



The International Sustainable Tourism Conference 2024

“STARstaining Skies and The Abstract Rebirth”

By dMC Events: Abdul, Siti, Ryan, Haq, Alisha and Fahira



Overview

1

**Venue
Selection**

5

Event Budgeting

2

**Conference
Programme
and Speakers**

6

Logistics Arrangements

3

Gala Dinner

7

**Conference &
Marketing Materials**

4

Risk Assessment

8

**Event & Programme
Collateral**

Overview

9

Registration Materials

10

Event Order, Timeline & Manpower Delegation

11

Feedback Form

12

Conclusion

About Us



DMC Events is a leading event management agency specialising in delivering exceptional event experiences to its clients. With a wealth of expertise in event management, creative design, production, and hybrid/virtual events, we have been setting up successful events for over 20 years.

Past Successful Events:

- Siemens Singapore App Launch
- Cognita Conference
- SATS Augmented Reality Launch





What are we known for?

- Experience in organising more than 5,000 events.
- Meetings and conferences.
- Corporate events.
- Experiential activations.
- Hybrid/virtual events.

Our Approach to Sustainability?

- Practising sustainable event management by adhering to the principles of the ISO 20121 standards.
- Eco-friendly materials.
- Encouraging sustainable transportation.
- Minimising waste.
- Sourcing locally.
- Using energy-efficient lighting equipment.



01

Venue Selection

Venue and Location

Venue Chosen: Sands Expo and Convention Centre

***Address: Level 5, Sands Grand Ballroom,
10 Bayfront Ave, Singapore 018956***



Reviews from TripAdvisor



**Overall Star Rating
4.5 out of 5.**



**Spacious, Clean, and has
Excellent Maintenance
Standards**



**Highly Convenient
Location**

Facilities



Public parking space available at \$9 per entry.



Valet parking available at \$12.84 per entry.



Meeting rooms range from 50 sqm to 305 sqm.



Ballrooms range from 46 sqm to 7,672 sqm.



Business centre can hold up to 20 pax.



Free WiFi available.



Hospitality suites available.



Other facilities include toilets, banks, and nursing rooms.



Accessibility

Marina

Located at the heart of Singapore's central business district.

Bay

Equipped with ample parking facilities.

Sands

Fully wheelchair accessible, with ramps and elevators throughout the venue.

Meetings

Signages throughout the venue is clear and easy to read.

And

Offers audio and visual aids such as hearing loops, assistive listening devices, and closed captioning.

Conventions

Designated rest areas and accessible washrooms available for attendees with disabilities or special needs.



Atmospherics and Ambiance

Interactive Ambiance

Showcasing talents and experiences through live performances related to sustainability.

Smell

Incorporating natural and eco-friendly scents throughout the venue.



Sight

Using floral and foliage decorations to create a garden-like atmosphere,

Sound

Incorporating various sound elements e.g background music made from eco-friendly or natural instruments.



Environmental Sustainability

Excess Leftovers

Offering guests the option to pack any excess food to take home rather than to waste.

Using Biodegradable Materials

Utilising digital platforms for registration and ticketing and providing reusable water bottles and cups.

MBS' Eco-Friendly Efforts

- ★ Installation of Solar Panels.
- ★ Transitioned to recycled PET bottles.
- ★ 2nd edible garden to produce sustainable food.



02

Conference Programme and Speakers

CONFERENCE THEME

STARstaining Skies and The Abstract Rebirth

STAR, the acronym for "Skies and The Abstract Rebirth," conveys our goal to advance sustainability efforts for future generations, particularly Gen Z and Gen Alpha, by creating a planet reminiscent of the Earth's state in 1988, free from the effects of global warming.



Event Sponsors



- ★ Provides valuable insights to conference attendees on sustainable tourism practices.
- ★ Adds prestige and credibility to an event.
- ★ Increases popularity among attendees to promotes its success.

- ★ Provides guests with high-quality and healthy food options.
- ★ Offers customizable menus and eco-friendly practices.
- ★ Their flexible catering styles contribute to the overall visual appeal, enhancing the guest experience.

Event Sponsors



- ★ Using their space and accommodation.
- ★ Demonstrated an unwavering commitment to sustainable practices in their operations.
- ★ Hosted and sponsored several sustainability-related events, such as the Green UrbanScape Asia.
- ★ Uses eco-friendly packaging and implements sustainable practices in their operations.
- ★ Offers a wide range of beverages and unique flavours.
- ★ Provides a combination of variety and quality.



Event Sponsors



- ★ Aims to reduce their environmental impact, which aligns well with the conference theme.
- ★ They can bring valuable insights to the conference, which is crucial in the context of sustainable tourism.
- ★ Agoda's global presence in the tourism industry and commitment to sustainability would bring significant value to the conference.
- ★ Their aims and practices align with the conference's focus on sustainable tourism and could boost the conference's credibility.

Event Sponsors



- ★ A company with a strong commitment to sustainability, global reach, brand reputation, and industry expertise.
- ★ Their resources and knowledge contribute valuable insights to address sustainability challenges in the tourism sector.
- ★ Their association adds credibility to the event.
- ★ Enhances the conference's success and inspires positive change towards a more sustainable future.

Speaker Information (Day 1)



Opening Address Speaker VIP (30 Mins)
Jamie Sweeting (*Planeterra Foundation*)



Keynote Address Speaker (40 mins)
Carter Roberts (*WWF*)



Plenary Session Speaker (1hr 10mins)
Joline Tang (*TSP*)



Breakout Session 1 Speaker (60 mins)
Shamsul Leman (*SIA*)



Breakout Session 2 Speaker (60 mins)
Roger Simons, (*MBS*)



Breakout Session 3 Speaker (60 mins)
Micheal Wu (*Tetra Pak*)



Backup/Closing Speaker (60 mins)
Bruce Poon Tip (*G Adventures*)

Speaker Information (Day 2)



Plenary Session Speaker (60 mins)
Celine Herweijer (HSBC)



Breakout Session 1 Speaker (60 mins)
Costas Christ (Nat Geo)



Breakout Session 2 Speaker (60 mins)
Augustine Quek (SEC)



Breakout Session 3 Speaker (60 mins)
Chaly MAH (STB)



Backup/Closing Speaker (60 mins)
Kelly S. Bricker (Parks, Recreation, and
Tourism Program at the University of Utah)



Backup Speaker
Baey Yam Keng (PAP & Singapore Parliament
Member)

Programme

Outline Day 1

Programme Outline

International Sustainable Tourism Conference 2024 Theme: Starstaining Skies and The Abstract Rebirth Thursday, 9 May 2024 - Friday, 10 May 2024	
DAY 1 PROGRAMME OVERVIEW 9 May 2024, Thursday	
TIME	ACTIVITY
08.00 AM (1H 30 MINS)	Registration and Reception (Strictly for all except trade visitors)
	Venue : Level 4 Roselle Junior Ballroom for VIPs, Level 1 Foyer for the rest
09.30 AM (30 MINS)	Continental Breakfast
	Venue : Refreshments will be served at Roselle Junior Ballroom, Level 4 for VIPs. Refreshments will be served at Bayfront Lobby Cafe, Level 1 for regular attendees
10.00 AM (30 MINS)	International Sustainable Tourism Conference (Opening Ceremony)
	Welcoming Speech: Jamie Sweeting, Environmental Concerns in Business
10.30 AM (1H 10 MINS)	Venue : Sands Grand Ballroom, Level 5
	Plenary Session Joline Tang, Opportunities to Engage Plastic Waste
11.40 AM (50 MINS)	Venue : Sands Grand Ballroom, Level 5
	Exhibition Tour (Lunch will be distributed on individual table during this period)
12.30 PM (1H)	Lunch
	Venue : Refer to Individual Breakout Session Rooms below

1.30 PM (1H 10 MIN)	Keynote Session Carter Roberts, Conservation Starts with Us			
	Venue : Sands Grand Ballroom, Level 5			
2.40 PM (20 MINS)	Refreshment Break and Networking Session			
	Venue : Sands Grand Ballroom, Level 5			
BREAKOUT SESSION				
3.00 PM (1H)	Session 1A : Shamsul Leman, Issue of Sustainable Flying	Session 1B : Roger Simons, Event Management Turns Green	Session 1C : Michael Wu, Sustainability & Being Environmental Friendly	Session 1D : Bruce Poon Tip, The Tourism Community
	Jasmine Junior Ballroom, Level 4	Peony Junior Ballroom, Level 4	Orchid Junior Ballroom, Level 4	Hibiscus Junior Ballroom, Level 3
4.00 PM (30 MINS)	Refreshment Break and Networking Session			
	Venue : Sands Grand Ballroom, Level 5			
4.30 PM (1H)	Closing Speech			
	Venue : Sands Grand Ballroom, Level 5			
5.30 PM	END OF CONFERENCE			

International Sustainable Tourism Conference 2024 Theme: Starstaining Skies and The Abstract Rebirth Thursday, 9 May 2024 - Friday, 10 May 2024				
DAY 2 PROGRAMME OVERVIEW 10 May 2024, Thursday				
TIME	ACTIVITY			
08.00 AM (1H 30 MINS)	Registration and Reception <i>(Strictly for all except trade visitors)</i>			
	Venue : Level 4 Roselle Junior Ballroom for VIPs, Level 1 Foyer for the rest			
09.30 AM (30 MINS)	Continental Breakfast			
	Venue : Bayfront Lobby Cafe, Level 1			
10.00 AM (1H)	Plenary Session Celine Herweijer, The Role of Business in Driving Sustainable Development			
	Venue : Sands Grand Ballroom, Level 5			
11.00 AM (1H)	Break & Networking Session			
	Venue : Exhibition : Sands Grand Ballroom, Level 5			
12.00 PM (1H 30 MIN)	Lunch & Exhibition			
	Venue : Lunch : Refer to Individual breakout session rooms below Exhibition : Sands Grand Ballroom, Level 5			
BREAKOUT SESSION				
1.30 PM (1H)	Session 2A : Costas Christ, Sustainable Infrastructural Development	Session 2B : Augustine Quek, Understanding Biodegradability	Session 2C : Chaly MAH, How Can Businesses Improve During the Pandemic?	Session 2D : Kelly S. Bricker, Ecotourism and Responsible Travel

Programme Outline Day 2

	Venue : Jasmine Junior Ballroom, Level 4	Venue : Peony Junior Ballroom, Level 4	Venue: Orchid Junior Ballroom, Level 4	Venue : Hibiscus Junior Ballroom, Level 3
2.30 PM (1H)	Break and Exhibition Booth Tour (Optional)			
	Venue : Exhibition : Sands Grand Ballroom, Level 5			
3.30 PM (1H)	Closing Speech Carter Roberts, Worldwide Foundation.			
	Venue : Sands Grand Ballroom, Level 5			
4.30 PM	END OF CONFERENCE			

TECHNICAL

T O U R



Gardens By The Bay

- ★ Integrates a sustainable aquatic ecosystem, replete with efficient water cycles.
- ★ The Supertree Grove and The Flower Dome.
- ★ Cloud Forest: A mist-filled conservatory, featuring a towering 35-metre indoor waterfall.
- ★ Proffers a diverse range of enriching educational programs, centred on horticulture and sustainability.
- ★ Serves as a prime destination for experiencing awe-inspiring vistas and attaining valuable knowledge.

