



2ND ANNUAL  
**CONSTRUCTION EXCELLENCE:**  
PREFAB, PRECAST & MODULAR BUILDINGS

a **marcusevans** event



13th – 15th November 2017 | Singapore

PRODUCTIVITY IS NEVER AN ACCIDENT. IT IS ALWAYS  
THE RESULT OF A COMMITMENT TO EXCELLENCE,  
INTELLIGENT PLANNING AND FOCUSED EFFORT.

**PAUL J. MEYER**



This event is HRDF Claimable for  
Eligible Malaysian Companies



**DAY 3 – EXPERIENTIAL  
WORKSHOP**

**BuildSmart: Improving Integration and  
Collaboration Across the Construction  
Value Chain**

This workshop will look at how to best plan  
for the holistic implementation of Modern  
Methods of Construction (MMC) through  
a combination of presentations, case study  
projects and site visits.

Facilitated by:

**Andrew Lian** Director  
ALDA CONSULTANTS, AUSTRALIA

**INDUSTRY TRENDSETTERS**

**Overcoming the Roadblocks for  
Successful Implementation of Modern  
Methods of Construction**

Interactive and Engaging Interview Sessions  
and Thought Provoking Discussions

Using smart technologies, as well as,  
improving integration and collaboration  
across the construction value chain to  
drive transformative change in the built  
environment sector.

**marcusevans**

**ENGAGE AND COLLABORATE WITH WORLD CLASS DEVELOPERS,  
PRECAST MANUFACTURERS & INDUSTRY EXPERTS**

**Ir. Dr. Kamarul Anuar Mohamad Kamar** DGM  
- Engineering & Construction Innovation Centre  
UEM GROUP, MALAYSIA

**Dr. Wei Pan** Co-Chair of the Low Carbon  
Construction (LCC) Taskforce & Associate  
Director  
CENTRE FOR INNOVATION IN  
CONSTRUCTION AND INFRASTRUCTURE  
DEVELOPMENT (CICID), HK

**SJ Vijay** Chairman  
SALMON LEAP ASSOCIATES, INDIA

**Lim Chong Sit** Managing Director  
ROBIN VILLAGE INTERNATIONAL,  
SINGAPORE

**Ahmad Farrin** Head of Industrialised Building  
Systems (IBS)  
CONSTRUCTION INDUSTRY DEVELOPMENT  
BOARD (CIDB), MALAYSIA

**Vasudevan Suresh** Chairman – Policy &  
Advocacy Committee

INDIAN GREEN BUILDING COUNCIL (IGBC)  
Vice-Chairman, National Building Code of India 2016

**Andrew Lian** Director  
ALDA CONSULTANTS, AUSTRALIA

**Khor Yew Chai** Director  
MODERNA HOMES, SINGAPORE

**Sanjay Adsar** GM  
BG SHIRKE CONSTRUCTION, INDIA

**Dr. Shetha Alzubaidi** Former SVP  
DAMAC PROPERTIES, UAE

**BENCHMARK WITH INNOVATIVE CONCEPTS, PROJECTS AND SOLUTIONS  
FROM AWARD WINNING ARCHITECTS AND ENGINEERING SPECIALISTS**

**James Law** Chairman & CEO  
JAMES LAW CYBERTECTURE, HK  
Director, Hong Kong Design Centre  
Board Advisor, Hong Kong Designers Association  
"Winner of 2016 Global Design Award – AIPod"

**Nayan Trivedi** Partner  
LESLIE E. ROBERTSON ASSOCIATES, USA

**Shonn Mills** Head of Buildings, ASEAN  
RAMBOLL, SINGAPORE

**Holley Chant** Executive Director – Corporate  
Sustainability and Commissioning  
KEO INTERNATIONAL CONSULTANTS, UAE

**Steven Velegrinis** Associate Principal  
PERKINS+WILL, UAE

**Angela Lee** Principal and Regional Director,  
Asia Pacific & Greater China  
HKS, SINGAPORE

**Andrew Waugh** Founder + Director  
WAUGH THISTLETON ARCHITECTS, UK  
'World's Largest CLT Building'

**John Lucchetti** Principal and Hydraulic & Fire  
Protection Section Manager  
WOOD & GRIEVE ENGINEERS, AUSTRALIA  
Director of PrefabAUS & Member of Steering  
Committee of the Modular Construction Code Board

