KONRAD
ADENAUER
STIFTUNG

INTRODUCTION

Thank you for your registration to **"Digital Sovereignty. Laws and Policies to govern Digital Media and Social Media in Asia"**. This document will serve as your guide to the event. Please read carefully and follow instructions enumerated below. These measures are based on the prevailing Safe Management Measures (SMMs).

Note: All guests are always required to observe personal hygiene and maintain at least 1-meter distance. Guests should not be present if they have any flu-like symptoms or feeling unwell. Facemasks need to be worn at all times, except when eating or drinking.

DATE AND VENUE

Date: 27 January 2021

Time:

Guests are to be seated by 7.30pm. Please go to your assigned zone and cohort which will be assigned to you per email prior to event. You will get a corresponding colored sticker at the entrance of your zone. Please arrive at the entrance of the ballroom at your designated timing below. Refer to the Ballroom zone plan map for your orientation.
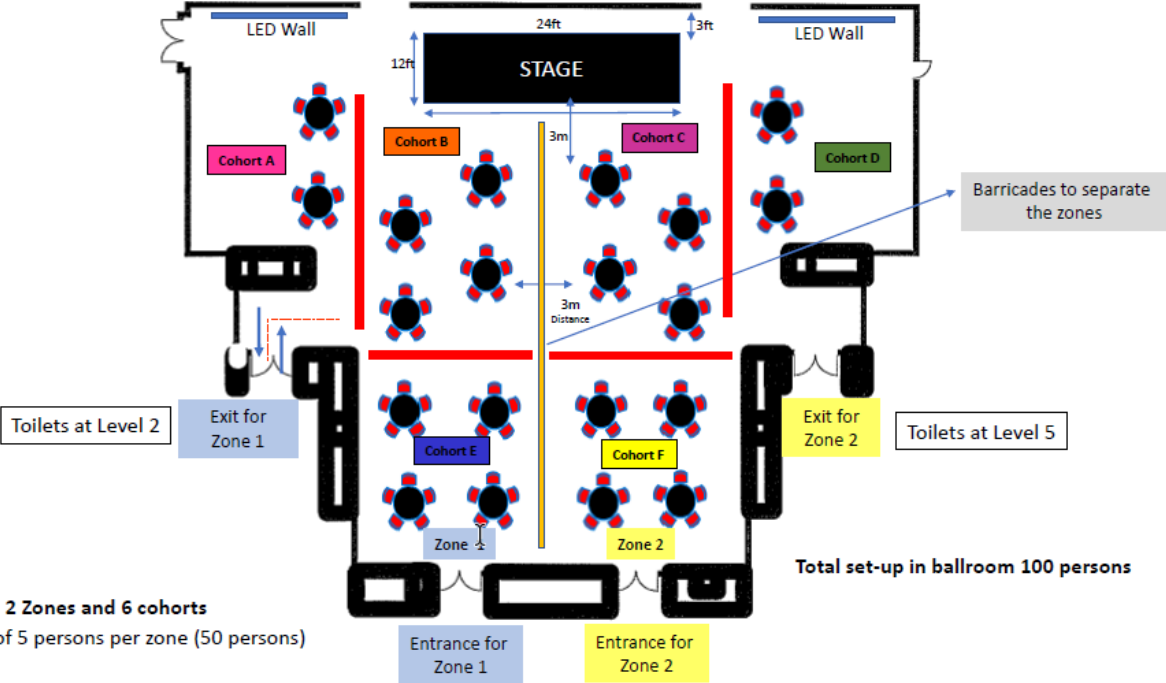
	Zone 1
Zone 1 **Cohort A / B / E**	**7:00pm**
Zone 2 **Cohort C / D / F**	**7:15pm**

Please note that the timing provided above is your timing at the entrance of the ballroom. Guests are therefore expected to arrive earlier at the main entrance of the hotel for temperature check and general check-in.

Registration :   On-site registration is not required as all guests have been pre-registered online.

BALLROOM – ZONE PLAN MAP

The Ballroom, Level 2

LED Wall
24ft
3ft
LED Wall
12ft
STAGE
3m
Cohort B
Cohort C
Cohort A
Cohort D
Barricades to separate the zones
3m Distance
Toilets at Level 2
Exit for Zone 1
Cohort E
Cohort F
Exit for Zone 2
Toilets at Level 5
Zone 1
Zone 2
Total set-up in ballroom 100 persons
2 Zones and 6 cohorts
10 tables of 5 persons per zone (50 persons)
Entrance for Zone 1
Entrance for Zone 2

ARRIVAL PLAN

Based on the prevailing SMMs for events, the following guidelines must be adhered to by all guests attending the event in a safe and responsible manner.

What to do before attending the event?

a) Download TraceTogether App and enable it before heading to the event.

Download on the App Store

Get it on Google Play

Alternatively, you can bring your TraceTogether Token to the event.

Usage of TraceTogether App or Token to scan the SafeEntry QR Code is compulsory for all. If you do not have either one of them, you cannot be allowed entry to the event.

ENTRANCE TO THE HOTEL / EVENT

All attendees are to enter via the **main entrance** of Conrad Hotel, Two Temasek Boulevard, Singapore 038982. Attendees are required to do safe entry scan at the entrance of the hotel, and later scan the QR code for the event safe entry at the ballroom and have their temperature checked. Hand sanitizers will be provided at all door entrances as well as the event venue.

Please note that guests are therefore expected to arrive earlier at the main entrance of the hotel to comply with the arrival timing at the entrance of the ballroom. Please refer to page one of this document.

EXITING THE VENUE

Attendees will be released by batches to prevent overcrowding. Please follow the timings based on your zone and cohort group that you are in:

	Zone 1	Zone 2
Cohort A / D	9:10pm	9:15pm
Cohort E / F	9:20pm	9:25pm
Cohort B / C	9:30pm	9:35pm

Thank you very much for your cooperation.