Exhibition Booths



Reasons for Selection:

- Increased Interaction
- Convenience
- Synergy

Types of booths chosen:

- Custom-built booth
- Interactive Booth
- Corner Booth

Dimensions: 20x30 (feet)



Our Exhibitors



MARINA BAY, SINGAPORE





03

Gala Dinner



Once Upon A Flower

*“Celebrating a captivating night of **flowers** and **stars** to champion **sustainability**.”*

Ticket Price: \$250

Expected Attendees: 400

Venue: *Roselle Simpor Ballroom*



- Close proximity to MRT station and various transportation options, easily accessible.
- Able to accommodate **up to 2000 pax**.
- Our staff are professionally trained for events.
- Features a modern, elegant and chic twist.





Dress Code



Males

No Open-Toed Footwear

No Sneakers

Bowtie/Necktie

Floral Formal wear

Neat and Tidy Hairstyle



Females

Basic Accessories

Flats/Heels

Basic Makeup

Flower Crown

Long Floral Dress



Caterers



- ★ Offers a diverse selection of Western fusion dishes.
- ★ Offers unique flavors of Asian cuisine, including fusion dishes blending diverse culinary traditions.
- ★ Offers a range of both meat and vegan dishes.
- ★ Features a diverse selection of cuisines.



- ★ Features a variety of beverage blends that combine flavours in unique ways.
- ★ Drinks are made using locally sourced ingredients.
- ★ Comes in a range of flavours.
- ★ Opportunity to sample exotic flavours.

Menu Items



Mains

- ★ Eggs Benedict
- ★ Beef & Cheese Burger
- ★ Ebi Prawn With Rice
- ★ Grilled Salmon Bowl With Teriyaki Sauce
- ★ Breaded Fish

Vegetarian

- ★ Salad Bar
- ★ Vegan Lasagna
- ★ Black Carrot Cake

Sides

- ★ Butter Rice
- ★ Fries

Desserts

- ★ Brownies
- ★ Ondeh-Ondeh Cheesecake





Brewed Tea

- ★ Mango Brewed Tea
- ★ Peach Brewed Tea

Sodas

- ★ Lychee Soda
- ★ Asam Boi Soda
- ★ Mint Soda
- ★ Green Apple Soda

Milk Tea

- ★ Thai Milk Tea
- ★ Thai Green Milk Tea



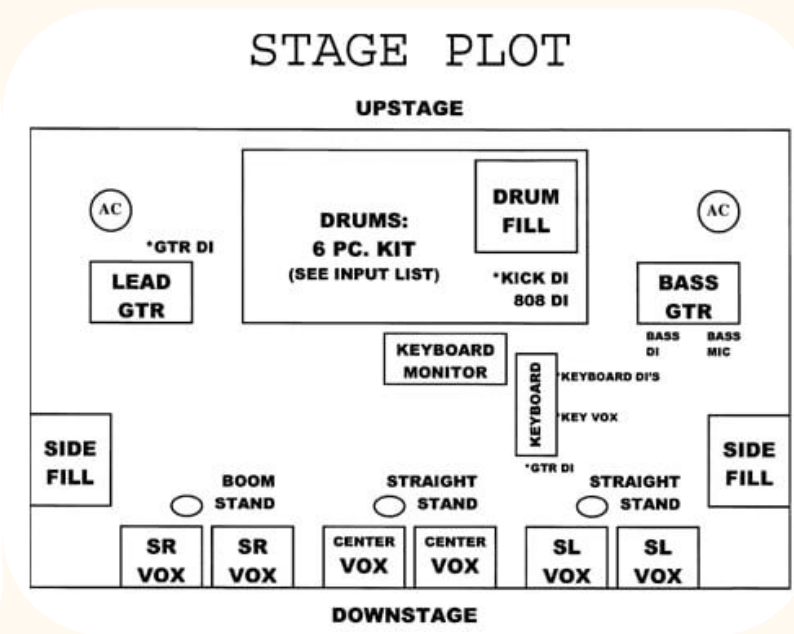
Entertainment



SCHOOL OF THE
ARTS SINGAPORE



Layout and Seating Plans



Logistics

★ Registration Booths

★ Stage

★ AV Equipment

★ Catering Table

★ Decorations

★ Tables and Chairs

★ Utensils and Cups

★ Photo Booth



Parting Gift

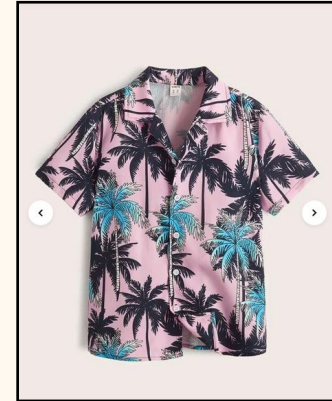
Green Floral Tote Bag

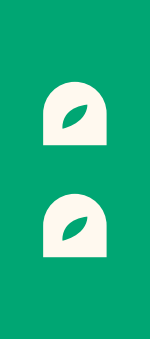


Marina Bay Sands Tumbler



Floral Fantasy Shirt





Programme Outline

International Sustainable Tourism Conference (Gala Dinner) Theme: Once Upon A Flower (<i>Floral Fantasy</i>) Friday, 10 May 2024	
GALA NIGHT PROGRAMME OVERVIEW 10 May 2024, Friday	
TIME	ACTIVITY
6.15pm (45 MINS)	Registration & Photo Booth (<i>Photo Taking Session while waiting for remaining guests</i>)
7.00pm (30 MINS)	Hael Husaini & Shila Amzah (<i>Duet Concert</i>)
7.30pm (15 MINS)	Dinner (<i>Food is served from 7.30pm onwards till end</i>)
7.45pm (45 MINS)	Lasalle College Performance (<i>Dance Performance</i>)
8.30pm (1H 45 MINS)	SOTA Performance (<i>Play/Act on Encanto</i>)
10.15pm (30 MINS)	(G)I-DLE Performance (<i>Concert</i>)
10.45pm (1H 15 MINS)	Finale - All artists (<i>Concert & Meet-And-Greet</i>)
12:00am	END
END OF GALA DINNER	

04

Risk Assessment





Hazard Identification		Risk Evaluation		
Hazard	Possible injury/health	Risk Control	Severity Level RED, YELLOW, ORANGE	Likelihood RED - 3, YELLOW - 2, ORANGE - 1
Fire Outbreak/smoke	Building on fire, electric outlets spark fire.	Prevent anything that may cause fires. If so, make sure there are fire extinguishers	RED	3
Power Failure	Lights off, no air-conditioning.	Test-run through lighting and power checks for the whole event for any possible defects.	ORANGE	1
Faulty Equipment (mic/instruments/stairs etc)	Faulty Microphones - Inaudible Faulty Instruments - Inaudible Sound Systems Stairs broke/detached	Test-run through audio and quality checks for any possible defects.	ORANGE	1
Food Poisoning	People falling sick/death/diarrhoea	Chefs can wear gloves/wash hands thoroughly before cooking to avoid any cross-contamination. Use different pairs of tongs for different types of food.	RED	3
Broken glass and plates	Injuries on hand/mouth	Spot check for any breakage before the event.	YELLOW	2
Slips, trips & fall	Broken ligaments/bruises/cuts/death	Put up signs of potential hazards to warn of the possible dangers.	YELLOW	2
Wet Floors	People trip and fall/concussion/death Moist carpet/ wet stage	Prevent spillage/leaking ceilings.	ORANGE	1
Stage Accidents	Artists/Speakers trip and fall onto cables etc. Death	Tape down the cables to prevent any possible injuries and avoid lumps of wiring.	YELLOW	2
High Noise Level	Complaints from other events next door	Ensure that crowd noise levels are at a reasonable volume.	ORANGE	1
Crowd intensity & pinch points	Overcrowdedness might cause falling and pushing	Ensure proper crowd control is in place.	ORANGE	1
Terrorist Attack	Death/Heavy injuries.	Brief attendees on emergency exit points in case of an emergency.	RED	3
Reputation Risks	Clients no longer wish to work with company	Ensure that all the guests are treated well and establish a friendly image throughout.	YELLOW	2
Legal Risks	Loss of Income and Reputation	Ensure that all the guests have an enjoyable experience.	YELLOW	2
Limited Attendance (no show-ups)	Loss of Profit, Over-expenditure	Provide a reminder through message two days prior and on the day itself to attendees so they will be reminded that they are supposed to attend the event.	ORANGE	1
Lack of Hygiene	Food Poisoning Loss of Reputation	Provide ushers with masks and gloves.	RED	3
Budget Overrun	Over-spending and Over-expenditure	Meet the accountants occasionally to discuss about the budgeting and maximise resources.	YELLOW	2
Spread of illnesses	People falling sick/death	Wearing of masks are allowed.	RED	3
Blocked Emergency Exits	In case of emergency, people are unable to escape on time.	Inform guests where the emergency exits are beforehand.	ORANGE	1





05

Event Budgeting

Sustainable Tourism Conference 2024

Statement of Revenue and Expenses (Actual)

Revenue

Sponsorship

Platinum

Singapore Tourism Board

Price (\$)

Qty

Total

\$80,000.00

1

\$80,000.00

Gold

Singtel

\$50,000.00

1

\$50,000.00

Silver

Agoda

\$20,000.00

1

\$20,000.00

Gala Sponsors

Broti

\$30,000.00

1

\$30,000.00

The Tree Cafe

Airline Sponsor

Singapore Airlines

\$10,000.00

1

\$10,000.00



Venue Sponsor								
Marina Bay Sands			\$50,000.00	1		\$50,000.00		
			Total Sponsorship :					\$240,000.00
<u>Registration Fees - Conference</u>								
Early Bird Pricing			\$549.00	150		\$82,350.00		
Normal Pricing			\$599.00	350		\$209,650.00		
			Total Conference Fees collected :					\$292,000.00
<u>Exhibition (Island Booths)</u>								
Agoda			\$50,000.00	1		\$50,000.00		
HSBC			\$50,000.00	1		\$50,000.00		
Newater			\$50,000.00	1		\$50,000.00		
FoodBANK			\$50,000.00	1		\$50,000.00		
National University of Singapore			\$50,000.00	1		\$50,000.00		
Changi Airport Group			\$50,000.00	1		\$50,000.00		
Chan Brothers			\$50,000.00	1		\$50,000.00		
Singapore Airlines			\$50,000.00	1		\$50,000.00		
World Wide Fund			\$50,000.00	1		\$50,000.00		

NESTE			\$50,000.00	1		\$50,000.00		
Park Royal Collection			\$50,000.00	1		\$50,000.00		
			Total Exhibition Revenue :					\$550,000.00
Gala Dinner			\$250.00	400				\$100,000.00
Technical Tour			\$100.00	40				\$4,000.00
			TOTAL REVENUE :					\$1,186,000.00
Expenditure								
Conference			Price	Qty		Total		
Conference Design (Logo, backdrop....)			\$550.00	2		\$1,100.00		
Photography & Videography			\$8,000.00	4		\$32,000.00		
Design of Event Booklet			\$250.00	1		\$250.00		
Conference Bags			\$12.00	500		\$6,000.00		
Lanyards and Name Card Holder			\$2.50	130		\$325.00		
Rental of Walkie Talkies			\$12.00	50		\$600.00		
Rental of Laptops			\$45.00	20		\$900.00		
Rental of Printer			\$30.00	12		\$360.00		

