

20th Anniversary APMEC 2023

ASIA PACIFIC MEDICAL EDUCATION CONFERENCE

**Celebrating Excellence in Scholarship
of Teaching and Learning**

TRENDS • ISSUES • PRIORITIES • STRATEGIES

22nd (Mon) – 28th (Sun) May 2023 | Singapore

Organised by:



Centre for Medical Education
Yong Loo Lin School of Medicine

Participating Partners:



NUSMedCenMED



TRADE EXHIBITOR PROSPECTUS



FACE TO FACE EXHIBITION OPENING TIMES

Thursday,
25 May 2023: 1400 – 1800 hours Singapore time
(Setting up)

Friday,
26 May 2023: 0900 – 1700 hours Singapore time
(Exhibition opens)

Saturday,
27 May 2023: 0900 – 1630 hours Singapore time
(Exhibition opens)

Booth: Level 1, University Cultural Centre, NUS
Table top: Level 2, University Cultural Centre, NUS

Address: University Cultural Centre,
National University of Singapore,
50 Kent Ridge Crescent,
Singapore 119279

VIRTUAL PLATFORM OPENING TIME

Monday to Saturday, 24 hours
22 May to 27 May 2023:

EXHIBITOR APPLICATION PROCESS

- Please return to website for application of exhibition package for APMEC 2023.
- Upon successful application, an exhibitor ID will be generated.
- An email confirmation will be sent to you after payment.
- Tax receipt will be emailed to you within 2 weeks' time
- **If payment is not received within 2 weeks; we will deem you are not interested and booth/ table top location will be released.**
- Should you need any assistance, please contact Ms Jillian Yeo jillyeo@nus.edu.sg

Website link:

https://medicine.nus.edu.sg/cenmed/apmec2023/trade_exhibition.html

DELUXE BOOTH DISPLAY

SGD 5,000 + 8% GST

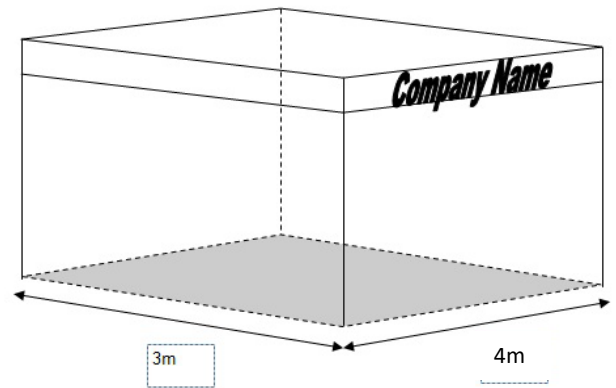
Level 1, UCC

Virtual platform:

- 4 passes to virtual booth
- 3 passes to virtual main conference
- Publicity banner at the sidewalls of virtual halls

Virtual booth features

- 2 videos
- 2 e-brochures
- 4 e-Posters
- E-Chatroom
- E-Meeting room



Sample of booth display
Image is for illustration purpose only

Face to face exhibition:

- APMEC Conference Handbook: Organisation Name
- Standard Organisation Name on Booth Provided
- 3m (D) x 4m (W) Booth
- 1 Table with skirting, 4 Chairs
- 1 Twin Plug (220-240 volts)
For International exhibitors, please bring your adaptor(s) for your equipment.
- 4 passes to face to face main conference
- 15mins Soapbox airtime

Kindly note all pull-up banners can only be displayed within your booth

PREMIUM BOOTH DISPLAY

SGD3,500 + 8% GST

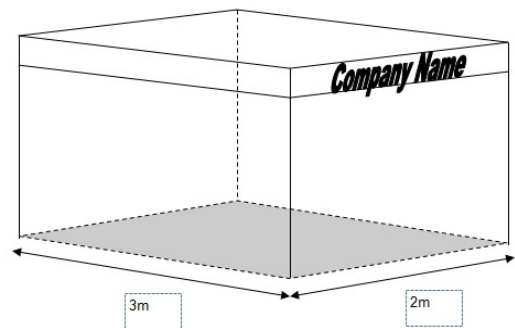
Level 1, UCC

Virtual platform:

- 2 passes to virtual booth
- 2 passes to virtual main conference
- Publicity banner at the sidewalls of virtual halls

Virtual booth features

- 1 video
- 2 e-brochures
- 3 e-Posters
- E-Chatroom
- E-Meeting room



**Sample of booth display
Image is for illustration purpose only**

Face to face conference:

- APMEC Conference Handbook: Organisation Name
- Standard Organisation Name on Booth Provided
- 3m (D) x 2m (W) Booth
- 1 Table with skirting, 2 Chairs
- 1 Twin Plug (220-240 volts)
For International exhibitors, please bring your adaptor(s) for your equipment.
- 2 passes to face to face main conference
- 15mins Soapbox airtime

Kindly note all pull-up banners can only be displayed within your booth.

