

SOP for Seminars & Workshops/Conferences

SEMINARS			
No.	Description	Action By	
1.	To be determined a. Solely CIL seminar or Joint Seminar (ie, CIL-FOL / CIL-ESI / CIL-ILA)? b. Date of the seminar? c. By Invitation Only / Open to Public? d. Approval from Assoc Director / Director to proceed with the seminar	Programme Head / Researcher-in-charge	Documents required a. Draft programme b. Email approval from Assoc Director / Director
2.	Lead time Events Team to be notified at least 1.5 months prior to the event, so that seminar rooms can be booked.	Programme Head / Researcher-in-charge to note	
3.	Checking for venue availability	Events Team	
4.	Connecting Events Team to speaker(s)	Researcher-in- charge	Researcher-in-charge to inform the speaker that the Events Team will be contacting him/her for e- poster information
5.	Information needed from speaker a. Speaker's profile + photo b. Topic title c. Topic introduction	Events Team	Depending on the time taken by the speaker to provide the information (on average 3–4 working days)
6.	E-poster to be vetted & edited	Publications Team	3–4 working days
7.	Promotion of event a. Upload of e-poster to CIL website b. 2–3 email blasts to CIL mailing lists to garner registrations c. If a joint event, to coordinate with external partner	Events Team	21 working days
7.	Postevent activity Short blurb and photo of the event for the CIL website (about 200–250 words) to be given to Publications Manager.	Researcher-in-charge (Blurb)/Events Team (Photo)	Immediately after the event
8.	Upload of blurbs and photos to website	Events Team	1–2 working days

WORKSHOPS / CONFERENCES

1.	Refer to above table. In addition, to consider whether or not the workshop/conference is open to regional participants and whether to provide sponsorship.	Programme Head / Researcher-in-charge	Documents required a. Draft programme b. Email approval from Assoc Director / Director
2.	Lead time CIL Team to be notified at least 6–9 months (this is required to ensure the availability of seminar rooms in the campus / hotels / air tickets etc)	Programme Head / Researcher-in-charge to note	
3.	Budgeting Please see below for sample budget items required for a workshop / conference	Researcher-in-charge (with the assistance of the Events and Finance Team)	Researcher-in-charge to determine the need of the items for the workshop / conference
4.	Connecting events team to speaker(s)	Researcher-in-charge	Researcher-in-charge to inform the speaker(s) that the Events Team will be contacting them logistics and administrative purposes
5.	Speakers' information a. Speakers profiles + photos b. Flight details c. Vendor creation forms (bank details) d. Other details	Events Team	
6.	Preparation before conference a. Obtain abstracts from speakers b. Obtain paper / topic titles from speakers c. Obtain presentation slides (if needed) d. Provide speakers with speakers' guidelines	Researcher-in-charge	
7.	Drafting of invitation letters to speakers, VIPs & sponsored participants	Researcher-in-charge	

8.	Sending of invitation letters (via email) to speakers & VIPs	Researcher-in-charge	
9.	Sending of invitation letters (via email) to nominees & sponsored participants	Events Team	
10.	E-brochure to be vetted & edited	Publications Team	3–4 working days
11.	Promotion of event a. Upload of e-brochure to CIL website b. Email Blasts to CIL mailing lists to garner registrations as and when required	Events Team	
12.	Postevent activity Short blurb and photos of the event for the CIL website (about 200–250 words) to be given to Publications Manager for vetting and edits. Workshop report (if any) Book publication (if predetermined as an outcome of the workshop/conference)	Researcher-in-charge (blurb)/ Events Team (photos) Researcher-in-charge to draft / Publications Manager to vet Researcher-in-charge to follow up with contributors / Publications Manager to edit	Immediately after the event
13.	Upload of blurbs and photos	Events Team	1–2 working days
14.	Reimbursements to overseas speakers	Finance Team	

Workshop/Conference Items to Consider

Figures are subject to changes

Air Tickets	To be advised (ie, origin of speakers + flight category)
Airport Transfers (airport to hotel or vice versa)	Professional meet & greet personnel & limo car. S\$ 75 per trip (<u>only</u> for VIPs, ie, Distinguished Visitors). All other guests will have to arrange their own airport transfers.
Accommodations	<u>VIP / Oversea Speaker</u> Max S\$250++ (est S\$300 nett) per room per night x 3 nights per VIP / Oversea Speaker. <u>Overseas Government Official/Academic</u> Max S\$210++ (est S\$250 nett) per room per night x 3 nights per invited overseas government official/academic if we are planning to place them in an alternative hotel to save cost. The Events Team will advise on the hotels that are approved by the NUS.
Conference Packages	<u>Broad Estimates</u> Full Day: S\$110++ / S\$130nett per pax (two breaks, 1 lunch) Half Day: S\$90++ / S\$106nett per pax (one break, 1 lunch) Half Day: S\$70++ / S\$83nett per pax (only 1 break) Based on 100 participants including speakers.
Secretariat Room near the Conference Room (If required)	About S\$800++ (S\$940nett) per meeting room per day. For secretariat to compile & store the conference materials a day before the start of the conference, and to double up as a venue for speakers to have side discussions.
Speakers Dinner (before Day One of Conference)	S\$100 per person (with no alcohol)
Option (A) On Day One of Conference	Welcome Cocktail Reception S\$70++ / S\$83nett per person (with no alcohol)
Option (B) On Day One of Conference	Welcome Dinner S\$100nett per person (with no alcohol)
Audio Visual	Estimated S\$5000 for two days (no half-day hire)
Audio Recording	Estimated S\$700 for two days (no half-day hire)
Transcription	Estimated S\$5000 (S\$80 per 15min, 15 working days' delivery)
Printing of Materials	Estimated S\$2000 (with coloured charts/maps if required)
Photography	Estimated S\$1500 for 2 days

Backdrop	Estimated S\$800–S\$1000 (subject to size stage / height of ceiling)
Courier Transport by van to deliver event materials & stationery	Estimated S\$250 per trip
Social Programme	Estimated S\$100nett per person
Social Programme Transport	Estimated S\$150nett per way by 44-seater coach