**Gan Hock Beng** Principal  
G&A ARCHITECTS, MALAYSIA  
Research Collaborator, Construction Research  
Institute of Malaysia



# THE PROGRAMME - DAY ONE

monday 13<sup>th</sup> november 2017

- 0830 Registration and Morning Coffee
- 0900 Opening and Welcome Remarks from the Chairperson
- 0915 **Plenary One: Capitalising on Modular Construction as the Next Frontier for Innovation**  
**James Law**, Chairman & CEO, **James Law Cybertecture, HK**
- 0955 **Plenary Two: Plyscrapers – Making Timber Buildings a Viable Alternative: A Case Study on Dalton Lane**  
**Andrew Waugh**, Founder + Director, **Waugh Thistleton Architects, UK**
- 1035 Morning Refreshments
- 1115 **Plenary Three: Shaping a More Productive Construction Industry: Drivers, Constraints, Strategies and Measures**  
**Dr. Wei Pan**, Co-Chair of the Low Carbon Construction (LCC) Taskforce & Associate Director, **Centre For Innovation In Construction And Infrastructure Development (CICID), HK**

1155 **INTERACTIVE THINK TANK: RIDING THE PRODUCTIVITY WAVE**  
**Discussing the Opportunities and Challenges in Increasing Productivity Across the Project Value Chain**  
*Moderator to be Advised*

1235 Networking Lunch

## STREAM ONE PREFAB & HYBRID TECHNOLOGIES

- 1335 Chairperson's Opening Remarks
- 1345 **Embarking on Strategic Initiatives to Drive Adoption of Modular Construction**
- Providing guidance for industry stakeholders who want to get on board with modular methodologies
  - Developing a new code of practice to remove misconceptions and pave the way for greater adoption
  - Capitalising on opportunities for sustainable construction to ensure higher levels of quality and compliance
- John Lucchetti**, Principal and Hydraulic & Fire Protection Section Manager, **Wood & Grieve Engineers, Australia**  
*Director of PrefabAUS & Member of Steering Committee of the Modular Construction Code Board*
- 1425 **Leveraging Prefabricated Pre-Finished Volumetric Construction (PPVC) to Improve Productivity and Change the Design and Construction Process**
- Catalysing PPVC to boost productivity in the building and construction sector in Singapore
  - Raising construction productivity and fundamentally changing the design and construction processes
  - Eliminating the bulk of construction work on site and improving labour productivity by 40% with a shortened construction timeframe
- Khor Yew Chai**, Director, **Moderna Homes, Singapore**
- 1505 Networking Refreshments
- 1535 **Prefabricating Facades for an Off-Site Modular Solution to Bring Cost, Quality and Time Benefits to High Rise Projects**
- Exploring prefab façades that push the boundaries of both façade and materials engineering
  - Using modular façades that allow for on-site installation without scaffolding for maximum precision and quality
  - Pioneering prefab façade design for landmark buildings to revolutionise the architectural design
- Dr. Shetha Alzubaidi**, Former SVP, **Damac Properties, UAE**
- 1615 **Using Virtual Design and Construction (VDC) Technologies for Prefab Projects to Elevate your Projects to the Next Level**
- Managing integrated multi-disciplinary performance models of prefab projects using VDC
  - Fabricating structural elements for individual units in a limited time span
  - Mitigating transportation and logistics bottlenecks through a comprehensive planning framework
- Speaker to be Advised*
- 1655 Chairperson's Closing Remarks
- 1700 End of Day One