STANDARD TABLE TOP DISPLAY

SGD 2,500 + 8% GST

Level 2, UCC

Virtual platform:

- 2 passes to virtual booth
- 2 passes to virtual main conference

Virtual booth features

- 1 video
- 2 e-brochures
- 2 e-Posters
- E-Chatroom
- E-Meeting room

Face to face conference

- APMEC Conference Handbook: Organisation Name
- 1 Table with Skirting (5ft x 2ft), 2 Chairs
- 2 Twin Plug (220-240 volts)
For International exhibitors, please bring your adaptor(s) for your equipment.
- 2 passes to face to face main conference
- 15mins Soapbox airtime



**Image is for illustration purpose only
Skirting's colour is subjected to changes**

VIRTUAL ONLY

SGD 1,400 + 8% GST

Virtual platform:

- 2 passes to virtual booth
- 2 passes to virtual main conference

Virtual booth features

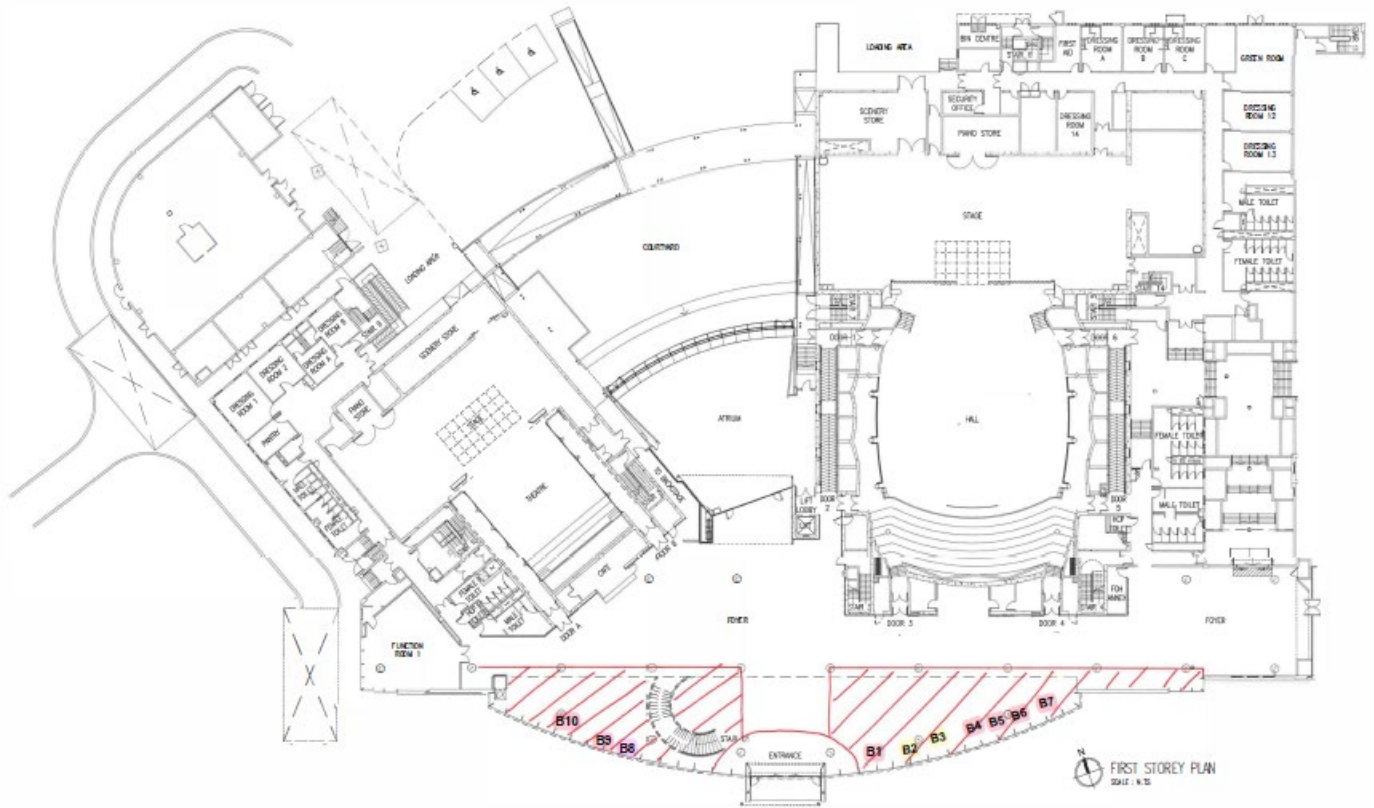
- 1 video
- 2 e-brochures
- 2 e-Posters
- E-Chatroom
- E-Meeting room