Landscaping Props Package			\$800.00	1		\$800.00
Speakers			\$20,000.00	9		\$180,000.00
Backup Speaker			\$10,000.00	1		\$10,000.00
			Total Conference Expenses :			\$232,335.00
<u>Logistics/Production</u>						
Entrance Floral Arch			\$500.00	5		\$2,500.00
Sponsorship Board			\$500.00	1		\$500.00
Registration Booths			\$500.00	1		\$500.00
Rental of Catering Tables			\$20.00	7		\$140.00
Stage Stairs			\$300.00	8		\$2,400.00
Tables Rental Package			NA	10		
Chairs Rental Package				600		\$600.00
<u>Marketing</u>						
Video Advertising			\$2,500.00	NA		\$2,500.00
Public Relations Package; Radio Station, TV Channels, Flyers			\$2,500.00	1		\$2,500.00
Social Media Advertisements			\$3,000.00	6		\$18,000.00

Speakers

Accommodation (MBS)

SPONSORED

Flights (SQ)

SPONSORED

Airport Transfer (MBS)

SPONSORED

*Total Speakers Expenses : (sponsored)***Gala Dinner**

Venue Rental

SPONSORED

Rental of Unclothed Banquet Table

\$45.00

41

\$1,845.00

Rental of Clothed Chairs

\$10.00

410

\$4,100.00

Rental of Catering Table

\$20.00

7

\$140.00

AV Equipment

NA

Photobooths

\$900.00

3

\$2,700.00

Emcee

\$1,200.00

2

\$2,400.00

F&B

\$53.25

400

\$21,300.00

Service Crew (Part-Time)

\$50.00

20

\$1,000.00

Entertainment						
School of The Arts (SOTA)			\$10,000.00	45		\$222.22
LASALLE			\$10,000.00	22		\$454.55
(G)I-DLE			\$30,000.00	1		\$30,000.00
Hael Husaini			\$15,000.00	1		\$15,000.00
Shila Amzah			\$15,000.00	1		\$15,000.00
Door Gifts			\$5.00	300		\$1,500.00
Flower Decoration			\$75.00	41		\$3,075.00
			Total Gala Expenses :			\$98,736.77
			Original Ticket Price			\$246.84
			Offered Ticket Price			\$250.00
			Profit from Ticket Sales			\$1,263.23
<u>Exhibition</u>						
20x30 Exhibition Booth			\$48,500.00	11		\$533,500.00

<u>Technical Tour</u>						
Refreshments			\$8.00	45	\$360.00	
<u>Manpower - Casuals/Student Volunteers</u>						
Allowance			\$15/hour	30	\$8,100.00	
Transport Allowance (overtime)			+ \$10/add. hour		\$0.00	
<u>Miscellaneous</u>						
Staff Polo Shirt			\$15.00	65	\$650.00	
Volunteer Shirt			\$15.00	30	\$450.00	
Security			\$2,000.00	2	\$4,000.00	
			TOTAL EXPENDITURE :			\$907,771.77
Event Profit/Surplus						\$278,228.23





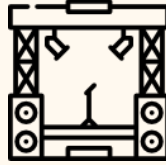
06

Logistics Arrangements

Logistics



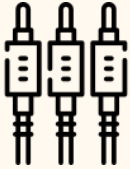
**Registration
Booths**



Stage



Lectern Podium



AV Equipment



**Refreshment
Tables**



Decorations



Tables & Chairs



Utensils



Curved Sofa



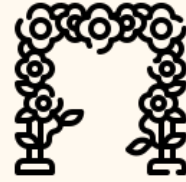
Logistics



Stage Stairs



Piano



Flower Entrance Arch



Exhibition Booths



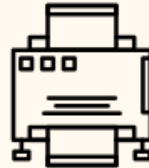
Signages



Compost Bin



Laptop



Printer



Walkie Talkie

Food & Beverages - EMAS Catering

Vegetarian

STAPLE

Blue Pea Flower Rice
Buah Keluak Fried Rice
Seafood Nyonya Fried Rice
+\$1.00
Signature Kampong Fried Mee Siam
Signature Kampong Dry Laksa
+\$1.00

VEGETABLES

Sayur Lodeh
+\$1.50
Sambal Brinjal
Chap Chye
with Mushrooms
Wok Fried French Beans
with Petai, Black Olives & Cherry Tomatoes
+\$0.80
Sambal Long Beans

Meat Lovers & Delights

POULTRY

Ayam Panggang
Nyonya Assam Chicken
Signature Ayam Buah Keluak
Ayam Pongteh
Nyonya Rendang Chicken
+\$2.50

SAVOURY

Spring Rolls
Tauhu Telur
+\$1.00
Otah
Wrapped in Banana Leaf
Homemade Chicken Ngoh Hiang
Sotong You Tiao

Specials & Signatures

DELICACY

Nyonya Beef Rendang
+\$2.50
Gado Gado Special
Itak Sio
(Signature Nyonya Braised Duck)

SEAFOOD

Ketchup Prawns
Sambal Petai Prawns
+\$0.80
Masak Lemak Nenas Prawns
Spicy Pumpkin Prawns
Goreng Assam Prawns

Food & Beverages

Desserts

DESSERT

Almond Jelly
with Longans

Ice Jelly
with Fruits Cocktail

Almond Jelly
with Longans

Hot Bubur Cha Cha
+\$1.50

Pulut Hitam
with Coconut Milk
+\$1.00

Beverages

BEVERAGE

Barley

Orange

Lychee

Pink Guava

Fruit Punch

Special Sauces

SPECIAL SAUCES

Sambal Belacan Chilli



SG BUS



REGULAR ATTENDEES

Pick-up Details	Raffles Place MRT Station Exit B (Battery Road)
1st Pickup	Time: 0715 hrs Date: 9 May 2024 Ride Duration: 15 mins
2nd Pickup	Time: 0735 hrs / 7.35 am Date: 9 May 2024 Ride Duration: 15 mins

Meeting Point





SG BUS



V.I.P ATTENDEES

Pick-up Details	Marina South Pier Station Exit B
Pickup	Time: 0645 hrs Date: 9 May 2024 Ride Duration: 10 mins

Meeting Point



SINGAPORE
AIRLINES



DOOR GIFTS

Quantity: 555

Provided by:

- ★ Singapore Airlines
- ★ Marina Bay Sands Singapore
- ★ Agoda

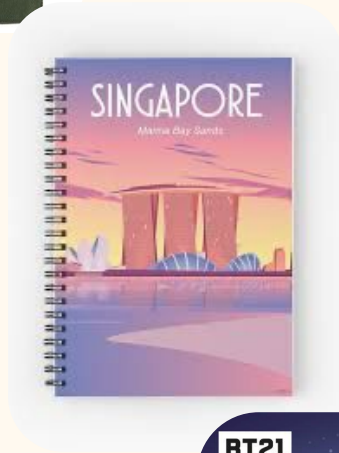


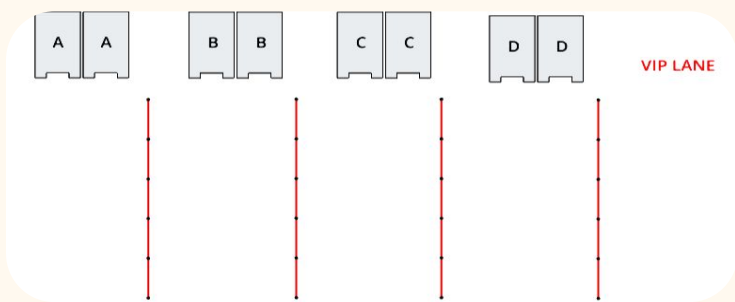
PARTING GIFTS

Quantity: 555

Provided by:

- ★ The Tree Cafe
- ★ Singtel
- ★ Marina Bay Sands





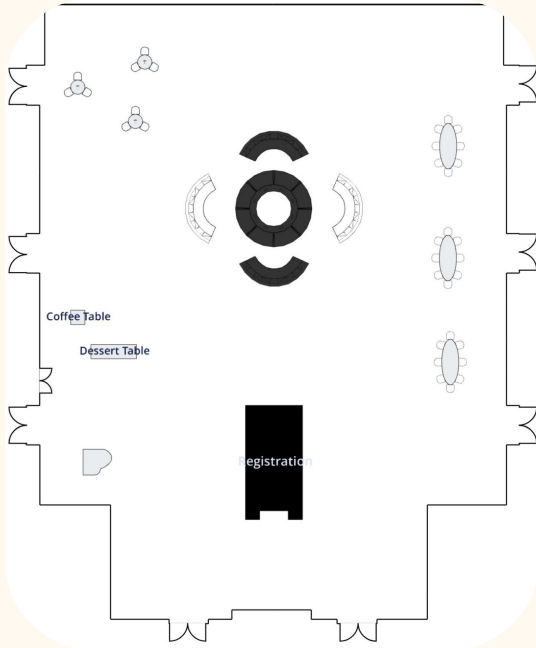
Registration For Regular Attendees

- ★ Near Sands Grand Ballroom.
- ★ Ample space.
- ★ Level 1, Foyer - easy to locate and reduces chances of getting lost.
- ★ Provides essential facilities and amenities.
- ★ Helps to separate from the main event area.