## STREAM TWO PRECAST

- 1335 Chairperson's Opening Remarks
- 1345 **Designing Resilient Buildings by Harnessing Performance Based Design (PBD) for Residential Projects**
- Constructing precast buildings of up to 25 stories with high safety standards and fast construction execution times
  - Providing better infrastructure by switching over to an unified e-platform in precast design and construction on a mass scale
  - Managing and optimising your precast processes, as well as, minimising errors and waste
- Sanjay Adsar**, GM, **BG Shirke Construction, India**
- 1425 **Harnessing Precast Engineering for High Rise Buildings**
- Incorporating full precast technologies as an efficient and cost effective solution for super high-rise buildings in high density cities
  - Integrating innovative design and construction technologies to augment the durability of your projects for various hazards
  - Ensuring buildability of tall structures using precast technology to achieve higher quality and construction productivity
- Nayan Trivedi**, Partner, **Leslie E. Robertson Associates, USA**
- 1505 Networking Refreshments
- 1535 **Promoting Precast Concrete for Affordable Housing to Accelerate Delivery Timelines and Reduce Costs**
- Improving productivity and efficiency to deliver affordable and quality homes
  - Using innovation and advanced technologies to revolutionise the mass housing sector
  - Overcoming cost challenges for the adoption of precast technology for this segment
- Ir. Dr. Kamarul Anuar Mohamad Kamar**, DGM - Engineering & Construction Innovation Centre, **UEM Group, Malaysia**
- 1615 **Reviewing the Existing Design, Manufacturing and Site Installation Practices Commonly Adopted in Precast Construction**
- Examining current challenges facing the industry and the way forward
  - Weighing the benefits vs. challenges of setting your own precast plants
  - Harnessing economies of scale across multiple projects
- Speaker to be Advised*
- 1655 Chairperson's Closing Remarks
- 1700 End of Day One



# THE PROGRAMME - DAY TWO

tuesday 14<sup>th</sup> november 2017

- 0830 Registration and Morning Coffee  
0900 Opening and Welcome Remarks from the Chairperson  
0910 **Plenary One: Utilising Prefab to Change How Our Cities are Designed and Built**  
**Holley Chant**, Executive Director – Corporate Sustainability and Commissioning, **KEO International Consultants, UAE**  
0950 **Plenary Two: Standardising Technical Design Guidelines to Overcome Regulatory Challenges, Implement Monitoring Systems and Ensure Project Quality**  
**Andrew Lian**, Director, **Alda Consultants, Australia**  
1020 **Plenary Three: Mapping Out a Blueprint to Promote Prefab and Drive Transformation in the Built Environment Sector**  
*Speaker to be Advised*  
1100 Morning Refreshments

## 1130 **INDUSTRY TRENDSETTERS**

### **OVERCOMING THE ROADBLOCKS FOR SUCCESSFUL IMPLEMENTATION OF MODERN METHODS OF CONSTRUCTION**

#### **Interactive and Engaging Interview Sessions and Thought Provoking Discussions**

The moderator will provide an overview, as well as, facilitate interviews with 2 guest speakers using a series of mini presentations and Q&A. The audience will also be encouraged to interact, ask questions and share their opinion.

#### **Interview One:**

#### **Examining the Codal and Regulatory Issues in Heralding Prefabrication, Systems Building and Mixed/Composite Construction: A Case Study on the National Building Code of India**

**Vasudevan Suresh**, Chairman – Policy & Advocacy Committee, **Indian Green Building Council (IGBC)**

*Vice-Chairman, National Building Code of India 2016*

#### **Interview Two:**

#### **Promoting an Integrated Planning Process to Better Capitalise on Stakeholder Expertise and Eliminate Supply Chain Inefficiencies**