SUMMARY

		Deluxe	Premium	Standard	Virtual only
		SGD 5,000 + 8% GST	SGD 3,500 + 8% GST	SGD 2,500 + 8% GST	SGD 1,400 + 8% GST
Virtual platform	Passes (virtual booth)	4	2	2	2
	Passes (virtual main conference)	3	2	2	2
	Videos	2	1	1	1
	e-Brochures	2	2	2	2
	e-Posters	4	3	2	2
	1 e-Chatroom	✓	✓	✓	✓
	1 e-Meeting room	✓	✓	✓	✓
	Organization name will be advertised on virtual room	✓	✓	✓	✓
	Publicity Banners on the sidewalls of virtual halls	✓	✓	X	X

Face to face	Types of display	Booth	Booth	Table top	
	Standard Organization Name on Booth Provided	Yes	Yes 3m (L) x 2m (W)	No	
	Table	1 table with skirting	1 table with skirting	1 table with skirting	
	Electronic support	1 twin plug	1 twin plug	2 twin plug	
	Chairs	4	2	2	
	Access to main conference	4	2	2	
	Soapbox sessions (15 mins airtime)	✓	✓	✓	

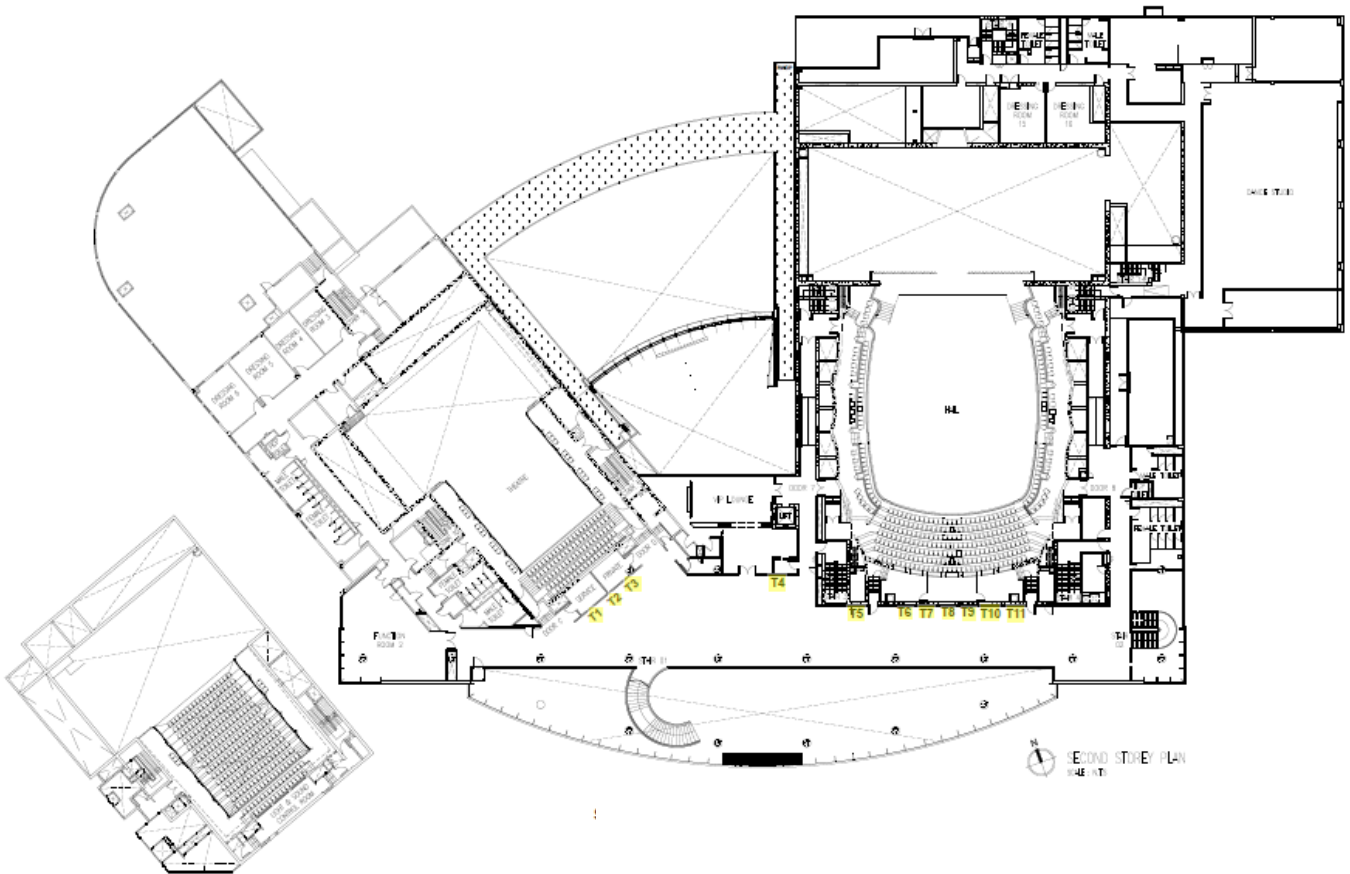
FLOOR PLAN: DELUXE AND PREMIUM BOOTH DISPLAY