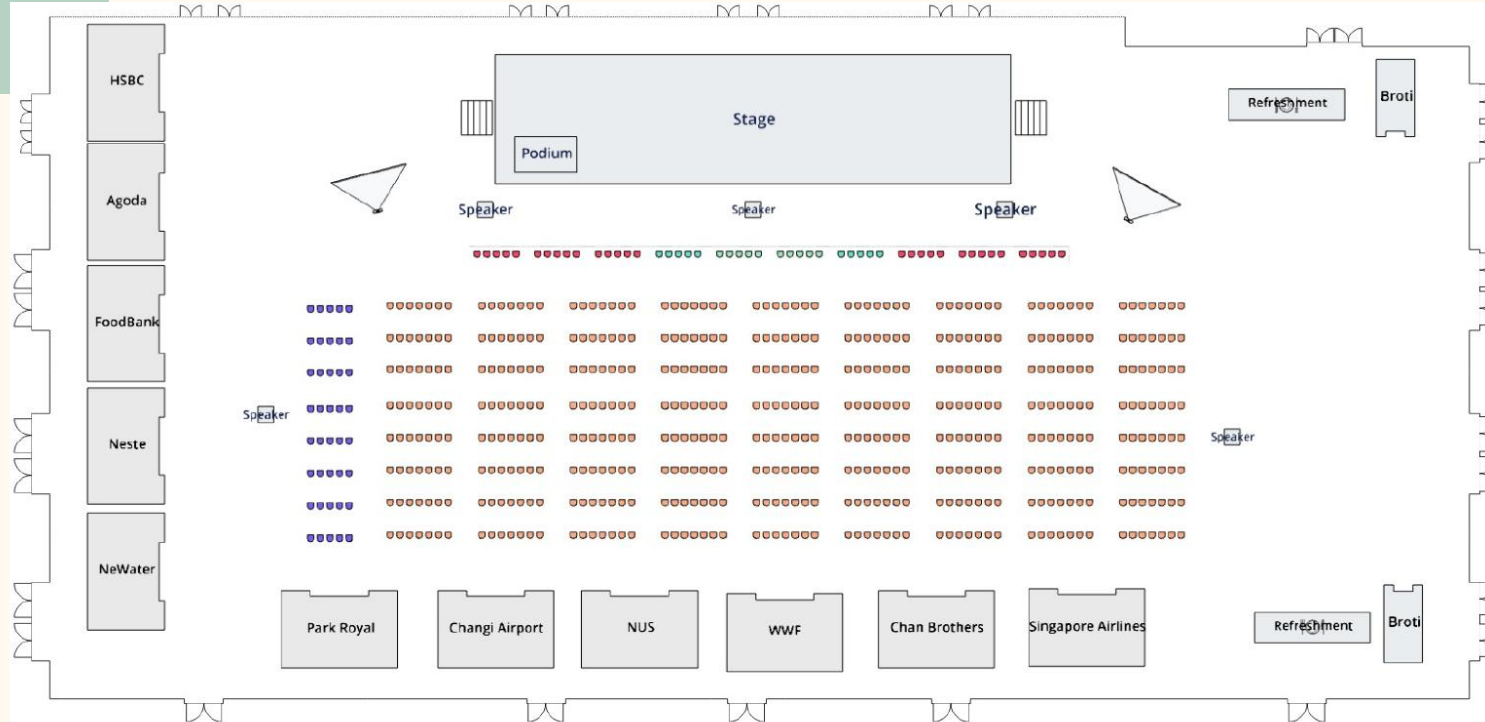


Registration For V.I.P, Sponsors Representatives & Speakers

- ★ Located at Roselle Junior Ballroom, Level 4.
- ★ Private & personalised environment.
- ★ More efficient and caters to the needs of the VIPs.
- ★ Comfortable seating area & luxurious ambience.
- ★ To receive VIP passes via email.



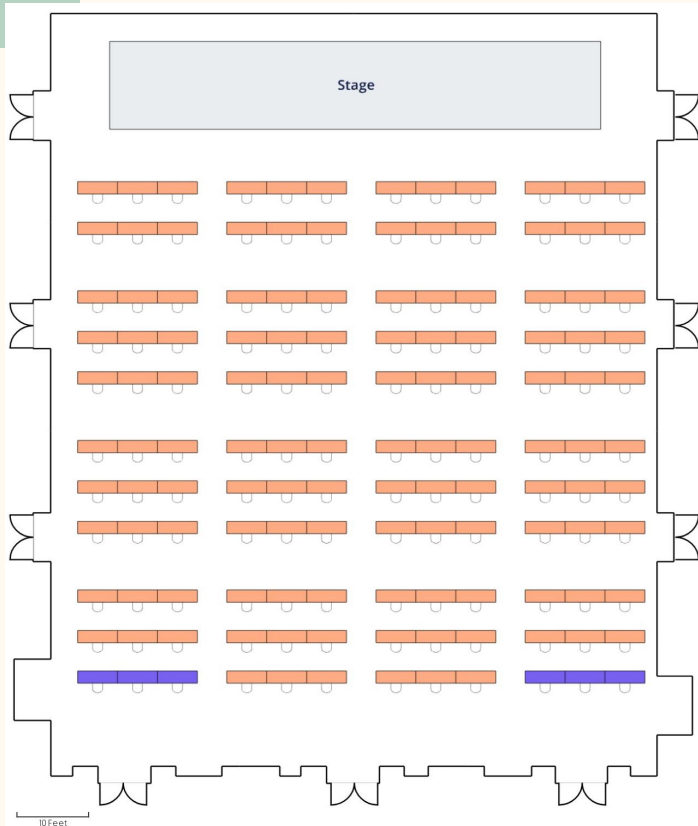
Main Conference - Sands Ballroom Level 5



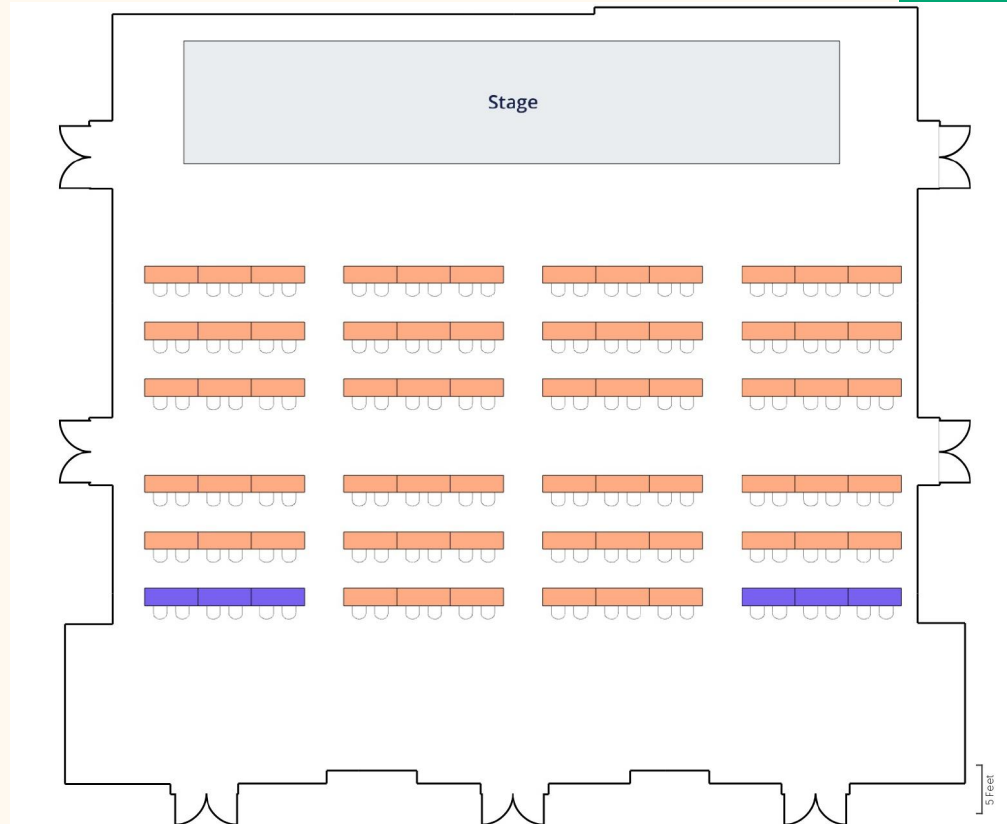
Legend:

- Purple - Student Ushers
- Red - Sponsor's Representative
- Green - VIP and All Speakers
- Orange - Regular Attendees

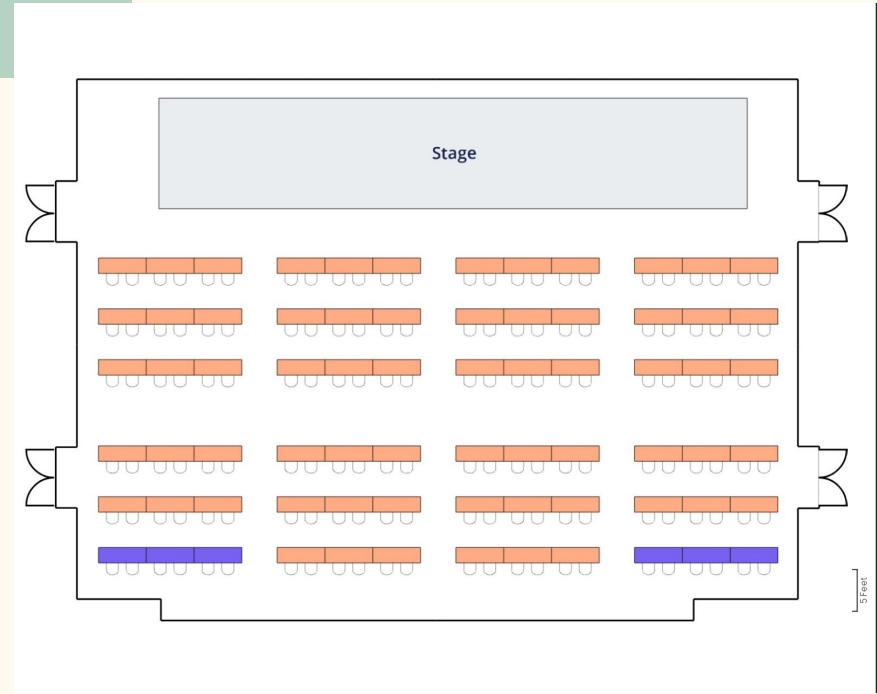
Breakout Session A - Jasmine Junior Ballroom Level 4



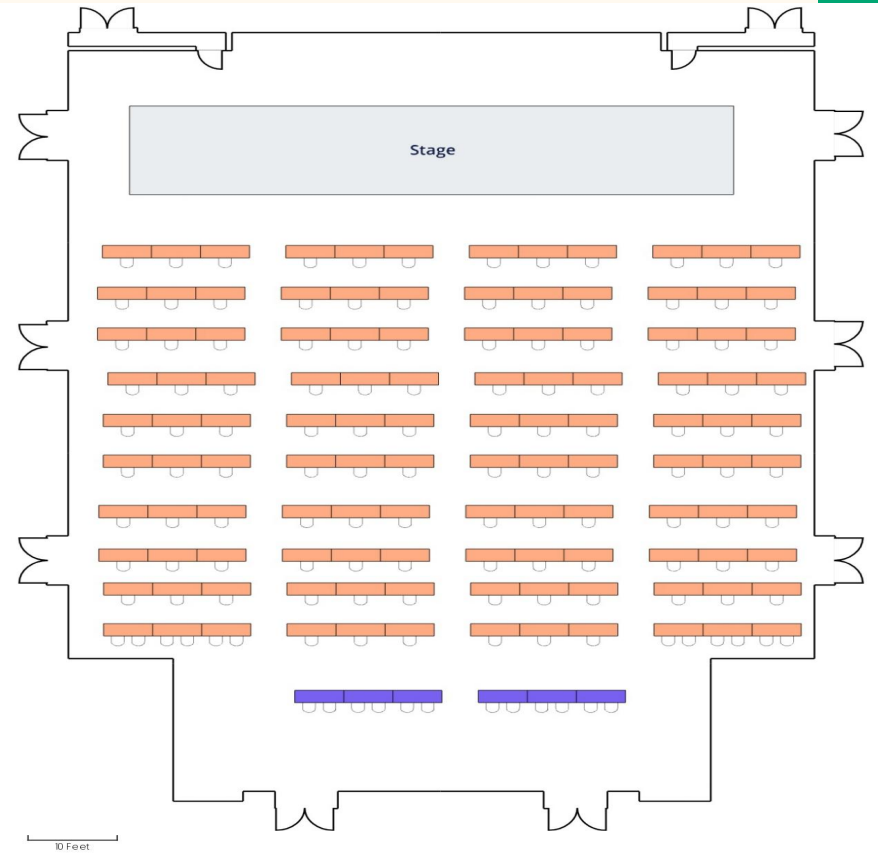
Breakout Session B - Peony Junior Ballroom Level 4



Breakout Session C - Orchid Junior Ballroom Level 4



Breakout Session D - Hibiscus Junior Ballroom Level 3





07

Conference & Marketing Materials

Volunteer Needed Poster



*WE NEED
YOUR
HAND!*

We are looking for dedicated student volunteers to join our team and help create an unforgettable experience at the upcoming International Sustainable Tourism Conference 2024!