**Gan Hock Beng**, Principal, **G&A Architects, Malaysia,**

*Research Collaborator, Construction Research Institute of Malaysia*

- 1250 Networking Lunch

## STREAM ONE

### PREFAB & HYBRID TECHNOLOGIES

- 1350 Chairperson's Opening Remarks  
1400 **Leveraging Innovative Computational Design and Adopting Practices that Increase Efficiency When Using Prefab**  
  - Assessing the cost implications of various prefab options to ensure ease of maintenance throughout the lifecycle
  - Successfully applying VDC to current infrastructure and building projects
  - Facilitating the VDC process for stakeholders across the entire construction value chain**Angela Lee**, Principal and Regional Director, Asia Pacific & Greater China, **HKS, Singapore**  
1440 **Prefabricating Housing Modules Using Cross-Laminated Timber (CLT) to Be Highly Energy Efficient, Durable and Increase Liveability**  
  - Addressing the construction challenges inherent in projects' with remote locations and harsh weather conditions
  - Constructing a high quality and durable building while reducing labour inputs
  - Improving aesthetics, materials, acoustics, thermal performance and using Passive House principles to achieve a robust building envelope**Steven Velegrinis**, Associate Principal, **Perkins+Will, UAE**  
1520 Networking Refreshments  
1540 **Harnessing Design for Manufacturing Assembly (DFMA) to Increase Speed and Reduce Cost**  
  - Weighing the benefits of DFMA vs. the conventional design approach
  - Developing bespoke prototype modular building systems
  - Adopting a holistic approach from feasibility to project supervision stages**Shonn Mills**, Head of Buildings, ASEAN, **Ramboll, Singapore**  
1620 **Designing for Excellence in Prefab Building Services for an Optimum and Holistic Integrated System**  
  - Using prefabricated MEP resulting in higher quality finishes, as well as, yield both in time and manpower savings
  - Facilitating stakeholders collaboration to identify and mitigate challenges
  - Developing projects that comply with building codes to raise industry standards and promote sustainability in the long run*Speaker to be Advised*  
1700 Chairperson's Closing Remarks & End of Day Two

## STREAM TWO

### PRECAST

- 1350 Chairperson's Opening Remarks  
1400 **Catalysing 3D-Printing to Allow for Complex, Organic Geometries that Are Optimised to Reduce Localised Stress and Mitigate Turbulent Exterior Airflow**  
  - Implementing a comprehensive 3D modular concrete structure building system to revolutionise your construction process
  - Reducing overall construction time, cost, labour and while providing superior acoustic, thermal and fire rating properties
  - Enabling savings of 20 to 30 percent on the average cost and construction time per project**SJ Vijay**, Chairman, **Salmon Leap Associates, India**  
1440 **Ensuring Precise Installation of Non-Regular Precast Components for Complex Custom Designs**  
  - Creating a better understanding of concrete construction technology
  - Engineering custom precast buildings by going beyond the traditional boundaries and limitations of precast
  - Utilising advanced planning technologies to deliver projects on time and within budget**Lim Chong Sit**, Managing Director, **Robin Village International, Singapore**  
1520 Networking Refreshments  
1540 **Benefiting from Value Engineering and Value Management for Precast Buildings**  
  - Meeting project timelines and eliminating unexpected interruptions on site
  - Providing for a higher level of strength, durability and disaster resistance using precast
  - Creating an environmentally-sound, resource efficient model for greater sustainability**Ahmad Farrin**, Head of Industrialised Building Systems (IBS), **Construction Industry Development Board (CIDB), Malaysia**  
1620 **Delving into the Application of Precast Prestressed Concrete Buildings in High-Seismic Regions**  
  - Ensuring a longer material lifespan resulting in decreased maintenance and cost savings in the long run
  - Selecting materials and construction methods suitable for your geographical location
  - Increasing resistance to hazards using enhanced structural design and disaster resistant materials*Speaker to be Advised*  
1700 Chairperson's Closing Remarks & End of Day Two



## EXPERIENTIAL WORKSHOP - DAY THREE

wednesday 15<sup>th</sup> november 2017

### **BuildSmart: Improving Integration and Collaboration Across the Construction Value Chain**

This workshop will look at how to best plan for the holistic implementation of Modern Methods of Construction (MMC) through a combination of presentations, case study projects and site visits.

