

In line with the regulators' and authorities' SMM measures and Questex [Be Safe](#) policies for safe and healthy running of our conferences, we have the following procedures for you to read, accept and follow pre-event, onsite and post-event:

First, Choosing the Track to Attend on Day Two: 17 November 2021

As attendees are expected to stay in the same seating and seated groups throughout the conference, you need to choose between:

17 November 2021 - Day Two - Track A: Intelligent Finance Function

How to Accelerate Digital Progress Made in Automating More Processes and Digital Skill Integration

(OR)

18 November 2021 - Day Two - Track B: GRC, M&A, Supply Chain & Sustainability Strategies

Reset

Reframing the Risk, Governance, and Supply Chain Strategies

Based on your track choice, your seating location within the conference room for both days will be allocated and mailed, along with the Zone Number and Color Code.

Please note:

- You are to stay together with the colour-coded zone members throughout the conference
- You can move within the zone but are not allowed to move to other zones or tracks

Event Days: Arriving for Registration

Please note and follow your allocated registration timings on both days:

Zone 1 - Green: 8.00am to 8.15am.

Zone 2 - Yellow: 8.15am to 8.30am.

Zone 3 - Orange: 8.30am to 8.45am.

Zone 4 - Blue: 8.45am to 9.00am.

Visiting Technology Tabletops During Breaks

Please note and follow your allocated Technology Tabletops visiting timings:

Zone 1 - Green: Day 1, 17 November 2021, 1040am – 1110am

Zone 2 - Yellow: Day 1, 17 November 2021, 3pm – 330pm

Zone 3 - Orange: Day 2, 17 November 2021, 1040am – 1110am

Zone 4 - Blue: Day 2, 17 November 2021, 3pm – 330pm

Lunch and Moving During Technology Tabletop Breaks

Please note that your lunch in covered bento-boxes will be served at your conference table. For visiting washrooms and to the Technology Tabletop Areas, please follow the color-coded exit and entry paths.

Meeting Sponsors at Technology Tabletops

During your allotted Technology visit break, you will be able to meet exhibitors at their tabletops, with plexiglass partition, to drop business cards, collect literature and to find out more on suitable technology.

Every technology partner-delegate connect has 3 minutes and on announcement of 3 minutes' time, you can move to the next tabletop to continue your discussion with the next technology partner.

This will ensure that you meet all relevant technology providers in a safe way. There will be our SMM staff at the exhibition area to help you with the movement.

Post Event

Please let the undersigned know if you have any symptoms or illness up to 14 days after the event.

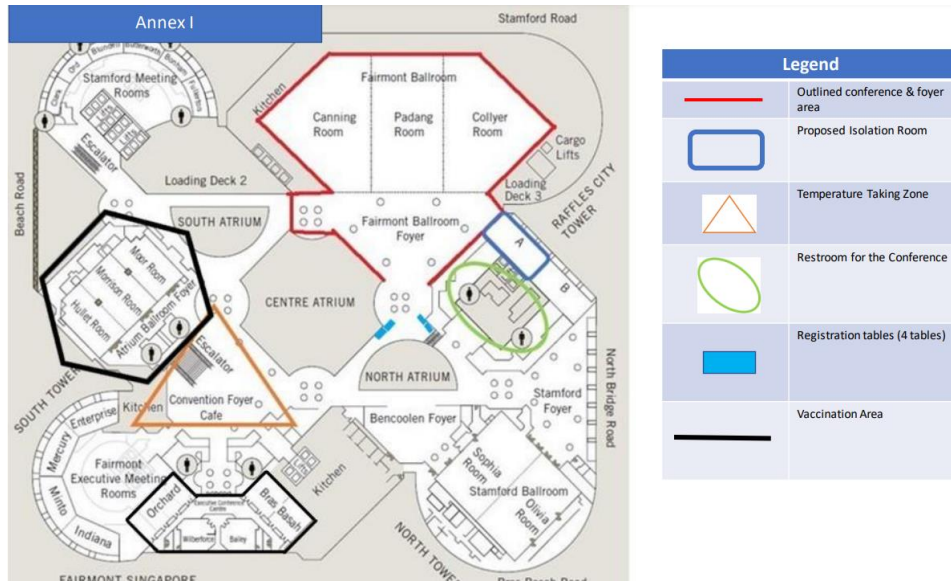
Next Steps

- Look through agenda [here](#) and register [here](#) and fill all relevant details
- Choose your track to attend on 15 June 2021, Day Two of the event
- Read through our Be Safe Guidelines [here](#)
- Fill and mail us the T&C and LW documents, available [here](#)

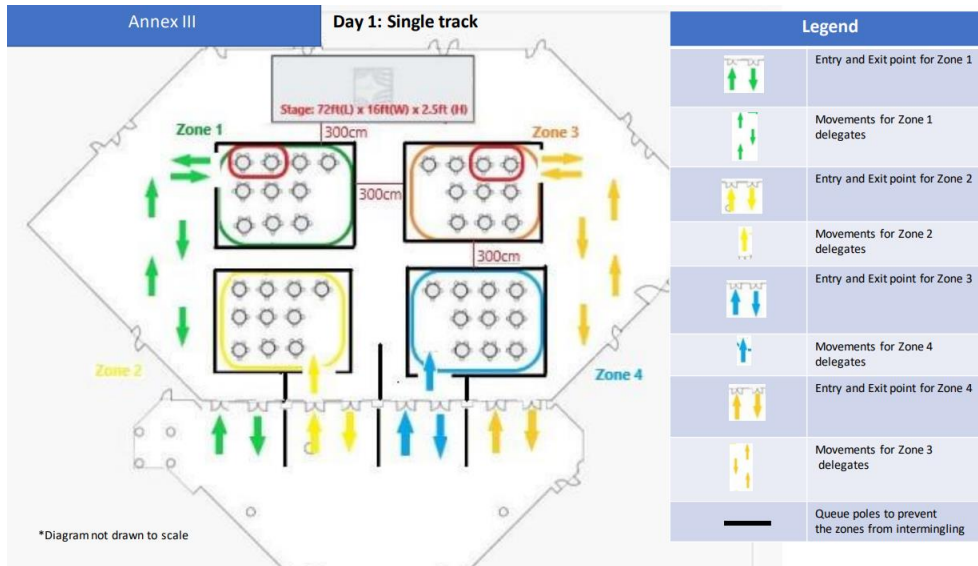
Reach out to Ms Lily Lee, Senior Operations Manager, Questex Asia for clarifications and updates, at llee@questex.com

Annexes

Floor Plan, Fairmont Ballroom, Level 4, Raffles City Convention Centre



Day 1: 17 November 2021 – Seating as Per Zone and Color Codes, Entry and Exit Points



Day 2: 18 November 2021 – Seating Plan for Track A & B

