



**NEW WAYS
OF WORK
CONFERENCE
2016**
SINGAPORE

**Frequently
Asked
Questions**

FAQ



Event Details

- 1. Where is the New Ways of Work Conference 2016 Singapore held at?**
The New Ways of Work Conference 2016 Singapore will be held at L4, Roselle Simpor Ballroom, Marina Bay Sands Expo and Convention Centre.
 - 2. Do I have to pay to attend the event?**
Admission to the conference is free, but registration is required.
 - 3. What is the date of New Ways of Work Conference 2016 Singapore?**
The New Ways of Work Conference 2016 Singapore will be held on the Thursday, 20th October 2016, from 8.00 am – 5.30 pm.
 - 4. Where do I find information about the event?**
The agenda is available [here](#).
 - 5. What do I need to bring?**
Please bring along your confirmation email with the QR code, and your business card.
 - 6. What is the dress code?**
Smart casual attire is recommended.
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Registration

- 7. Where and how do I register for the event?**
You can register for the event [here](#).
- 8. When should I register?**
Registration closes on 10 October 2016, Monday. Please register as soon as possible to allow for us to prepare and send the relevant information to you in good time before the conference. This would also mean that you will have a guaranteed place in the event.
- 9. If the event is free of charge, why am I required to register?**
Your registration would allow us to make the conference a better experience for you and other delegates. Registering would also mean that you have a guaranteed place in the event that we are fully booked and will regrettably have to turn non registrants away.

FAQ



10. When will I receive my confirmation information?

Upon submitting your completed registration form, an acknowledgement email will be sent to you. In addition, you will receive a detailed email confirmation a week prior to the event. This confirmation will include venue information, programme updates, your customised QR code to be presented at the reception upon arrival, and other key details.

If you have registered and did not receive your acknowledgement e-mail within the same day, please contact the Secretariat for assistance through this e-mail newwaysofwork@amcasiaevents.com

11. Why did I not receive my confirmation and acknowledgement e-mail?

Detailed email confirmation will be sent out a week prior to the event. If you have not received your confirmation e-mail 1 week prior to the event, please notify the Secretariat immediately.

12. I wish to register but the registration portal is already closed. Will I be able to register at the conference?

Please contact the Secretariat for assistance through this e-mail newwaysofwork@amcasiaevents.com

13. What is the cancellation policy?

If you cannot attend the conference and wish to cancel your registration, please notify the Secretariat as soon as possible at newwaysofwork@amcasiaevents.com

14. Can I register without an invitation to the event?

Yes. Please register for the event [here](#).

15. Can I do mass registration for my organisation?

Please contact the Secretariat for assistance through this e-mail newwaysofwork@amcasiaevents.com

16. Where do I pick up my New Ways of Work Conference 2016 Singapore name badge?

You may collect your conference badge from the registration counter or at the self-registration kiosks upon arrival. Please present your customised QR code – which you will receive in your confirmation e-mail a week prior to the event to print your name badge.

17. What do I do if I have misplaced my badge?

Conference attendees are required to wear their badge at all times, including social events. If you have lost your badge, please visit the registration counter.

FAQ



Breakout Sessions

18. How many breakout sessions are there?

There will be 2 concurrent breakout sessions available for registered delegates.

19. How can I register for a breakout session?

Please select your preferred breakout session during registration. For more information on the breakout sessions, please click [here](#).

20. Am I able to switch to another breakout session?

If you wish to attend the other breakout session after you have registered, please contact the Secretariat for assistance: newwaysofwork@amcasiaevents.com

Venue

21. Will transport be provided to/from the venue?

You are required to arrange your own transport to the venue.

22. I am driving to/ from the conference. Will my mileage and parking be covered?

Complimentary carpark coupons will not be provided. However, attendees may purchase carpark passes from MICE Business Centre at L3 at S\$8.00 each. This amount will be charged to their cashcard upon exit from the carpark.

Mileage will not be reimbursable.

23. Can I bring a guest?

Yes, please direct your guest to the registration site [here](#) to guarantee their placement at the conference.

24. Who should I contact if I have questions regarding the venue?

If you have any questions, please contact the Secretariat at newwaysofwork@amcasiaevents.com. Please do not contact the hotel directly.

Miscellaneous

25. What if I still have unanswered questions about the New Ways of Work Conference 2016 Singapore?

Please contact the Secretariat for assistance through this e-mail newwaysofwork@amcasiaevents.com

26. Am I allowed to take photographs at the event?

Yes. Photo-taking is encouraged at the event.