#### **Session 1**

Exploring how a Prefabrication Strategy allows for the practice of Lean Concepts, while delivering successful projects.

- Understanding the DFMA process for manufactured buildings
- Reviewing the design fundamentals
- Adhering to the Modular Building Code

#### **Session 2**

Examining how to catalyse achievable benefits including reducing material handling, construction waste, delivery impacts to a congested site, and schedule. In addition, the quality of work is increased and safety is improved due to the controlled working environment.

- Case study: Applying design principles to a live project

#### **Session 3 - Interactive Panel Discussion**

Discussing the importance of stakeholder collaboration to identify upstream design clashes, plan for the prefabrication process and simulate the downstream construction workflow with process and production improvements.

Andrew will lead a discussion with experienced Singaporean Architects and Engineers engaged in PPVC Design followed by Q&A

#### **Session 4**

Viewing real world examples of innovative technologies and best practice frameworks to showcase integration of the design, prefabrication and construction phases of a project.

- Briefing on projects that we will see at the site visit

#### **Session 5 - Proceed to Site Visits**

Experiencing a walk through the projects which will include a technical overview to showcase best practice examples in Singapore.

- Board bus and travel to project sites
- Site Visit 1
- Site Visit 2

*Facilitated by:*

**Andrew Lian**, Director, **Alda Consultants, Australia**

### ABOUT THE WORKSHOP FACILITATOR

**Andrew Lian**, Director of Alda Consultants has over 25 years of architectural experience and is sought after expert in Modular Design and Construction. Andrew holds an MBA and is a qualified Project Manager and registered Architect in Western Australia. Andrew has recently accepted an Adjunct Professor role at the University of Western Australia to lead research into Prefabrication and Manufacture Buildings.

He was previously Managing Principal of Woods Bagot (Western Australia) and worked in Singapore with Architects61 in the early 1990's. He is a sought after speaker and educator on Modular Construction and has spoken at the BCA Academy Singapore, Singapore Institute of Architects, World of Modular and UK Offsite Conference. He is currently actively consulting on major Hotel Resort Island projects in the Maldives adopting Modular Construction. Andrew is also a Board Member of Prefabaus, Australia's peak body promoting offsite construction.

Alda Consultants is an International Modular consultancy offering independent, vendor-neutral Modular design services to Owners, Contractors, Manufacturers and Architects. Alda has consulted to project in Singapore, Malaysia, Maldives and Australia.

### WORKSHOP OBJECTIVES

- Equipping industry professionals with the latest construction productivity trends and technologies in order to attain higher technical competencies and drive construction productivities in their respective organisations
- Gaining critical knowledge of lean processes, management skills and understanding of new construction technologies in construction productivity
- Examining how productivity should be managed as an integral part of the site project management process
- Increasing essential knowledge, process methodologies, tools and techniques in improving construction productivity

### WORKSHOP PROGRAMME SCHEDULE

0830	Registration and Coffee
0900	Morning Session Commences
1010	Morning Refreshments and Networking Break
1030	Morning Session Re-Commences
1200	Networking Luncheon
1300	Afternoon Session Commences
1330	Leave for Site Tours
1630	Return to Hotel and Workshop Concludes

**marcusevans** would like to thank all the world-leading visionaries, solution providers, associations, operators, end-users and delegates who have contributed to and supported the **marcusevans 2nd Annual CONSTRUCTION EXCELLENCE: Prefab, Precast & Modular Buildings Large Scale Event**. We would particularly like to mention our speakers for their help in the research behind the event and also our sponsors for their continued support and commitment.

On behalf of **marcusevans** we hope you have a rewarding, enjoyable and productive time. We personally look forward to meeting you all and working with you at our future Large Scale Events planned in 2017. See you in November!