Our volunteers should have a spiritfull personality and possess a passion in the Tourism and Events Management Industry!

Think you have what it takes?
Come join us!

*09 May 2024
10 May 2024*

Sands Expo &
Convention Centre

Scan here to
sign up today!
Applications close
on 01 March 2024.

For more information, go to starstainable.crd/#volunteers



Staff Shirt

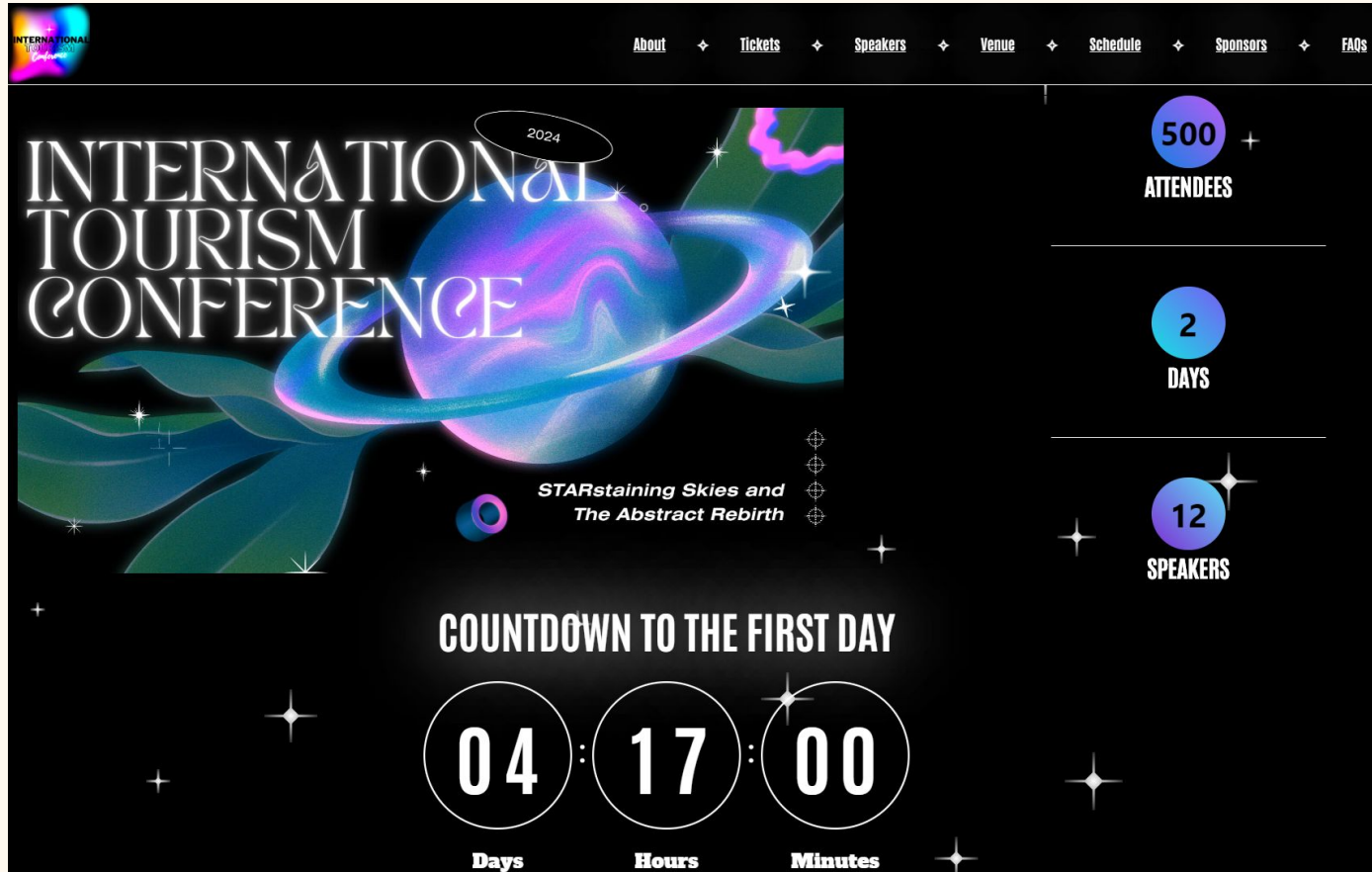




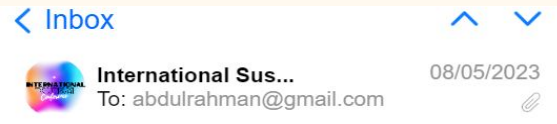
Volunteer Shirt



Website



Email Blast



Welcome to the International Sustainable Tourism Conference E-Newsletter!

Dear Abdul Rahman,

Welcome to the International Sustainable Tourism Conference E-Newsletter! We're overjoyed to have you join our vibrant community of sustainability enthusiasts and travel aficionados.

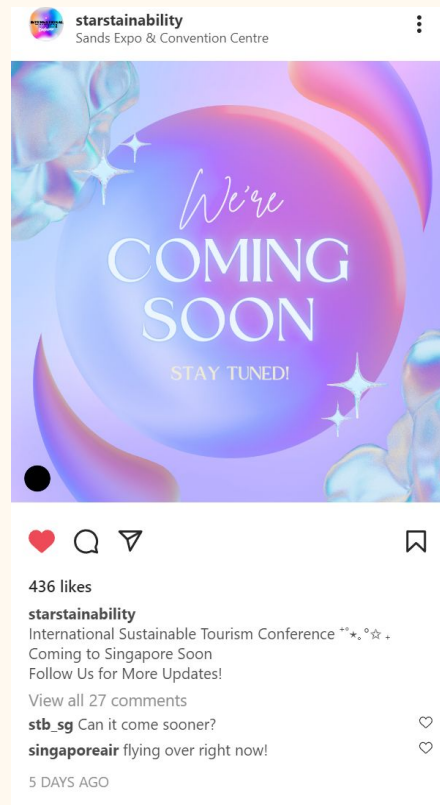
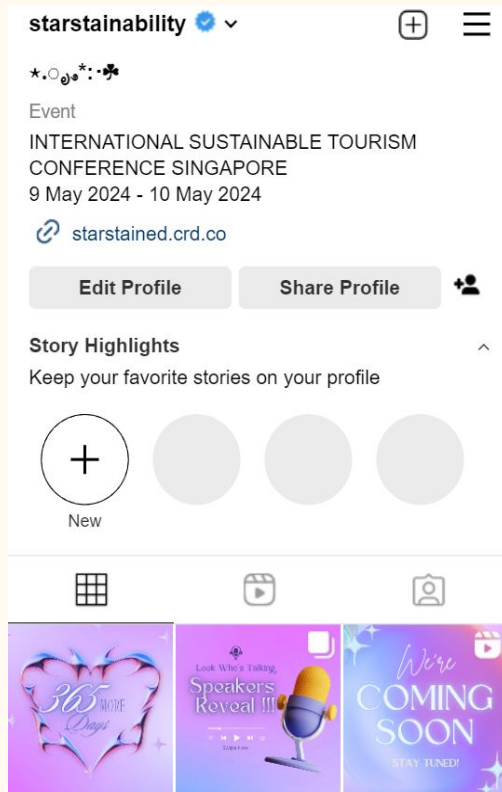
As a subscriber, you're in for an exhilarating journey filled with groundbreaking ideas, inspiring stories, and the latest trends in sustainable tourism. But wait, there's more! We have a thrilling announcement to share exclusively with you.

In just a matter of hours, our ultra early bird sale for the highly anticipated International Sustainable Tourism Conference tickets will launch. This once-in-a-lifetime opportunity will last for a mere hour, giving you the chance to secure your spot at an incredible price. Imagine being part of a global gathering where visionaries, thought leaders, and change-makers unite to revolutionize the future of travel.





Social Media



Conference Poster



Gala Dinner Poster





08

Event & Programme Collateral

Conference Bag Selection



Event Flyer

STARSTAINING SKIES AND THE ABSTRACT REBIRTH(STAR)

SANDS EXPO AND CONVENTION CENTRE

INTERNATIONAL SUSTAINABLE TOURISM CONFERENCE

DAY 1 Speakers



CEO of Planeterra
Foundation, Jamie
Sweeting



CEO of the World Wildlife
Fund (WWF), Carter
Roberts



Founder of "The
Sustainability
Project", Joline
Tang



Thursday-9 May 2024
8am-5pm

Friday-10 May 2024
8am-4:30pm

DAY 2 Speakers



Group Chief
Sustainability Officer at
HSBC, Celine Herweijer



Travel Writer and
Sustainable Tourism
Expert, Costas Christ

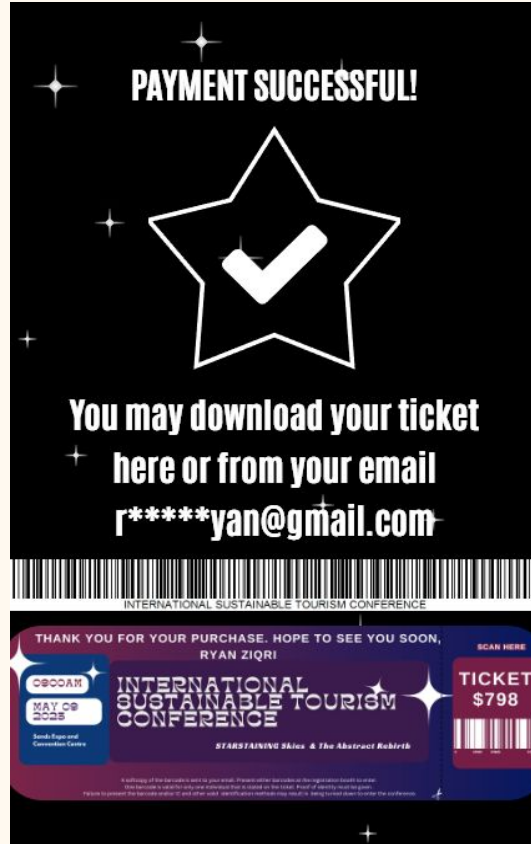


Manager of Development and Growth in
Sustainability and Carbon Management
Solutions at the Singapore Environment
Council, Augustine Quak



visit STARSTAINED.CRD.CO for more

Barcode / Event Tickets



INTERNATIONAL SUSTAINABLE TOURISM CONFERENCE SG 2024

09 MAY 2024 - 10 MAY 2024
Sands Expo and Convention Centre
10 Bayfront Ave, Singapore 018956

STARSTAINED.CRD.CO
STARSTAINABILITY ON INSTAGRAM
+65 8484 7479
STARSTAINED@CO

Prepared by:
DMC Events

Content Page

Welcome Note	4
Introduction to DMC Event	5
Introduction to International Sustainable Tourism Conference	6
Map of Venue	8
Fire Exits	10
Rules and Regulations	11
Programme Outline	13
Guest of Honor Information	15
Speakers Information	17
Food and Refreshments Menu	29
Thank You Note	31

