attendees at all times, EOs must ensure plans are in line with the latest advisory from STB[[11]](#footnote-11) |  |
| 11. | Any other SMMs that EOs would like to propose |  |

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| **Key Outcome 4: Ensure a safe and clean environment for employees and attendees** | | | |
| S/N | SMM | Please indicate which part of the event proposal demonstrates that the SMM is met | |
| 1. | Adhere to prevailing sanitation and hygiene measures published by NEA[[12]](#footnote-12) and SG clean sanitation and hygiene measures[[13]](#footnote-13) |  | |
| 2. | Adhere to prevailing workplace measures published by MOM[[14]](#footnote-14) |  | |
| 3. | Develop and implement a detailed cleaning and disinfecting plan and schedule. Ensure event spaces and common areas are cleaned and disinfected before and after use, including high-touch areas such as tables, chairs, handrails, door handles, interactive kiosks and lift buttons. |  | |
| 4. | No sharing of equipment by speakers (e.g. microphones etc.) If unavoidable, equipment should be cleaned/ disinfected after every use. |  | |
| 5. | Provide at all times easily accessible disinfecting agents like hand sanitisers, disinfectant sprays, paper towels and wipes for the free use of attendees and staff at event spaces, including near high-touch surfaces such as handrails, door handles, interactive kiosks and lift buttons. |  | |
| 6. | Ensure attendees and staff are screened[[15]](#footnote-15) for COVID-19 symptoms before they are allowed to enter the event venue or any premises. Ensure entry is refused to any individual that refuses to comply with or fails the screening, or is known to be subject to a quarantine order or stay-home notice. |  | |
| 7. | Ensure the deployment and use of contact tracing measures and SafeEntry check-in for entry into and exit from the event venue or any premises in the event itinerary (including an event hall, a meeting room or a function room). For all MICE events, a special SafeEntry QR code that requires the TT App or TT Token to check-in will be deployed. |  | |
| 8. | Where meals or where F&B services are provided, ensure that this is not provided via self-service buffet, where queues or clustering could be formed. Save that the EO must ensure that there is a distance of at least 1 metre between attendees at all times, please refer and adhere to ESG’s latest guidelines for F&B establishments[[16]](#footnote-16) |  | |
| 9. | Ensure queue markers with at least 1 metre spacing between individuals are implemented where queues are expected e.g. at registration counters. Ensure all seats that are not fixed to the floor are spaced at least 1 metre apart, and alternate seats that are fixed to the floor are demarcated as seats not to be occupied. |  | |
| 10. | Any other SMMs that EOs would like to propose |  | |
| **Key Outcome 5: Prepare for any emergencies relating to COVID-19** | | | |
| S/N | SMM | | Please indicate which part of the event proposal demonstrates that the SMM is met |
| 1. | Appoint a clear decision-making authority within the EO and an agreed procedure to modify, restrict, postpone or cancel the event if the prevailing COVID-19 situation worsens. | |  |
| 2. | Appoint a lead officer, who may be the SMO, to oversee the development and implementation of the SMM plans, liaise with STB for review, and ensure awareness and compliance of SMMs throughout event. | |  |
| 3. | Develop and implement responses to situations such as handling attendees or staff who are found to display COVID-19 symptoms, seeking medical treatment for any such attendees (e.g. determining nearest medical facilities and opening hours), coordinating information flow with all relevant parties (e.g. who to contact, how to facilitate contact tracing, informing the relevant authorities, and dealing with external communications), and handling uncooperative attendees. | |  |
| 4. | Ensure detailed procedures are developed and implemented in the event any attendee or EO staff is found to display COVID-19 symptoms (e.g. isolating the individual in a safe area, closing off affected sections/areas, cleaning and disinfecting potentially contaminated surfaces, establishing a protocol for proper waste management, especially biohazardous waste). | |  |
| 5. | Inform STB immediately of any attendee (whether local or foreign) or EO staff confirmed to have COVID-19 (up to 14 days after attending the event). | |  |
| 6. | Refer and adhere to NEA latest guidelines for environmental cleaning and disinfection of areas exposed to confirmed case(s) of COVID-19 in non-healthcare premises[[17]](#footnote-17) | |  |
| 7. | Providing training for staff to ensure they are able to respond to situations and carry out procedures relating to COVID-19. | |  |
| 8. | Any other SMMs that EOs would like to propose | |  |

1. MICE events refer to Business-to-Business (B2B) events such as Meetings, Incentive travel, Conferences and Exhibitions. Events that are substantially recreational or social in character, such as company D&Ds, networking events or gala dinners, do not fall within the MICE events contemplated here and are currently not permitted. [↑](#footnote-ref-1)
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 [↑](#footnote-ref-2)
3. Zone refers to the attendees at one event space (e.g. function room). [↑](#footnote-ref-3)
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. [↑](#footnote-ref-4)
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. [↑](#footnote-ref-5)
6. Please refer and adhere to Immigration & Checkpoints Authority’s (“ICA”) Terms and Conditions at <https://safetravel.ica.gov.sg> [↑](#footnote-ref-6)
7. COVID-19 symptoms are fever, coughing, sneezing, breathlessness, a runny nose, or losing the sense of smell. [↑](#footnote-ref-7)
8. 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. [↑](#footnote-ref-8)
9. Transient intermingling at common walkways, entry and exit points, lift lobbies and toilets are allowed. EOs must implement a detailed cleaning and disinfecting schedule and ensure event spaces and common areas including high-touch areas are cleaned regularly. [↑](#footnote-ref-9)
10. Transient intermingling at common walkways, entry and exit points, lift lobbies and toilets are allowed. EOs must implement a detailed cleaning and disinfecting schedule and ensure event spaces and common areas including high-touch areas are cleaned regularly. [↑](#footnote-ref-10)
11. Please refer and adhere to STB’s latest guidelines for SMMs for tours at <https://www.stb.gov.sg/content/stb/en/home-pages/advisory-for-tours.html> [↑](#footnote-ref-11)
12. Please refer and adhere to the latest advisory from NEA at <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines> [↑](#footnote-ref-12)
13. Please refer and adhere to the latest SG Clean MICE Venues checklist at <https://www.sgclean.gov.sg/join/for-owners/assessments/#mice> [↑](#footnote-ref-13)
14. Please refer and adhere to MOM’s latest requirements for SMMs for the workplace at <https://www.mom.gov.sg/covid-19/requirements-for-safe-management-measures> [↑](#footnote-ref-14)
15. Screening for COVID-19 symptoms must comprise taking the temperature and a visual check (without physical contact) of the individual to see if the individual is coughing, sneezing, breathless, or has a runny nose. [↑](#footnote-ref-15)
16. Please refer and adhere to ESG’s latest guidelines for F&B establishments at <https://www.enterprisesg.gov.sg/-/media/esg/files/media-centre/media-releases/2020/jun-2020/fnb-advisory_16-june-2020/safe-management-measures-for-fb-reopening.pdf?la=en> [↑](#footnote-ref-16)
17. Please refer to and adhere to NEA latest guidelines for environmental cleaning and disinfection of areas exposed to confirmed case(s) of COVID-19 in non-healthcare premises: <https://www.nea.gov.sg/our-services/public-cleanliness/environmental-cleaning-guidelines/cleaning-and-disinfection/guidelines/guidelines-for-environmental-cleaning-and-disinfection>. [↑](#footnote-ref-17)