**REGISTER NOW**

Tel.: +604 291 1500 Fax: +604 291 1599  
Email: [ErrolK@marcusevanskl.com](mailto:ErrolK@marcusevanskl.com)

PAGE 4



## MORE ABOUT THE EVENT

### WHY YOU CANNOT MISS THIS EVENT

**marcus evans** takes great pride in organising the **2nd Annual CONSTRUCTION EXCELLENCE: Prefab, Precast & Modular Buildings** flagship event scheduled from the 13th – 15th of November 2017.

This event uncovers various market trends and identifies market dynamics, such as drivers, restraints, opportunities, and challenges in the prefabrication industry. Here we will also delve into both growth strategies and explore how these technologies, as well as, innovative processes are being more widely adopted by the companies to increase their construction productivity and enhance long term sustainability. We will also delve into best ways to overcome roadblocks to implementing modern methods of construction. Explore how to capitalise on these innovative technologies and improve integration and collaboration across the construction value chain to drive transformative change in the built environment sector.

Attend this event to learn how to address the challenges, examine critical issues, explore how this sector can grow and how to deliver more using innovative prefab technology and modular solutions, thereby taking advantage of the unprecedented opportunities in this sector.

#### **Stream One: Prefab & Hybrid Systems**

Here we will explore the latest on Design for Manufacturing Assembly (DFMA) and Prefabricated Pre-Finished Volumetric Construction (PPVC) to increase speed and reduce cost. Also, learn how to leverage prefab to improve the design and construction process, improve productivity and drive the adoption of modular construction.

#### **Stream Two: Precast**

Here we will examine how to harness performance based design for precast structures and relook the existing manufacturing and site installation practices to design more resilient buildings. Also, discover how to capitalise on BIM and precast concrete for affordable housing, to accelerate delivery timelines and reduce costs.

ATTENDING THIS PREMIER MARCUS EVANS CONFERENCE WILL ENABLE YOU TO GAIN INSIGHTS INTO BEST PRACTICE STRATEGIES AND TECHNIQUES INCLUDING;

- **Implementing** strategies to better plan and execute prefab projects on time and within budget
- **Determining** key considerations on where and when to go modular
- **Exploring** best practices in cost and project management, as well as quality control
- **Catalysing** BIM and construction softwares to mitigate risks and enhance overall productivity
- **Setting** new sustainability ratings and performance benchmarks to increase environmental efficiency
- **Ensuring** smooth integration of modules on-site and end of line construction to reduce time spent on-site
- **Benchmarking** and networking opportunities with key industry experts and trendsetters worldwide

### WHO SHOULD ATTEND

Top level decision makers such as CEOs, COOs, Heads, VPs, Directors, GMs and Senior Personnel working in the Residential & Non – Residential Buildings Sector;

#### **Engineering & Construction Firms, Contractors and Property Developers:**

- Managing Directors
- Directors
- General Managers
- Heads of Precast Design
- Heads of Prefab & Modularisation
- Heads of Design
- Heads of Construction
- Heads of Technology & Innovation
- Heads of Planning and Development
- Heads of Environment & Safety
- Heads of Sustainability & Energy Efficiency
- Heads of Facilities
- Heads of Procurement
- Technical Heads
- Project Directors
- Structural Engineers
- HVAC Engineers

#### **Local Government, Government Departments, Agencies and Authorities:**

- Heads of Building and Construction
- Heads of Precast
- Heads of Energy Efficiency
- Heads of Building Codes and Assessment
- Heads of Project Development
- Directors of Planning & Design

#### **Engineers, Consultants, Project Managers and Contractors involved in:**

- Project Design
- Precast
- BIM
- Façade Engineering
- Structural Engineering
- M&E Engineering
- Energy Consulting and Auditing
- HVAC

#### **Architecture and Consulting Firms:**

- Managing Directors
- Principals / Partners
- Chief Architects
- Heads of Design and Planning
- Heads of Sustainable Design

#### **Prefab, Modular & Precast Manufacturers Industry Associations & Research Institutes**

2nd Annual  
**CONSTRUCTION EXCELLENCE: Prefab, Precast & Modular Buildings**  
**REGISTRATION FORM**

**REGISTER NOW**

Please complete in **BLOCK CAPITALS** and return this form digitally using the **desktop Acrobat Reader software**, or by submitting a printed version via scan or fax. Some fields are not compatible with iOS or Android devices.

