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# PROGRAM ON EVENT MANAGEMENT

**IWFCI-INDIA : ASPIRATIONS - A BOOTCAMP  
FOR EMPOWERMENT OF ENTREPRENEURS &  
PROFESSIONALS**

**SINGAPORE**

**27th June - 2nd July 2017**

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# Planning & Managing Events

This course is designed to help participants understand and apply the principles of effective event management. It will introduce participants to best practices from a practitioner's perspective and familiarise them with the 4-stage process for planning and implementing events successfully. Participants will also be introduced to the tools for analysing and managing events.

## Learning Outcomes

- Learn the best practices which can be applied to planning and implementing events
- Learn the 4-stage process for planning and thinking about events
- Practice and apply the tools for each stage of event management



Training from Industry Professionals

## Program Outline

- Defining Events – What constitutes an event and the elements of an event
- The strategic picture – how to factor organisation's mission and vision to the event objectives, and focusing on the purpose
- P2E2 Model of Event Management – includes elements of Purpose, Planning, Execution and Evaluation
- Defining Purpose – Focusing on the compelling reasons for having an event as the medium
- 4 Cs for successful Event Management including clarity in purpose, consistency, change management, checkpoints

- Value of Planning How thorough planning contributes to successful implementation
- Checklists Various checklists for planning including: Choice of dates, Program design, Schedule, Venue selection checklist, Evaluation checklist, Invitation checklist, Promotions checklist, Catering checklist, Equipment checklist, etc.
- Contingency planning checklist for contingency plans
- Practical Considerations Organising committees, sub committees
- Flawless Execution

## Who will Benefit?

- Managers and employees who need to plan small and large scale events for the public and customers.
- Those who need to organise annual D&D, staff retreats, conferences, cohesion programmes, etc for inhouse staff.
- Those who are interested to learn the basics of how to plan, co-ordinate and implement events professionally.



# DAY WISE ITINERARY

## Day 01: 27<sup>th</sup> June - Checkin & City Tour

- Arrive at Changi International airport by flight.
- Additional Breakfast on arrival arranged.
- Checkin at 2 p.m.
- City tour of Singapore- Half day Singapore City Tour.
- Lunch and Dinner at local Indian restaurant.
- Comfortably stay overnight at the hotel.

## Day 02: 28<sup>th</sup> June - Training on Event Management

- Pick up from hotel towards Institute.
- Lunch at an Indian Restaurant.
- Drop to the hotel from Institute
- Dinner at local Indian restaurant.

## Day 03: 29<sup>th</sup> June - Training on Event Management

- Pick up from hotel towards Institute.
- Lunch at an Indian Restaurant.
- Drop to the hotel from Institute
- Dinner at local Indian restaurant.

## Day 04: 30<sup>th</sup> June - Fun filled day @ Sentosa

- Breakfast at Hotel.
- Pick up from hotel for Sentosa.
- Lunch at local restaurant in Indian Restaurant.
- Sentosa : Enjoy your day at Sentosa Island with cable car + wings of time + luge and sky ride.
- Pickup from Sentosa and drop to hotel.
- Dinner at local Indian restaurant.

## Day 05: 1<sup>st</sup> July - Experiencing the Universal Studios

- Breakfast at Hotel and transfer to Universal Studios.
- Lunch at Universal Studios.
- Pickup from universal Studios and drop to hotel.
- Dinner at local Indian restaurant.
- Comfortably stay overnight at the Hotel.

## Day 06 : 2<sup>nd</sup> July - Shopping & Checkout

- After breakfast Check-out from hotel and transfer for shopping.
- Pick up from shopping centre and proceed to the Singapore Airport to board the return flight.



## ACCOMMODATION

<b>Singapore</b>	Hotel Pinnacle
<b>Website</b>	<a href="http://pinnaclehotel.com.sg/">http://pinnaclehotel.com.sg/</a>
<b>Type</b>	3 Star, Twin Sharing



## INCLUSIONS & EXCLUSIONS

### PROGRAM INCLUSIONS :

- Certified Training on Event Management, trainer fee etc.
- Half day City tour with guide
- Sentosa with Luge & Skyride + wings of time + 1 w cc with guide
- Universal studio + 10 sgd lunch coupon only
- 4 lunch + 5 dinner coupon only
- 2 day university visit pick up & drop with guide
- 1 arrival break fast
- Shopping pick & drop with guide
- Transfer from Airport to Hotel with guide & reverse.
- Flight tickets : Onward & Return.

### PROGRAM EXCLUSIONS :

- All other than those listed in above inclusions.
- Meals at hotels except those listed in above inclusions
- The package does not include any expenses of personal nature such as laundry, wines, sim cards, mineral water, food and drinks and other things not mentioned in our inclusions.
- Early check in / Late Check Out.
- In case baggage weight increases the allotted weight, the traveler will have to bear their extra baggage charges.

## REGISTRATION PROCESS

- Strictly on first come first serve basis. Deadline : 29th May 2017
- Application Stage : Application needs to be submitted before registration.
- Registration Stage : The following documents need to be sent :
  1. Filled Application Form.
  2. Four Passport sized photographs as per Singapore Visa Specification (White Background)
  3. Passport couriered to our office. (Address mentioned on the last page).

## PAYMENT DEADLINE

- The amount needs to be paid either via Bank Transfer, RTGS/NEFT or cash before 29th of May 2017.

## PROGRAM COST

- SLOT 1 : First 20 Aspirants : per aspirant cost INR 67,250 (Program Cost : Fixed) + INR 22,500 as on 11th May 2017 (Flight : Can Fluctuate depending on the day of registration).
- SLOT 2 : Kindly check with IWFCI Team for updates.

## PAYMENT DETAILS

- Payment Enquiry : Ms. Praneetha Kothari : +91 94490 57258
- Please find the below mentioned Bank Account Details.
- Educesta Pan no: AAECE1464F
- Bank A/C. Name : Educesta Global Service Pvt Ltd.
- Account No : 50315185357
- Account type : Current A/c.
- Bank Name: ALLAHABAD BANK
- Bank Address: NO.297, SLJ TOWERS, 100FT RING ROAD, BANASHANKARI 3RD STAGE, BANGALORE - 560 085
- Bank PH No: 080- 26798444
- MICR Code: 560010012
- IFSC Code: ALLA0212314



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