09

Registration Materials



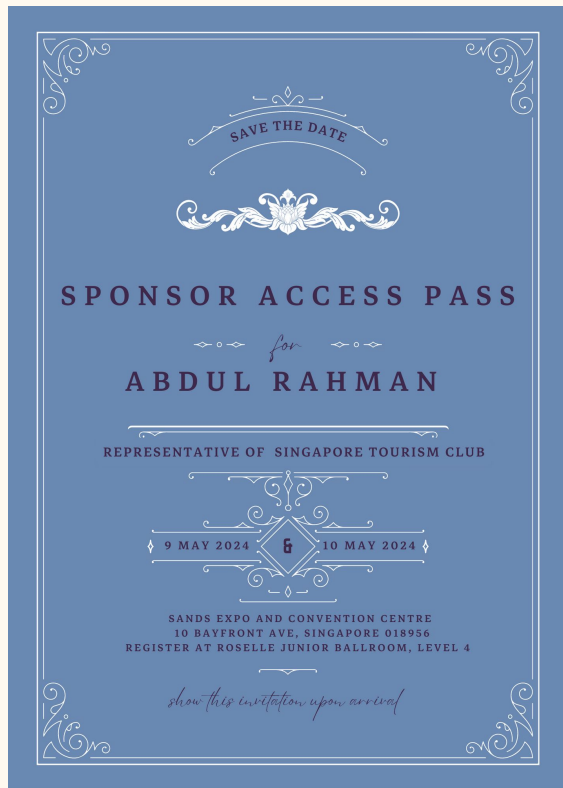
Attendees List

INTERNATIONAL SUSTAINABLE TOURISM CONFERENCE

DATE 09 May 2024 - 10 May 2024

Salutations	Name	Company/Organisation	Email	Phone Number	Day	Breakout Session	Registration Type	Special Requests	Dietary Restrictions	Technical Tour
Mrs	Zorina Abreu	Agoda	zorina@yahoo.com	9237 4282	9 May	1A	VIP (Sponsor Rep)	N/A	N/A	No
Mrs	Samantha Chu	Marina Bay Sands	samantha81@gmail.com	9244 3787	9 May	1B	VIP (Sponsor Rep)	N/A	No Seafood	No
Mr	Thomas Brandt	Marina Bay Sands	choothomas@gmail.com	8273 7462	9 May	1C	VIP (Sponsor Rep)	N/A	No Dairy	Yes
Mr	Ya-Han Bagdat	Singapore Airlines	yaaahan@yahoo.com	6382 3928	10 May	2A	VIP (Sponsor Rep)	N/A	No Nuts	No
Mr	Abdul Rahman	Singapore Tourism Board	abdulrawhrman@gmail.com	9422 2934	10 May	2C	VIP (Sponsor Rep)	N/A	N/A	No
Ms	Lalisa Manobal	Singapore Tourism Board	lalis@gmail.com	8442 3823	10 May	2B	VIP (Sponsor Rep)	N/A	Vegan	Yes
Mr	Kim Dokja	Singtel	dokjacat@gmail.com	8493 3729	10 May	2D	VIP (Sponsor Rep)	N/A	No Nuts	Yes
Mr	Ryan Ziqri	The Tree Cafe	rawryan@gmail.com	8493 4720	9 May	1D	VIP (Sponsor Rep)	N/A	Halal	No
Mrs	Taylor Buckley	The Tree Cafe	taylorswiftie92@gmail.com	8234 2912	10 May	2D	VIP (Sponsor Rep)	N/A	No Dairy	No
Mr	Scott Chen	Challenger	scottland@yahoo.com	9328 3193	9 May	1A	Regular	WHEELCHAIR	No Dairy	Yes
Ms	Huh Yunjin	Lion Air	huhynji@outlook.com	9238 2837	9 May	1A	Regular	WHEELCHAIR	No Nuts	No
Mr	Willem Baxter	Pan Pacific Hotel Group	willemnksa@gmail.com	9648 3842	9 May	1A	Regular	N/A	Vegan	No
Ms	Fahira Alyya	Rebel & Soul	fahiairs@gmail.com	9539 4392	9 May	1A	Regular	N/A	Vegan	No
Ms	Valle Berkman	UnEarthed Productions	vallentinos@gmail.com	9403 4832	9 May	1A	Regular	N/A	No Dairy	Yes
Mdm	Siti Alisha Nabilah	UnEarthed Productions	nabbiiaah@yahoo.com	8429 3821	9 May	1A	Regular	N/A	Vegan	No
Mr	Owen Franzoni	Samsung	owenyou@gmail.com	9429 4822	9 May	1A	Regular	N/A	No Dairy	No
Mdm	Choi Yuna	Apple	choiyunaa@gmail.com	9584 6785	9 May	1B	Regular	N/A	Halal	No
Ms	Siti Norumairah	Straits Times	sitinorumairah7@outlook.com	9584 4534	9 May	1B	Regular	N/A	Halal	No
Ms	Jiwa Jiwang	Spotify	berjiwangiek@gmail.com	9590 8594	9 May	1B	Regular	N/A	N/A	No
Ms	Aisha Smith	Google	aishasmit@yahoo.com	9594 9540	9 May	1B	Regular	N/A	Vegan	No
Mr	Putra Syed	Dell	putrass@yahoo.com	8695 9569	9 May	1B	Regular	N/A	N/A	Yes
Ms	Alicia Ambrose	Royal Caribbean	ambrosine@yahoo.com	8809 6404	9 May	1B	Regular	N/A	No Seafood	No
Ms	Satiya Cheung	Singapore Changi Airport	saliyawh@gmail.com	9604 6950	9 May	1B	Regular	N/A	No Seafood	Yes
Mr	Mohd. Zahrulhaq	National University Singapore	hahahahaga@outlook.com	9430 3480	9 May	1C	Regular	N/A	No Seafood	Yes
Mr	Richard Dean	Samsung	deanrich@yahoo.com	8694 5865	9 May	1C	Regular	N/A	No Seafood	Yes
Ms	Yi Aramendia	The Night Owls	user021393@gmail.com	6995 8504	9 May	1C	Regular	N/A	No Seafood	No
Mr	Michael Jackson	Singapore Esplanade	hehejackson@gmail.com	9658 6850	9 May	1C	Regular	N/A	No Nuts	Yes
Mr	Nishant Gao	Travel Planet	nishanty@gmail.com	9560 9685	9 May	1C	Regular	N/A	No Nuts	No
Mr	Nathan Gibb	Haidilao	nathan_92@gmail.com	8494 5932	9 May	1C	Regular	N/A	N/A	Yes
Mr	Mohtadi Greer	Monster Travel	mohtadiaku@gmail.com	9580 8573	9 May	1C	Regular	N/A	Halal	Yes
Mr	Martinez Hofman	MICE Plans	mmmartinez@outlook.com	9538 8553	9 May	1C	Regular	N/A	No Nuts	Yes
Mdm	Nellie Luffiana	DUCK Tours	ffiana@gmail.com	6759 4951	9 May	1D	Regular	N/A	No Dairy	No
Mr	Choi San	KQ Ent	choisan05@yahoo.com	9478 8232	9 May	1D	Regular	N/A	No Seafood	No
Mdm	Isabel Ros	Golden Village	isabelroses@gmail.com	9984 9232	9 May	1D	Regular	N/A	Halal	Yes
Mr	Dawn Minako	Google	dwnmnk@gmail.com	9896 4589	9 May	1D	Regular	N/A	No Nuts	Yes
Ms	Sung Casasayas	Tiger Air	singsung@yahoo.com	8967 6567	10 May	2A	Regular	N/A	N/A	No
Mr	Lee Hyunung	MCI Production	leehyunung@gmail.com	9323 7482	10 May	2A	Regular	N/A	N/A	Yes
Mrs	Lee Seolhwa	Own World	siolhwa@gmail.com	9482 9483	10 May	2A	Regular	N/A	Vegan	No
Mr	Rizq Hanif	Mandai Wildlife Group	rizqdelu@gmail.com	9474 4739	10 May	2A	Regular	N/A	Halal	No

VIP Passes



Lanyards





10

Event Order, Timeline & Manpower Delegation

Event Order: Pre-Event

International Sustainable Tourism Conference		
Date & Time 09 May 2024, 8.00 am - 5.30 <u>pm</u> 10 May 2024, 8.00 am - 11.59 pm		
Event Description Conference of 500 Attendees inclusive of 11 Exhibitions, 4 Breakout Sessions a Day, Gala Dinner on 2nd Day and a Technical Tour on the 3rd Day.		
Pre Event Logistics		
<u>Pre Event</u>	Task Deadline (Date, Time)	People in Charge
Stage Setup (Grand Ballroom)	01 May 2024, 1.00 pm	Alisha
Stage Setup (Breakout Rooms)	01 May 2024, 3.00 pm	Ryan
Stage Setup (Gala Dinner Room)	01 May 2024, 3.00 pm	Haq
Seating Layout (Grand Ballroom)	01 May 2024, 5.30 pm	Alisha
Seating & Table Layout (Breakout Rooms)	01 May 2024, 6.00 pm	Ryan
Seating & Table Layout (Gala Dinner Room)	01 May 2024, 6.00 pm	Haq
Exhibition Booths Setup	01 May 2024, 5.00 pm	Ira
Drink Stalls and Refreshment Area Setup (Grand Ballroom, VIP Room, Gala Dinner)	01 May 2024, 8.00 pm	Ira
Registration Booths (Regular)	01 May 2024, 5.00 pm	Siti
Registration Booth & VIP Room Setup	01 May 2024, 5.00 pm	Abdul

Setup of Bulky Signages	02 May 2024, 8.00 pm	Siti
Setup of AV Equipment	01 May 2024, 3.00 pm	Haq
Decoration Set Up	01 May 2024, 9.00 pm	Ira
Rehearsal of Conference Day 1	05 May 2024, 9.00 am - 9.00 <u>pm</u> 07 May 2024 9.00 am - 6.00 pm	Siti, Abdul, Alisha
Rehearsal of Conference Day 2	06 May 2024 9.00 am - 9.00 <u>pm</u> 08 May 2024 8.00 am - 5.00 pm	Siti, Abdul, Alisha
Mock Rehearsal of Gala Dinner	04 May 2024 10.00 am - 10.00 pm	Ira, Haq, Ryan
Full-Dress Rehearsal of Gala Dinner	08 May 2024 4.00 pm - 12.00 am	Ira, Haq, Ryan