Tel.: +604 291 1500 Fax: +604 291 1599  
 Email: ErrolK@marcusevanskl.com

**EVENT CODE: AS-IF4764**

**LOGIN ID:**

**CODE: E**

PLEASE COMPLETE THIS FORM AND FAX BACK TO:  
**ERROL KANG**

FAX NO: **+604 291 1599**

**REGISTRATION FEES**

**FEES**

**2 Days Conference Fee** USD 2,295  
**3 Days Conference Fee** USD 2,995

**CONSULTANTS AND SOLUTION PROVIDERS FEES**

**2 Days Conference Fee** USD 2,795  
**3 Days Conference Fee** USD 3,595

*\*online documentation included for all fee categories*

**Online Documentation Only** USD 795  
 You will be provided a username and password to access the documentation online

**PLEASE SELECT CONFERENCE STREAMS THAT YOU WOULD LIKE TO ATTEND:**

Day 1: Stream One Stream Two  
 Day 2: Stream One Stream Two

A processing fee of USD 48 will be added per delegate. GST & VAT will be added if applicable per delegate.

**CONFERENCE:** CONSTRUCTION EXCELLENCE: PREFAB, PRECAST & MODULAR BUILDINGS

**DATES, VENUE:** 13TH – 15TH NOVEMBER 2017, SINGAPORE

**PAYMENT METHOD**

**CREDIT CARD**

Please note that all Credit Cards will be charged in MYR. All exchange rates are calculated by your cards bankers. Payment is required within five working days on receipt of invoice (Credit Card payments attract a 2% surcharge)

Please charge my: MasterCard VISA AmEx Diners Club

Card Holder's Name \_\_\_\_\_ Security Code \_\_\_\_\_

Card Number \_\_\_\_\_

Expiry Date \_\_\_\_\_ Signature \_\_\_\_\_

**CONFIRMATION DETAILS**

After receiving payment a receipt will be issued. If you do not receive a letter outlining joining details two weeks prior to the event, please contact the Conference Coordinator at **marcus evans** conferences.

**REGISTRATION DETAILS**

1.) Name \_\_\_\_\_

Position \_\_\_\_\_

E-Mail \_\_\_\_\_

2.) Name \_\_\_\_\_

Position \_\_\_\_\_

E-Mail \_\_\_\_\_

3.) Name \_\_\_\_\_

Position \_\_\_\_\_

E-Mail \_\_\_\_\_

**To ensure your personal assistant also receives confirmation details please add their details below**

Name \_\_\_\_\_

E-Mail \_\_\_\_\_

**Organisation** \_\_\_\_\_

**Address** \_\_\_\_\_

**Town** \_\_\_\_\_ **State** \_\_\_\_\_

**Country** \_\_\_\_\_ **Postcode** \_\_\_\_\_

**Tel.** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Nature of Business.** \_\_\_\_\_

**Company Size:** 1-9 10-24 25-49 50-99  
 100-249 250-499 500-999 1000+

**AUTHORISATION**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

This booking is invalid without a signature.

AUTHORISATION Signatory must be authorised to sign on behalf of contracting organisation

**Payment is required within five working days on receipt of invoice**

**Indemnity:** Should for any reason outside the control of **marcus evans** conferences, the venue or speakers change, or the event be cancelled due to an act of terrorism, extreme weather conditions or industrial action, **marcus evans** conferences shall endeavour to reschedule but the client hereby indemnifies and holds **marcus evans** conferences harmless from and against any and all costs, damages and expenses, including attorneys fees, which are incurred by the client. The construction, validity and performance of this Agreement shall be governed in all respects by the laws of Malaysia to the exclusive jurisdiction of whose Courts the Parties hereby agree to submit.