Location: Level 1 of University Cultural Center

Deluxe booth display (B2 and B3): SGD 5,000 + 8% GST
Premium booth display (B1 and B4 to B10): SGD 3,500 + 8% GST

FLOOR PLAN: STANDARD TABLE TOP



Location: Level 2 of University Cultural Center

Standard table top (T1 to T11): SGD 2,500 + 8% GST

General Rules; Terms & Conditions

Application

- Spaces are determined on a first-come-first-served basis.
- No advance reservation of spaces is allowed.
- Upon successful application, an exhibitor ID will be generated to you.
- An email confirmation with attached credit card payment form will be emailed to you for payment.

Payment

- **Payment not received within 2 weeks after the application date; we will deem you are not interested and booth/table top location will be released.**

Cancellation

- Any cancellation or replacement must be conveyed to the Organiser via email.
- A cancellation charge of 50% fee will be levied if the cancellation is received **before** 31st March 2023, 23:59 SGT.
- There will be **no refund** if the cancellation is received **on or after** 31st March 2023, 23:59 SGT.

General Rules; Terms & Conditions

Dimensions

- Dimensions and size of booths and table top displays are deemed finalised by the company.

Shipping

- All exhibitors are required to make their own arrangement for shipping. Shipping information can be found on the handout on the webpage after payment is confirmed.
- Shipping instructions must be followed and packages labelled clearly to avoid any delay in locating your packages during delivery.
- **For pick-up after conference, exhibitors are required to prepare all the shipping/Airway Bill and Performa Invoice with all the necessary documents and details such as weight/item description.**
- **Please note that exhibitors are requested to pay for GST yourself before shipping your items to our office.**

Delivery

- The organisers reserve the right to accept any goods in the event when taxes are not paid to the courier company beforehand.
- The organisers will not be responsible for any late delivery of goods in the event when goods are unreleased at the Singapore Custom Immigration.

Risk of Loss

- The organisers will not be responsible for any damages or loss of the properties of the exhibitors.

General Rules; Terms & Conditions

Installation

- Exhibitors must take care when installing/dismantling their equipment and stand so as not to cause damage to the venue carpet, walls, floor and stands, including all panels, fascia and lightning.
- Exhibitors are responsible for arranging couriers and transportation of exhibition equipment and exhibitors to the conference. Exhibitors must make their own arrangements for storing equipment/materials prior, during and after the conference.

Storage

- **Please be informed that there is NO storage area for your items at NUS UCC (University Cultural Centre).**

Data Protection

- By making a booking for a space, the exhibitor gives consent to the organisers to take and use photographs, images and any video footage of the exhibitor, or the space during the conference for any of the organisers' promotional purposes in perpetuity in any media without any payment to the exhibitor.