DAY 1

Day 1				
Time	Programme	Venue	Logistics	Remarks (if any)
0700	Briefing & Attendance Taking for all staffs, vendors & student volunteers	Roselle Jnr.	N/A	- Emphasis on Rules & Regulations.
0730	Check up on all booths	Foyer, Grand Ballroom & Roselle Jnr.	Materials for Booths, Signages for Escorts	- Any loss should be reported ASAP.
0730	AV Check	All rooms	Microphone & Speaker Tests, TV Screens Projection, Digital Backdrop	- To be done by Marina Bay Sands Technical Support Staff and Haq.
0730	Setting Up	Grand Ballroom	Door Gifts and Refreshment Booths	- Volunteers to assist vendors in preparation and to report any mishaps.
0800	Opening of Registration Booths	Foyer & Roselle Jnr	Registering Attendees, Bag Check & Distribution of Lanyards & Wristbands	- After guests have registered, ushers to direct them to Bayfront Lobby Cafe.
0900	Refreshment for Staff	Grand Ballroom	Distribution of Refreshments to Staff, Vendors and Volunteers	N/A
0945	Announce Start of Conference 10 minutes before for VIPs and attendees	VIP Room, Registration Area and Breakfast Area	Use of MBS Speakers and Automated Piano	- MBS Tech Support Team and Abdul to ensure that Automated piano is functioning.
0955	Ensure attendees are seated at their respective seats	Grand Ballroom	N/A	- Ensure crowd control and drop texts to absentees.
0945	Distribution of Door Gifts	Grand Ballroom	Door Gifts	N/A
1000	Opening Ceremony by Jamie Sweeting	Grand Ballroom	AV Equipment	- Volunteers on standby to assist in technical difficulties. - Ushers to assist in wayfinding and navigation.
1030	Plenary Session by Joline Tang	Grand Ballroom	AV Equipment	- Volunteers on standby to assist in technical difficulties. - Ushers to assist in wayfinding and navigation.
1130	Arrival of Lunch Bento Boxes	Kitchen	Trolley	- Volunteers are to handle food with care. - Any loss or damages are to be reported.

1140	Exhibition Tour	Grand Ballroom	N/A	- Ushers to assist in wayfinding and navigation.
1150	Coordinate Lunch Distribution for Individual Tables	Breakout Rooms	Attendees List for Dietary Restrictions.	- Any loss or damages are to be reported.
1220	Usher Attendees to Individual Breakout Rooms/VIP Rooms	Breakout Rooms or VIP Rooms	N/A	- Ushers to assist in wayfinding and navigation.
1230	Lunch for Attendees and Volunteers	Breakout Rooms or VIP Rooms	N/A	- Ushers to assist in wayfinding and navigation.
1315	Announcing of Conference Resumption 15 mins before and Crowd Control	Breakout Rooms or VIP Rooms	MBS Speakers	- Staff and volunteers to return to their stations.
1325	Ensure Attendees are seated	Grand Ballroom	N/A	- Ushers to assist in wayfinding and navigation.
1330	Keynote Session by Carter Roberts	Grand Ballroom	AV Equipment	- Volunteers on standby to assist in technical difficulties. - Ushers to assist in wayfinding and navigation.
1440	Refreshment Break and Networking Session	Grand Ballroom	Refreshment Booths	- Ushers to assist in wayfinding and navigation.
1445	Assist in Preparation of Breakout Rooms Speakers	Breakout Rooms	AV Equipment and Display Tables	- Any damages or technical difficulties to be reported.
1450	Usher Attendees to Individual Breakout Rooms	Breakout Rooms	N/A	- Ushers to assist in wayfinding and navigation.
1500	Breakout Room Sessions	Breakout Rooms	AV Equipment	- Volunteers on standby to assist in technical difficulties. - Ushers to assist in wayfinding and navigation.
1600	Refreshment Break	Breakout Rooms	Refreshment Booths	- Ushers to assist in wayfinding and navigation.
1620	Usher Attendees to Main Conference Area	Grand Ballroom	N/A	- Ushers to assist in wayfinding and navigation.
1630	Closing Ceremony	Grand Ballroom	AV Equipment	- Volunteers on standby to assist in technical difficulties. - Ushers to assist in wayfinding and navigation.
1730	End of Conference			
1900	All guests to be out of the venue	All rooms used	N/A	- To be paired with MBS Security Team.
1900	Securing of venue	All rooms used for conference activities	Trolleys	- Collect compost from bins. - Ensure AV equipment is switched off. - Report any casualties. - Keep venue neat & tidy.
2000	EXIT BUILDING			

DAY 2

Day 2				
Time	Programme	Venue	Logistics	Remarks (if any)
0700	Briefing & Attendance Taking for all Staffs, Vendors & Student Volunteers	Roselle Jnr.	N/A	- Emphasis on Rules & Regulations
0730	Check up on All Booths	Foyer, Grand Ballroom & Roselle Jnr.	Materials for Booths, Signages for Escorts	- Any loss should be reported ASAP.
0730	AV Check	All rooms	Microphone & Speaker Tests, TV Screens Projection, Digital Backdrop	- To be done by Marina Bay Sands Technical Support Staff and Haq.
0730	Setting Up	Grand Ballroom	Door Gifts and Refreshment Booths	- Volunteers to assist vendors in preparation and to report any mishaps.
0800	Opening of Registration Booths	Foyer & Roselle Jnr	Registering Attendees, Bag Check & Distribution of Lanyards & Wristbands	- After guests have registered, ushers to direct them to Bayfront Lobby Cafe.
0900	Refreshment for Staff	Grand Ballroom	Distribution of Refreshments to Staff, Vendors and Volunteers	N/A
0945	Announce Start of Conference 10 minutes before for VIPs and attendees	VIP Rooms, Registration and Breakfast Area	Use of MBS Speakers and Automated Piano	- MBS Tech Support Team and Abdul to ensure that Automated piano is functioning.
0945	Distribution of Door Gifts	Grand Ballroom	Door Gifts	N/A
0955	Ensure attendees are seated at their respective seats	Grand Ballroom	N/A	- Ensure crowd control and drop texts to absentees.
1000	Plenary Session by Celine Herweijer	Grand Ballroom	AV Equipment	- Volunteers on standby to assist in technical difficulties. - Ushers to assist in wayfinding and navigation.
1100	Refreshment Break & Networking Session	Grand Ballroom	Refreshment Booths	- Volunteers on standby to assist in technical difficulties. - Ushers to assist in wayfinding and navigation.
1100	Arrival of Lunch Bento Boxes	Kitchen	Trolley	- Volunteers are to handle food with care. - Any loss or damages are to be reported.

1130	Coordinate Lunch Distribution for Individual Tables	Breakout Rooms	Attendees List for Dietary Restrictions.	- Any loss or damages are to be reported.
1200	Lunch and Exhibition	Grand Ballroom	N/A	N/A
1315	Announcing of Conference Resumption 15 mins before and Crowd Control	Breakout Rooms or VIP Rooms	MBS Speakers	- Staff and volunteers to return to their stations.
1330	Breakout Sessions	Breakout Rooms	AV Equipment	N/A
	Usher Attendees to Main Conference Area	Grand Ballroom	N/A	- Ushers to assist in wayfinding and navigation.
1430	Refreshment Break and Optional Exhibition Tour	Grand Ballroom	Refreshment Booths	N/A
1515	Ensure All Attendees are Seated	Grand Ballroom	N/A	- Ensure crowd control and drop texts to absentees.
1530	Closing Speech	Grand Ballroom		
End of Conference				
1630	Final Preparations and Check	Roselle Simpor Ballroom	AV Equipment, Booths, Tables and chairs	- Final Sound and Visuals Check
1815	Registration & Photo Booth	Roselle Simpor Ballroom	Tickets, Directories, Brochures.	- Register attendees. - Distribute tickets and event materials.
1855	Ensure guests are seated	Roselle Simpor Ballroom	AV Equipment, Chairs	- Observe crowd control - Usher attendees to be seated.
1900	Performance by Hael Husaini & Shila Amzah	Roselle Simpor Ballroom	AV Equipment	- Volunteers to assist in preparation of food buffet.
1905	Food Buffet Standby	Kitchen	Trays	- Volunteers to check for quality and ensure neat presentation of food. - Update kitchen if food is finishing.
1925	Dinner (Food is served until end of Gala Dinner)	Roselle Simpor Ballroom	Food and Beverage	- Rotary shifts for volunteers to man food buffet station if assistance is needed by guests.
1945	Lasalle College Performance	Roselle Simpor Ballroom	AV Equipment	- Volunteers are able to rest at the back of the Ballroom.
2030	SOTA Performance	Roselle Simpor Ballroom	AV Equipment	- Volunteers are able to rest at the back of the Ballroom
2215	(G)I-DLE Performance	Roselle Simpor Ballroom	AV Equipment	- Volunteers are able to rest at the back of the Ballroom
2245	Concert Finale - All Artists	Roselle Simpor Ballroom	AV Equipment, Resting Booths for Artists.	- Concert - Meet & Greet
0000	END	Roselle Simpor Ballroom	Parting Gifts	- Volunteers to clear up the tables. - Cab expenses will be covered for volunteers. - Securing of venue.

Post Event

Post Event Logistics		
Post Event	Task Deadline (Date, Time)	People in Charge
Pack Up AV Equipment	11 May 2024, 2.00 pm	Haq
Tear Down of Booths	11 May 2024, 5.00 pm	Ira
Return Chairs and Tables	11 May 2024, 4.00 pm	Ryan
Collect Signages and Posters	11 May 2024, 6.00 pm	Alisha
Inventory Check of Remaining Event Materials	11 May 2024, 7.00 pm	Siti
Ensure Premises is Clean	11 May 2024, 8.00 pm	ALL
Return Keys to the Venue Supplier	11 May 2024, 8.00 pm	Abdul
Return Rental of Various Items (<i>Laptop, Printer, Decorations</i>)	20 May 2024, 10.00 pm	ALL