Terms & Conditions: **marcus evans** Marcus Evans (Singapore) Ltd

1. Fees are inclusive of program materials and refreshments.
2. Payment Terms: Following completion and return of the registration form, full payment is required within 5 days from receipt of invoice. PLEASE NOTE: payment must be received prior to the conference date. A receipt will be issued on payment. Due to limited conference space, we advise early registration to avoid disappointment. A 50% cancellation fee will be charged under the terms outlined below. We reserve the right to refuse admission if payment is not received on time.
3. Cancellation/Substitution: Provided the total fee has been paid, substitutions at no extra charge up to 14 days before the event are allowed. Substitutions between 14 days and the date of the event will be allowed subject to an administration fee of equal to 10% of the total fee that is to be transferred. Otherwise all bookings carry a 50% cancellation liability immediately after a signed sales contract has been received by **marcus evans** (as defined above). Cancellations must be received in writing by mail or fax six (6) weeks before the conference is to be held in order to obtain a full credit for any future **marcus evans** conference. Thereafter, the full conference fee is payable and is non-refundable. The service charge is completely non-refundable and non-creditable. Payment terms are five days and payment must be made prior to the start of the conference. Nonpayment or non-attendance does not constitute cancellation. By signing this contract, the client agrees that in case of dispute or cancellation of this contract that **marcus evans** will not be able to mitigate its losses for any less than 50% of the total contract value. If, for any reason, **marcus evans** decides to cancel or postpone this conference, **marcus evans** is not responsible for covering airfare, hotel, or other travel costs incurred by clients. The conference fee will not be refunded, but can be credited to a future conference. Event program content is subject to change without notice.
4. Copyright etc: All intellectual property rights in all materials produced or distributed by **marcus evans** in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is prohibited.
5. Data Protection: Client confirms that it has requested and consented to **marcus evans** retaining client information on **marcus evans** group companies database to be used by **marcus evans** groups companies and passed to selected third parties, to assist in communicating products and services which may be of interest to the client. If the client wishes to stop receiving such information please inform **marcus evans** local office or email unsubconf@marcusevansuk.com. For training and security purposes telephone calls may be recorded.
6. Important note. While every reasonable effort will be made to adhere to the advertised package, **marcus evans** reserves the right to change event dates, sites or location or omit event features, or merge the event with another event, as it deems necessary without penalty and in such situations no refunds, part refunds or alternative offers shall be made. In the event that **marcus evans** permanently cancels the event for any reason whatsoever, (including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the Client shall receive a credit note for the amount that the Client has paid to such permanently cancelled event, valid for up to six months to be used at another **marcus evans** event. No refunds, part refunds or alternative offers shall be made.
7. Governing law: This Agreement shall be governed and construed in accordance with the law of Malaysia and the parties submit to the exclusive jurisdiction of the courts in Kuala Lumpur. However, **marcus evans** only is entitled to waive this right and submit to the jurisdiction of the courts in which the Client's office is located.
8. Client hereby acknowledges that he/she specifically authorizes that **marcus evans** groups companies charge the credit card listed above for the amount provided herein; that this Contract is valid, binding and enforceable; and that he/she has no basis to claim that any payments required under this Contract at any time are improper, disputed or unauthorized in any way. Client acknowledges that they have read and understood all terms of this contract, including, without limitation, the provisions relating to cancellation.

**APPROVALS (HEAD OF DEPARTMENT):**

**FOR INTERNAL OFFICE USE:**

**marcus evans**

Suite G-H, 15th Floor Northam House  
 No. 55, Jalan Sultan Ahmad Shah 10050 Penang Malaysia

**marcusevans** large scale events