Form Conference Planning
Committee & Assign Roles

May 2023

Create Budget and Allocate
Funds

June - July 2023

Secure Necessary License
and Permits

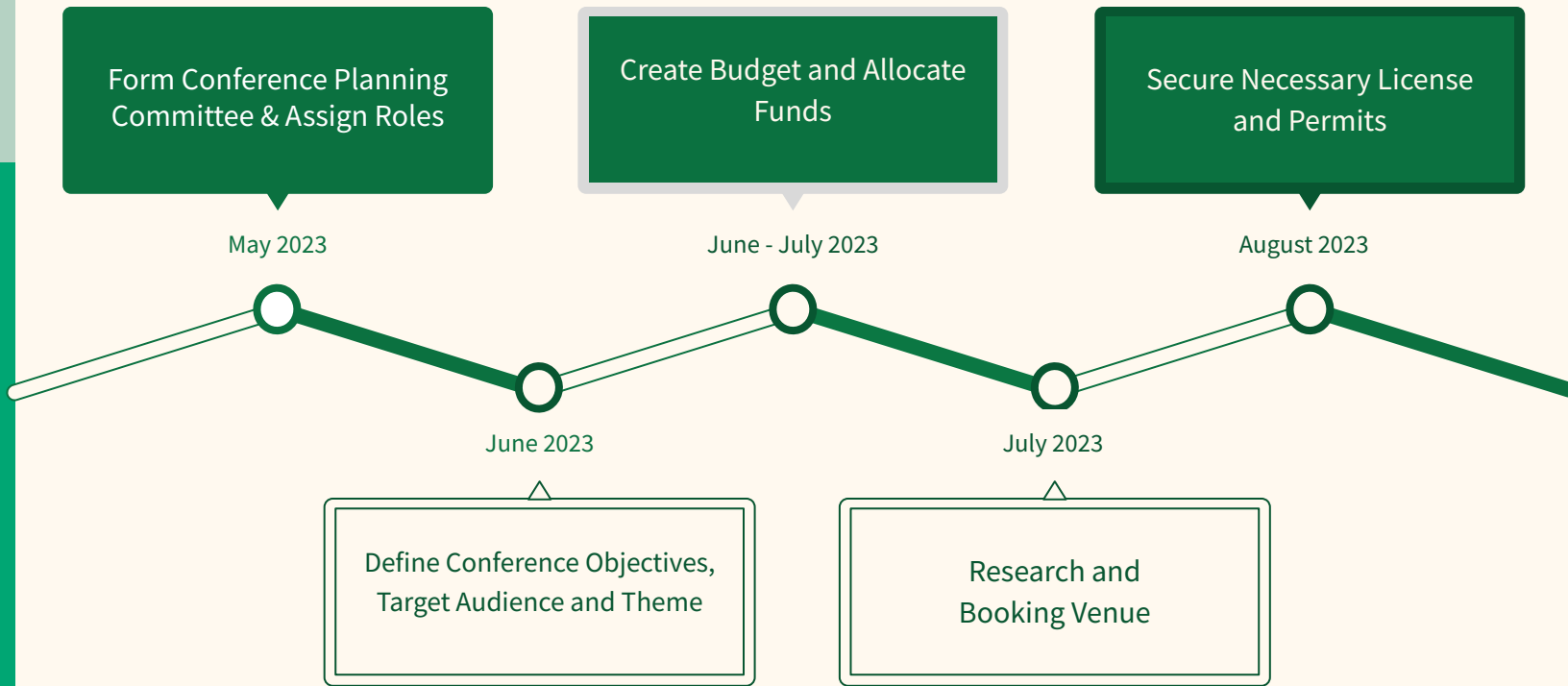
August 2023

June 2023

Define Conference Objectives,
Target Audience and Theme

July 2023

Research and
Booking Venue



Finalise Sponsorship Package

Create a Sponsorship
Compatibility Matrix and Pick 6
Potential Sponsors

Sept 2023

Develop Sponsorship Contracts

Nov 2023

Start Acquiring Breakout
Rooms and Backup Speakers

Coordinate with Speakers on
Speech Topics and
Requirements

Start Acquiring
Gala Artists

Dec 2023 - Jan 2024

Sept-Nov 2023

Reach Out to Potential
Sponsors

Dec 2023

Start Acquiring Keynote
Speakers

Logistics Arrangements

Feb 2024

- **Finalise on Conference Programme**
- **Reach Out to Exhibitors and Discuss on Showcase**
- **Designing of Conference Marketing Materials**
- **Research on Individual Vendors**
- **Finalise Floor Plan and Seating Arrangements**

**Feb 2024 -
Mar 2024**

- **Hiring of Staff & Student Volunteers**
- **Finalise Designs of Interiors and Exteriors**
- **Arrange Meal Plans & Transportation**

**Mar 2024 -
Apr 2024**

- **View Real Life Mockups of Exhibition Booths**
- **Arrival of ALL Tangible Conference & Marketing Materials**

Apr 2024

Arrival & Distribution of Staff/Volunteer Shirts and Lanyards

Ticket Release and Social Media Announcement

Feb 2024

- Opening of IG Page
- Setup of Website
- Send Emails to Early Bird Subscribers
- Launch Early Bird Tickets

Feb 2024 - Apr 2024

- Create Compelling Posts for Weekly IG Updates
- Reveal Conference Details on IG
- Launch of Regular Tickets
- Email Blast of Weekly Newsletter

Apr 2024

- Countdown to Conference on IG Story
- Confirmation of Attendees List

May 2024

- **Send VIP Passes**
- **Setting Up of Stages, Booths etc.**
- **Conduct Final Checks & Rehearsal**
- **Commence of Conference**

May-June 2024

- **Gather Feedback from Various Parties**
- **Collect & Analyze Data on Attendance, Session Popularity, and Overall Conference Performance**
- **Send Thank-You Emails**
- **Compile and Organise ALL Conference Materials**
- **Release Conference Material**

June 2024

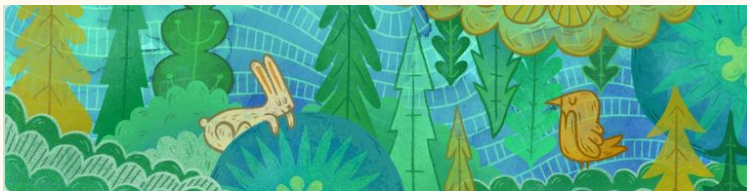
- **Official Hiatus of Social Media Account**
- **End of Month Submission and Review**



11

Feedback Form

Overall Event (Page 1)



The International Sustainable Tourism Conference Feedback Form

How was your experience? We would like to hear from you!

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Not shared

* Indicates required question

Overall, how entertaining was the event? *

Not Entertaining 1 2 3 4 5 Very Entertaining

After the event, how inspired did you feel? *

Not Inspired 1 2 3 4 5 Very Inspired

Do you feel that the event provided you with good insights on the industry? *

☐ Yes!
☐ No.

Was the event ticket a good value for money for you? *

☐ Yes!
☐ No.

Which event aspects to you went well? *

- ☐ The Food Choice
- ☐ Opening Ceremony
- ☐ Registration Procedures
- ☐ Exhibition Tours
- ☐ Networking Sessions
- ☐ Breakout Sessions
- ☐ Closing Speeches
- ☐ Technical Tour

What did not go so well regarding the event process?

Your answer

Would you be likely to participate in future events conducted by dMC Events again? *

- ☐ For sure!
- ☐ I'll think about it.

Any other comments regarding the event?

Your answer

Next

Page 1 of 5

Clear form

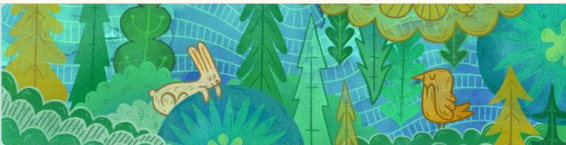
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Technical Tour

(Page 2)



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The Technical Tour

Please fill in this portion if you have participated in it!

How satisfied are you with the places covered in the technical tour?

1 2 3 4 5
Not Satisfied ○ ○ ○ ○ ○ Very Satisfied

Were the sites covered are of interest to you?

☐ Yes
☐ No

How interesting was the tour guide hired for this tour?

1 2 3 4 5
Not Interesting ○ ○ ○ ○ ○ Very Interesting

Which aspects of the tour went well?

- ☐ Refreshments
- ☐ Tour Guide Commentaries and Guidance
- ☐ The Supertrees Grove
- ☐ Horticulture Techniques Workshop
- ☐ Green Roof Tour
- ☐ Networking Session

What did not go so well regarding the tour?

Your answer

Any other comments regarding the tour conducted?

Your answer

[Back](#)

[Next](#)

Page 2 of 5

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Speakers

(Page 3)

How was the speaker: Jamie Sweeting? *

Not at All Not Really Somewhat Definitely

Interesting ☐ ☐ ☐ ☐

Entertaining ☐ ☐ ☐ ☐

Relevant to me ☐ ☐ ☐ ☐

Inspiring ☐ ☐ ☐ ☐

How was the speaker: Kelly S. Bricker? *

Not at All Not Really Somewhat Definitely

Interesting ☐ ☐ ☐ ☐

Entertaining ☐ ☐ ☐ ☐

Relevant to me ☐ ☐ ☐ ☐

Inspiring ☐ ☐ ☐ ☐

Any other comments regarding the speakers?

Your answer

Back

Next

Page 3 of 5

Clear form

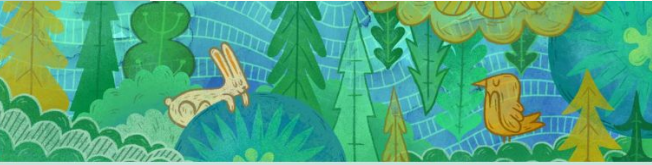
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Venue

(Page 4)



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* Indicates required question

The Venue

How did you find the Marina Bay Sands Conference Hall & Rooms as the venue for this year's conference?

Overall, were you satisfied with the venue choice and were you able to see and hear the presentations clearly? *

- ☐ Yes
- ☐ No

If no, please specify the problems you encountered.

Your answer

How was the quality of the food? *

Terrible

1 2 3 4 5

Delicious!

Was there a large range of food to choose from? *

- ☐ Heaps of Choices!
- ☐ An Adequate Range
- ☐ Some choice, but not what I wanted
- ☐ Not enough for me

In your opinion, what is the most important feature we should look for when choosing a venue? *

Your answer

[Back](#)

[Next](#)

Page 4 of 5

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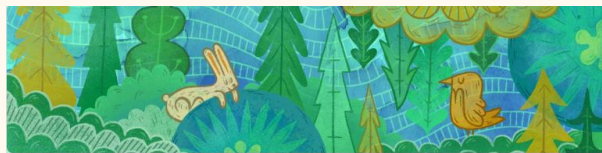
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Final Thoughts

(Page 5)



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Not shared

* Indicates required question

Final Thoughts

Just a tad bit more!

If you were running the event, what would you have done differently? *

Your answer

Any suggestions for future event topics?

Your answer

Any final comments?

Your answer

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Page 5 of 5

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Submission Page



The International Sustainable Tourism Conference Feedback Form

Thank you for your submission! We will take your feedback accordingly! We do hope to seeing you again in our future events again!

- dMC Events & Sponsors.

[Submit another response](#)

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12

Conclusion

The International Sustainable Tourism Conference 2024

'STARstaining Skies and The Abstract Rebirth'

Date	Thursday & Friday 9 – 10 May 2024
Time	8.00 AM – 5.30PM, 8.00 AM – 4:30PM
Venue	Marina Bay Sands Convention Centre
Address	Level 5, Sands Grand Ballroom, 10 Bayfront Ave, Singapore 018956.

Objectives

- Creating a planet reminiscent of the Earth's state in 1988, free from the effects of global warming. In line with our initiative, Starstaining.
- We aim to inspire a global movement towards sustainable tourism and coexistence with nature, generating benefits for both the environment and local communities.

Target Audience

Tourism Authorities
Stakeholders
The Academia

Key Message

Our primary focus lies in the theme of "skies," recognizing the profound impact that weather patterns exert on our lives.

Event Coordinators

DMC Events Representatives;
Abdulaga, Siti, Ryan, Haq and Alisha

Thank You!

CREDITS: This presentation template was created by [Slidesgo](#), and includes icons by [Flaticon](#), and infographics & images by [Freepik](#)

